

# Hotel Lobby Trip Hazard Report

## Incident Details

Date of Report

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Time of Incident

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Exact Location in Lobby

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## Description of Hazard

Type of Hazard

Loose Mat/Rug  Wet Floor  Cables/Wires  Uneven Surface  Other:

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Description

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## Persons Involved / Witnesses

| Name | Role | Contact (Optional) |
|------|------|--------------------|
|      |      |                    |
|      |      |                    |
|      |      |                    |

## Immediate Actions Taken

## Recommendations / Further Actions

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Reported By  
(Name & Signature)

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Date