

PERSON-IN-CHARGE CHECKLIST

UNIT # _____ PERSON ON PATROL _____ DATE ____/____/____

PERSON IN CHARGE _____ DAY OF WEEK _____

WEATHER _____

TIME OF PATROL: _____

INSTRUCTIONS:

Patrols should be conducted as necessary to provide "REASONABLE CARE".
 One report form will be used for each day.
 Times of patrol must vary. Pattern of patrol must vary.
 Person on patrol should always have a radio and ensure the radio is charged and working.
 All unusual events or observations must be recorded. This is a LEGAL DOCUMENT.
 Duties will also include: assisting guests, providing escorts, providing first-aid, performing evictions, responding to emergencies.

IN EVERY AREA THE PERSON ON PATROL WILL BE LOOKING FOR:

- | | |
|---|---------------------|
| FIRE HAZARDS | PARTIES / NOISE |
| SAFETY HAZARDS | WET FLOORS |
| PROPERTY DAMAGE | BLOCKED PATHS |
| TRESPASSERS, SUSPICIOUS BEHAVIOR | EMPLOYEE VIOLATIONS |
| BLOCKED EXITS | GUEST COMPLAINTS |
| CRIMES IN PROGRESS | GENERAL SANITATION |
| FIRST-AID EQUIPMENT IN PLACE / PROPERLY STOCKED | |
| DOORS/WINDOWS LEFT OPEN OR NOT WORKING PROPERLY | |
| CHECK FOR BURNED OUT LIGHTS AND TURN OFF UNNECESSARY LIGHTS | |

<u>AREA TO CHECK</u>	<u>PAY SPECIAL ATTENTION TO:</u>	<u>COMMENTS:</u>
MAIN ENTRANCE	FLOOR DRY - NO TRIP HAZARDS	_____
EMPLOYEE ENTRANCE	FLOOR DRY - NO TRIP HAZARDS	_____
MEETING ROOMS	SECURED IF NOT BEING USED	_____
HOUSEKEEPING/LAUNDRY	OPERATIONS NORMAL	_____
FRONT DOOR/BACK DOOR	LOCKED WHEN POLICY REQUIRES	_____
FRONT DESK	PUBLIC ENTRANCE DOOR LOCKED	_____
MAINTENANCE	SPACE SECURED IF NOT IN USE	_____
KITCHEN	FLOOR DRY - NO TRIP HAZARDS	_____
LOBBY AREA	FLOOR DRY - NO TRIP HAZARDS	_____
COURTYARD AREA	ANY SUSPICIOUS ACTIVITY OR CONDITIONS	_____
DOORS TO POOL	LOCKED WHEN POLICY REQUIRES	_____
REST ROOMS	CLEAN & STOCKED / FLOOR DRY	_____
DUMPSTER/LOADING AREA	ALL HOTEL PROPERLY SECURED	_____
GUEST LAUNDRY	FLOOR DRY - LIGHTS ON	_____
VENDING AREA	FLOOR DRY - NO TRIP HAZARDS	_____
PAY PHONES	AREA LIGHTED	_____
STAIRWAY	FIRE EXITS NOT BLOCKED	_____
BREAK ROOM	FLOOR DRY - NO TRIP HAZARDS	_____
STORAGE ROOM	SECURED	_____
GUEST HALLWAYS	ANY SUSPICIOUS ACTIVITY OR CONDITIONS	_____
EXERCISE ROOM	EQUIPMENT WORKING SATISFACTORILY	_____
LOCKER ROOMS	ANY SUSPICIOUS ACTIVITY OR CONDITIONS	_____

REPORT & CORRECT: KEYS IN DOORS, OPEN DOORS, PATHWAYS-STAIRS BLOCKED OR HAZARDOUS, UTILITY SERVICE CLOSET OR ACCESS PANEL UNLOCKED.

POOL:

WATER CLEAR: Y , N NO HORSEPLAY: Y , N SAFETY EQUIPMENT PRESENT: Y , N
 FURNITURE IN GOOD CONDITION / WELDS NOT BROKEN: Y , N

FIRE EXTINGUISHERS:

PROPER PRESSURE LEVELS: Y , N
 CURRENT INSPECTION TAGS: Y , N

HOTEL VEHICLES:

VEHICLES SECURED: _____ : _____ KEYS ACCOUNTED FOR: Y , N

EXTERIOR LIGHTING: (WRITE A SAFETY WORK ORDER FOR ALL. BURNED OUT LIGHTS THAT CAN NOT BE CHANGED BY THE END OF THE SHIFT.)

LARGE SIGN LIT _____	SIDEWALK LIGHTING _____
STREET SIGN LIT _____	PARKING LOT LIGHTS _____
FLAG LIGHT _____	ANY LIGHT BLOCKED BY TREES _____

PARKING LOT: (make notes in narrative)

SUSPICIOUS PERSONS / VEHICLES _____
 PERSONS IN VEHICLES _____
 DEBRIS / GLASS IN LOT _____
 TRIP HAZARDS _____
 PARKING VIOLATIONS _____

EXPLAIN ANY ITEM CIRCLED "NO" IN NARRATIVE / COMMENTS SECTION.

WAS STAFF AGGRESSIVELY HOSPITABLE AND IN PROPER UNIFORM?

COMMENTS

HOUSEKEEPING Y , N	_____
FRONT DESK Y , N	_____
RESTAURANT / LOUNGE Y , N	_____

IS EACH DEPARTMENT PROPERLY STAFFED:

COMMENTS

HOUSEKEEPING Y , N	_____
FRONT DESK Y , N	_____
RESTAURANT / LOUNGE Y , N	_____

LIST ANY SAFETY HAZARDS OR ITEMS REQUIRING MAINTENANCE. WRITE WORK ORDER(S) AND ATTACH.

NARRATIVE / COMMENTS: _____

Attach any other reports or additional comments that were needed during the shift. Leave report for General Manager.

GENERAL MANAGER SIGNATURE _____

RETAIN THIS RECORD ON PROPERTY FOR 2 YEARS