

Fire Safety Audit Report

Hotel Facilities

1. General Information

Hotel Name:

Hotel Address:

Audit Date:

Auditor Name(s):

Hotel Representative:

2. Scope of the Audit

Describe the areas and aspects covered in this audit:

3. Executive Summary

Provide a brief overview of the fire safety status and main findings:

4. Fire Safety Documentation

Document	Available (Yes/No)	Remarks
Fire Safety Policy		
Evacuation Plan		
Fire Equipment Certificates		
Staff Training Records		

5. Fire Safety Systems & Equipment

Item	Status/Condition	Remarks
Fire Extinguishers		
Smoke Detectors		
Emergency Lighting		
Sprinkler Systems		
Alarm Systems		
Fire Doors/Escape Routes		

6. Observations & Findings

List key observations, deficiencies, and any fire risks identified:

7. Recommendations

Provide recommended actions or corrective measures:

8. Follow-up Actions

Note required follow-up actions or next steps:

9. Appendices (if any)

Attach supporting documents, photos, or additional checklists as required.

Auditor's Signature & Date

Hotel Representative's Signature & Date