

Hotel Closure Checklist

Should your business be required to close over this time, use the following checklist to ensure increased safety and security.

- Make sure all exterior doors are locked and collect all copies of keys from non-essential personnel
- Close all water supply valves and empty pools/hot tubs
- Decommission all non-essential equipment that consumes energy. Leave on the sprinklers, fire alarms, video surveillance systems, intrusion alarm, natural gas pilot, and generator. Keep minimal heating on to prevent freezing of pipes.
- Disconnect all kitchen gas lines from their gas source
- Limit food waste. Share food with employees or make donations.
- Dispose of all recycling, garbage and compost
- Remove ALL cash and receipts
- Do not leave any valuables clearly visible or accessible
- All safes and tills should be emptied and moved off-site for safe storage
- Keep all cash drawers open to show that nothing is in the drawers
- All ATM's should be emptied and moved off-site for safe storage
- Remove all alcohol products from bar and put in secured storage areas (no alcohol left visible from outside)
- Consider posting "NO CASH or Valuables on Premises" signage
- Deactivate all scheduled FOB door openings (i.e. Cleaners, deliveries, etc.)
- Keep a few exterior and interior lights on to guarantee a semblance of physical presence on site
- Make regular site visits to monitor the property and to manage inventory and storage conditions (consider scattering the times this is done to not establish a pattern)
- Notify insurance companies of temporary closure and update them on new number of employees as well as monitoring measures taken during closure