



**TOP O' MICHIGAN**  
INSURANCE SOLUTIONS

# Hotel Insurability Checklist

Use this checklist to assess and improve your hotel's attractiveness to insurers. Check off items as you implement them.

Risk Management	YES	NO
Implement a comprehensive risk management plan	<input type="checkbox"/>	<input type="checkbox"/>
Conduct regular risk assessments (at least quarterly)	<input type="checkbox"/>	<input type="checkbox"/>
Assign a dedicated risk management officer	<input type="checkbox"/>	<input type="checkbox"/>
Property Safety & Security	YES	NO
Install and maintain a modern fire suppression system	<input type="checkbox"/>	<input type="checkbox"/>
Implement 24/7 security measures (guards, cameras, access control)	<input type="checkbox"/>	<input type="checkbox"/>
Conduct regular safety inspections and address issues promptly	<input type="checkbox"/>	<input type="checkbox"/>
Install proper lighting in all areas, especially parking lots and corridors	<input type="checkbox"/>	<input type="checkbox"/>
Employee Training	YES	NO
Provide regular safety and emergency response training	<input type="checkbox"/>	<input type="checkbox"/>
Implement a human trafficking awareness and prevention program	<input type="checkbox"/>	<input type="checkbox"/>
Conduct cybersecurity training for all staff	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all employees are trained in proper guest privacy protocols	<input type="checkbox"/>	<input type="checkbox"/>

## Maintenance & Operations

YES

NO

Establish a preventative maintenance schedule

Keep detailed records of all maintenance and repairs

Regularly update and replace old or worn-out equipment

Ensure compliance with all building codes and regulations

Ask for reviews on Google, Trip Advisor, etc. and address all negative reviews proactively

## Cybersecurity

YES

NO

Implement robust cybersecurity measures

Regularly update and patch all software systems

Use encrypted systems for storing guest information

Conduct regular cybersecurity audits

## Liability Mitigation

YES

NO

Post clear safety notices and warnings where necessary

Ensure all guest waivers and contracts are legally sound

Implement strict food safety protocols in all dining areas

Establish clear procedures for handling guest complaints and incidents

## Natural Disaster Preparedness

YES

NO

Develop and regularly update an emergency response plan

Install early warning systems for relevant natural disasters

Conduct regular emergency drills with staff

Have a business continuity plan in place

## Financial Stability

YES

NO

Maintain a strong credit rating

Keep detailed and accurate financial records

Demonstrate consistent profitability (or a clear path to profitability)

Have a reserve fund for unexpected events or insurance deductibles

## Claims History Management

YES

NO

Maintain a low frequency of claims

Address and resolve guest complaints quickly to prevent escalation

Keep detailed records of all incidents, even those not resulting in claims

Implement lessons learned from past claims to prevent recurrence

## Insurance Program Structure

YES

NO

Consider higher deductibles to lower premiums

Explore self-insurance options for certain risks

Bundle policies where possible

Work with an experienced hospitality insurance broker

## Next Steps

YES

NO

Tally your checked items. The more items you've checked, the more "insurable" your hotel is likely to be.

For items marked "no", create an action plan to address them.

Review and update this checklist regularly as part of your ongoing risk management strategy.

Remember, every improvement you make not only increases your insurability but also makes your hotel safer and more efficient!

