

Guest Room Supplies Safety and Accessibility Buyer Checklist

2026 procurement control • U.S. hotel projects • Complete per model and installed use condition. Status: Pass, Fail, Hold, or Not Applicable. Any unresolved critical gate requires a hold.

ID	Review area	Buyer verification	Evidence or test	Critical gate	Status / action notes
1	Jurisdiction	Destination country, state, city, code edition, alteration scope, and authority having jurisdiction are recorded.	Project code matrix and reviewer confirmation	Yes	
2	Room classification	Mobility-feature, communication-feature, standard, suite, and other room types are mapped to the supply schedule.	Approved room matrix	Yes	
3	Product identity	Exact model, revision, dimensions, materials, voltage, plug, finish, accessories, and factory match the quotation.	Controlled specification and sample label	Yes	
4	Requirement mapping	Each mandatory rule, project standard, insurer criterion, and brand requirement is identified without conflating them.	Compliance matrix	Yes	
5	Document validity	Reports and certificates name the exact product configuration, test method, issuer, date, and applicable market.	Document review	Yes	
6	Recall screening	Exact model and manufacturer have been checked against current recall and safety-warning records.	Dated recall-search record	Yes	
7	Clear floor space	The item does not obstruct required bed, bathroom, turning, transfer, or approach space in use.	Dimensioned plan and room mockup	Yes	
8	Reach and operation	Required controls, storage, outlets, and accessories are reachable and operable in the installed condition.	Installed-height check and user trial	Yes	
9	Communication features	Visual alarms, notification devices, telephone features, and supporting outlets are complete and compatible where required.	Systems test and room schedule	Yes	
10	Information access	Essential instructions and safety information are available through readable and usable alternatives.	Content and usability review	Yes	
11	Stability	Furniture and freestanding accessories resist foreseeable tipping, collapse, rolling, and sliding.	Applicable report plus mockup test	Yes	
12	Anchoring	Substrate, anchor, fastener, load, installation method, and inspection access are defined for mounted items.	Shop drawing and installation record	Yes	
13	Edges and entrapment	No unresolved sharp edge, pinch point, finger trap, head/body entrapment, or breakage hazard remains.	Sample inspection and risk review	Yes	
14	Mattress and textile fire basis	Required flammability evidence, labels, and construction traceability match the supplied item.	Test report and production record	Yes	
15	Infant equipment	Cribs and related items meet applicable rules, are complete, undamaged, and used with an approved sleep setup.	Model record, inspection, and recall check	Yes	
16	Electrical compatibility	Rating, plug, cord, protection, certification requirement, and installation match the destination and room.	Label review and powered sample test	Yes	
17	Heat and shutoff	Surface temperatures, ventilation, water separation, and automatic shutoff are suitable for foreseeable use.	Functional test	Yes	
18	Battery safety	Cell, charger, protection, transport, storage, damage response, replacement, and disposal are controlled.	Battery file and operating procedure	Yes	
19	Wet-area performance	Slip, moisture, corrosion, mounting, drainage, and cleaning risks are acceptable in the installed bathroom.	Wet-area mockup and cleaning trial	Yes	
20	Chemical and skin contact	Ingredients, warnings, packaging, leakage, traceability, labeling, and refill controls are acceptable.	Product file and handling trial	Yes	
21	Cleaning compatibility	The approved cleaning chemistry and method do not create damage, residue, loss of grip, or unsafe degradation.	Repeated cleaning trial	No	

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22	Housekeeping handling	Setup, reset, storage, lifting, replenishment, and removal can be completed safely and consistently.	Timed operational trial	No	
23	Packaging and installation	Packaging protects the item and installation instructions prevent unsafe field improvisation.	Transit sample and installer review	No	
24	Change control	Supplier substitutions and changes to components, factory, materials, software, or artwork require written approval.	Purchase-order clause	Yes	
25	Production verification	Inspection criteria, defect classes, sampling or test frequency, and evidence retention are defined.	Quality plan	Yes	
26	Receiving and turnover	Receiving checks, quarantine rules, asset records, staff training, and maintenance intervals are assigned.	Turnover plan	Yes	

Use note: This checklist supports procurement review and does not replace project-specific review by qualified professionals or authorities.