



TEKSER TRAVEL AND TOURISM INC. VENUE FIRE SAFETY, SECURITY AND FOOD HYGIENE CHECKLIST

Tekser Tourism and Travel Inc. has a due diligence responsibility to undertake a review of the Security, Fire Safety and Food Hygiene arrangements in hotels, restaurants and venues we approve or refer for use on behalf of international customers and clients involved in Incentive and Tour Group business.

We would therefore be grateful if you would complete your details below and answer the questions which follow on Security and Fire Safety. This information may be reviewed annually or during site inspections with or on behalf of customers/clients of Tekser Tourism and Travel Inc.

| | |
|--|--|
| Hotel/Restaurant or Venue Name: | |
| Venue Address: | |
| Number of years operating as a business | |

Details of the person completing this form

| | |
|----------------------------------|--|
| Name (Block Capitals): | |
| Position: | |
| Contact Telephone Number: | |
| Contact Email Address: | |
| Date Checklist Completed: | |

We understand documentary evidence to support ‘Yes’ answers is available to view if appropriate and required

| FIRE SAFETY | Yes/No |
|---|--------|
| Is a floor plan available at the venue showing all public fire escape routes? | |
| Are fire escape routes checked on a daily basis to ensure they are clear and free of obstruction? | |
| Are these inspections and results documented? | |
| Are there emergency exit escape door mechanisms, e.g. Push bars on all fire escape doors as standard? | |
| Is there emergency lighting maintained in fire exit staircases and emergency exit corridors? | |
| Are inspections of fire extinguishers maintained as per local law and/or company policy with appropriate maintenance contracts in place? | |
| Are inspections of fire hose reels and a maintenance program in place where appropriate and as per local law? | |
| Are fire exits maintained unlocked and the fires escape route clear (with no access from the outside only as security provision on doors with final exit to atmosphere)? | |
| Does the building have an automatic fire detection system with smoke detectors? | |
| Does the building have an automatic fire sprinkler system? | |
| Is there a means of raising the alarm by an audible bell alarm or otherwise to notify people to leave the building in the event of a fire or activation of the fire detection system? | |
| Is there a maintenance contract to service all fire systems in place and are records available? | |
| Has the local authority fire brigade ever visited the building for inspection or familiarization? | |



| GENERAL SECURITY: HOTEL SPECIFIC | Yes/No |
|---|---------------|
| Are hotel entrances and public areas monitored with CCTV? | |
| Is there a policy of locking meeting rooms when not in use? | |
| Is access to roof locked, unless serving as a through fire exit? | |
| Is there a policy and system whereby all outside vendors display identification at all times? | |
| Are hotel rooms equipped with a safe for guest's valuables as a standard and is a safety deposit box available if necessary? | |
| Is there is a lockable storage room for luggage? Is the room monitored by CCTV? | |
| Are relevant security procedures documented? | |
| Is access to guest floors by elevator controlled by key card access | |
| Are room attendants and other employees servicing rooms instructed not to let anybody inside the room without a valid access card and confirmed identification as the rightful guest? | |
| Is a data protection policy enforced and monitored to require a receptionist not to handover customer's room information etc, other than the rightful guest? | |
| Does the hotel conduct security reviews as part of an internal audit, brand standard or third party audit/certification process? | |



| ENHANCED SECURITY HOTEL SPECIFIC | Yes/No |
|--|---------------|
| Does the hotel operate an elevated security condition program under certain circumstances as directed by the government or if an international chain hotel, by company brand standards. | |
| Within an elevated security program, is one or more of the following security provisions adopted. <ul style="list-style-type: none">• Security Officer at front entrance at all times?• Frequent security patrols of interior?• Inspection process of luggage?• Additional security officer in lobby where appropriate?• Security patrols of perimeter?• Security radio communication equipment available?• Public restrooms inspected regularly by staff?• Vehicles parked overnight inventoried?• Vehicles entering car parks, forecourts & loading dock areas; checked, registered and searched?• Are procedures documented?• Entrance doors restricted to minimum?• Metal detectors walk through archway detectors used to screen all persons entering hotel, with appropriate checks and tests of equipment?• Identification required for vehicles entering hotel property?• Access control system for employee/vendor entrances?• Training programs for security officers and hotel staff? | |



| FOOD HYGIENE | Yes/No |
|---|---------------|
| Are appropriate legal authority food hygiene certificates on display or available to view? | |
| Does the venue have a company standard food hygiene policy and procedures in place? | |
| Has the venue ever been prosecuted for lack of food hygiene compliance or received adverse publicity for food hygiene to the knowledge of the person completing this checklist? | |
| Do the kitchen food preparation areas appear clean and well organised from visual walkthrough of the area? | |
| Do kitchen waste disposal areas appear clean and separate from food preparation areas from visual walkthrough of the area? | |
| Does there appear to be clean and adequate hand washing facilities and hygiene cleaning products available within food preparation areas? | |
| Do waiting and food preparation staff appear clean and well groomed with appropriate clothing? | |