



HOTEL & RESTAURANT FIRE SAFETY CHECKLIST

Kenya Edition | A practical self-review tool for hotel owners, restaurant operators, facility managers and hospitality teams.

Purpose

Use this checklist to identify items that need attention, assign follow-up actions and keep a record of your review. It is a preliminary management aid—not a statutory inspection, certification or substitute for a competent professional fire risk assessment.

PROPERTY & REVIEW DETAILS

Hotel / restaurant name		Review date	
Property address		Reviewer	
Contact person		Next review date	

HOW TO USE THIS CHECKLIST

For each item, mark one status: **OK** (appears satisfactory), **Action** (needs attention), **N/A** (not applicable) or **Not checked**. If an item needs attention, record the issue in the action log at the end. Do not mark an item OK if you have not verified it. Prioritise immediate life-safety hazards and contact the relevant competent professional or authority where needed.

1. GENERAL FIRE SAFETY

CHECK ITEM	OK	ACTION	N/A	NOT CHECKED
Fire hazards have been identified for the activities carried out on the premises.	☐	☐	☐	☐
Combustible waste is controlled and removed safely.	☐	☐	☐	☐
Storage does not obstruct access to firefighting equipment or escape routes.	☐	☐	☐	☐
Emergency contact details and procedures are available to relevant staff.	☐	☐	☐	☐
Fire safety responsibilities have been assigned and communicated.	☐	☐	☐	☐
Relevant fire safety records, plans and reports can be located.	☐	☐	☐	☐

2. COMMERCIAL KITCHEN & LPG SAFETY

CHECK ITEM	OK	ACTION	N/A	NOT CHECKED
Cooking equipment is maintained and used in accordance with instructions.	☐	☐	☐	☐
Grease filters, hoods and extraction ducts are cleaned at a risk-appropriate frequency.	☐	☐	☐	☐
Suitable extinguishers are provided for the cooking hazards and are accessible.	☐	☐	☐	☐
Staff know never to pour water onto burning cooking oil.	☐	☐	☐	☐
Any kitchen suppression system is suitable for the protected equipment and maintained as required.	☐	☐	☐	☐
LPG equipment, hoses, connections and storage arrangements are checked by competent personnel.	☐	☐	☐	☐
Staff know the site procedure for a suspected gas leak.	☐	☐	☐	☐
Kitchen exits and routes remain clear during food preparation and service.	☐	☐	☐	☐

3. FIRE PROTECTION & DETECTION

CHECK ITEM	OK	ACTION	N/A	NOT CHECKED
Fire extinguishers are accessible, identified and within their required inspection/service periods.	☐	☐	☐	☐
Fire alarm and detection systems have been inspected and tested as required.	☐	☐	☐	☐
Known alarm faults or disabled components have been escalated and addressed.	☐	☐	☐	☐
Any installed sprinkler or fixed suppression system has required maintenance records.	☐	☐	☐	☐
Fire doors and fire-resisting features appear undamaged and are not improperly held open.	☐	☐	☐	☐
Penetrations through fire-resisting walls/floors have appropriate fire stopping where required.	☐	☐	☐	☐

4. ESCAPE ROUTES & EVACUATION

CHECK ITEM	OK	ACTION	N/A	NOT CHECKED
Escape routes, corridors, stairs and exits are clear and usable.	☐	☐	☐	☐
Exit signage is visible and appropriate for the premises.	☐	☐	☐	☐
Emergency lighting is maintained and tested where installed or required.	☐	☐	☐	☐
Exit doors and escape arrangements meet the applicable requirements for the premises.	☐	☐	☐	☐
Assembly points and evacuation instructions are known to relevant staff.	☐	☐	☐	☐
Arrangements address guests or employees who may need evacuation assistance.	☐	☐	☐	☐
Evacuation information is available to guests where appropriate.	☐	☐	☐	☐

5. STAFF READINESS & EMERGENCY RESPONSE

CHECK ITEM	OK	ACTION	N/A	NOT CHECKED
New and existing staff receive appropriate fire safety instruction.	☐	☐	☐	☐
Staff know how to raise the alarm and contact emergency services.	☐	☐	☐	☐
Staff understand when not to attempt firefighting and must evacuate.	☐	☐	☐	☐

CHECK ITEM	OK	ACTION	N/A	NOT CHECKED
Fire drills are conducted at an appropriate frequency and recorded where required.	■	■	■	■
Drill outcomes and incidents are reviewed and corrective actions assigned.	■	■	■	■
Kitchen, reception, housekeeping, security and management know their emergency roles.	■	■	■	■

6. MAINTENANCE & COMPLIANCE RECORDS

CHECK ITEM	OK	ACTION	N/A	NOT CHECKED
Applicable approvals, licences and inspection records are available for review.	■	■	■	■
Maintenance and testing records are current for installed fire protection systems.	■	■	■	■
Defects are logged, assigned to a responsible person and tracked to closure.	■	■	■	■
Contractors used for specialist work are appropriately competent and qualified.	■	■	■	■
Fire safety arrangements are reviewed after significant changes to use, layout or equipment.	■	■	■	■
A follow-up review date has been set.	■	■	■	■

CORRECTIVE ACTION LOG

Use this table to record any item marked Action or Not Checked, assign responsibility and track completion. Address immediate life-safety risks without delay.

ISSUE / LOCATION	PRIORITY	ACTION REQUIRED	RESPONSIBLE PERSON	TARGET DATE / STATUS

REVIEW SUMMARY

Overall observations	
Urgent actions taken / escalated	
Reviewer name & signature	
Manager / responsible person	

NEED PROFESSIONAL FIRE SAFETY SUPPORT?

Contact GECA Fire Engineering Ltd to discuss fire protection systems, maintenance, training or an assessment of your premises. Confirm the specific scope and availability of services directly with GECA.

Address: Southgate Plaza, Mkoma Rd, Nairobi

Email: info@gecafiresolutions.co.ke | sales@gecafiresolutions.co.ke

Call: +254 723 322 688 **Working hours:** Mon–Sat, 08:00 AM–05:00 PM

Important notice: This checklist is a general self-review aid. It does not determine legal compliance, certify a building as safe, replace a competent fire risk assessment or satisfy any statutory inspection or approval by itself. Requirements vary by premises and applicable law. Verify requirements with the relevant authorities and qualified professionals.