



The Business Traveller's 10-Point Hotel Security Checklist

Before settling into a hotel, take a few minutes to check the following:

- ☐ **1. Entrance Security** — Are the main entrances monitored by staff, security personnel or CCTV?
- ☐ **2. Reception Control** — Are visitors acknowledged, questioned or recorded when entering the hotel?
- ☐ **3. Guest-Floor Access** — Can visitors gain access to guest floors without interruption, or is a room key required to use the lifts or stairwells?
- ☐ **4. Room Location** — Is your room away from isolated corridors, service areas and ground-floor access points, while remaining within reasonable reach of a fire exit?
- ☐ **5. Door Security** — Does the room door close and lock properly, and are the deadlock, security chain and peephole working?
- ☐ **6. Window and Balcony Security** — Do windows and balcony doors lock securely, and could they be accessed from neighbouring rooms, roofs or external structures?
- ☐ **7. Fire Safety** — Locate the nearest fire exits, count the doors between your room and the exit, and check that escape routes are clear.
- ☐ **8. In-Room Safe** — Is the safe securely fixed, functioning correctly and large enough for passports, documents and essential valuables?
- ☐ **9. Emergency Arrangements** — Can reception clearly explain what guests should do during a fire, medical emergency, security incident or evacuation?
- ☐ **10. Surrounding Area** — Are the immediate streets, parking areas and transport pick-up points well lit, active and suitable for use after dark?

Trust your judgement: If the hotel, room or surrounding area does not feel secure, raise the concern immediately or request alternative accommodation.