

# 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.

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Auditorâ€™s Signature & Date

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Hotel Representativeâ€™s Signature & Date