
MEETING PLANNER'S CHECKLIST FOR LODGING SECURITY

- Yes No Deadbolt locks on guest room doors?
 Other N/A _____
- Yes No Nightlatch or chain on guest room doors?
 Other N/A _____
- Yes No Viewports in guest room doors?
 Other N/A _____
- Yes No Self-closing guest room doors?
 Other N/A _____
- Yes No Secondary locking device on all sliding glass doors?
 Other N/A _____
- Yes No Traveler safety tips available?
 Other N/A _____
- Yes No Are safe deposit boxes available at the front desk?
 Other N/A _____
- Yes No Does the property have a method for employees to identify themselves?
 Other N/A _____
- Yes No Does the property have a security policy regarding disclosure of guest information?
 Other N/A _____
- Yes No Are security escorts available if needed?
 Other N/A _____
- Yes No Are the parking lots and walkways lighted after dark?
 Other N/A _____
- Yes No Does the property have persons designated with security responsibility on the premises?
 Other N/A _____

Type of primary guest room locks: _____

Describe other security support systems: _____

These guidelines are derived from requirements of various state, federal and local laws, and are not intended to be exhaustive or establish a minimum. Consequently, this list, in itself, should not be used to qualify or disqualify a property for any particular meeting. Obviously, the suitability of a particular property for any given meeting depends ultimately upon the judgement of the meeting planner.



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