

Smart Lock Installation Checklist

Professional Installation & Quality Assurance Guide

Purpose: This comprehensive checklist ensures professional installation of smart hotel locks. Complete all items to guarantee proper functionality, guest safety, and warranty compliance.

Property: _____ Date: _____
Room Number: _____ Lock Model: _____
Installer: _____ QA Inspector: _____

1. Pre-Installation Preparation

- ☐ Door compatibility verified *Thickness: 35-55mm, Material: Wood/Metal/Composite*
- ☐ Door swing direction confirmed *Left/Right hand, Inward/Outward opening*
- ☐ Existing lock removed completely *All components, screws, and strike plates removed*
- ☐ Door and frame cleaned *Dust, debris, and old adhesive removed*
- ☐ Tools and materials ready *Drill, screwdrivers, measuring tape, level, batteries*
- ☐ Network connectivity tested *WiFi signal strength > -70dBm (if applicable)*
- ☐ PMS integration configured *Room mapping and test encoding completed*

2. Hardware Installation

- ☐ Door preparation accurate *Holes drilled to exact specifications, no splintering*
- ☐ Strike plate installed properly *Flush with frame, 3+ screws, latch alignment perfect*
- ☐ Lock body mounted securely *All mounting screws tight, no wobble*
- ☐ Exterior assembly installed *Handle/keypad level, secure, no gaps*
- ☐ Interior assembly installed *Handle level, secure, cables properly routed*
- ☐ Batteries installed correctly *Polarity correct, battery contacts clean*
- ☐ Door closes and latches smoothly *No binding, scraping, or resistance*
- ☐ Lock alignment verified *Latch fully engages strike, 3mm+ engagement*
- ☐ All fasteners torqued to spec *No over-tightening or stripped threads*

3. System Configuration

- ☐ Lock enrolled in management system *Serial number registered, firmware version recorded*
- ☐ Room number assigned *Correct building/floor/room designation*
- ☐ PMS integration tested *Check-in/check-out workflow successful*
- ☐ Access levels configured *Guest, staff, master, emergency levels set*
- ☐ Time zone and clock synced *Matches property time, auto-sync enabled*
- ☐ Audit logging enabled *All access events recorded with timestamps*
- ☐ Firmware updated *Latest stable version installed*

✓ 4. Functional Testing

- ☐ Guest key tested (3 times) *Card/mobile key grants access consistently*
- ☐ Invalid key rejected *Expired or wrong room key denied*
- ☐ Staff key tested *Housekeeping/maintenance access works*
- ☐ Master key tested *Management override access granted*
- ☐ Emergency override tested *Physical key or code works (if equipped)*
- ☐ Privacy mode tested *Deadbolt/DND prevents staff entry, allows guest exit*
- ☐ Low battery alert verified *Warning at 20% battery, lock still operates*
- ☐ Lock/unlock speed acceptable *Response time < 2 seconds*
- ☐ Audit trail verified *Test entries logged with correct timestamps*



5. Guest Experience

- ☐ **Visual indicators clear** *LED colors easily visible in all lighting*
- ☐ **Audio feedback appropriate** *Not too loud or quiet, clear tones*
- ☐ **Operation intuitive** *Card presentation area obvious*
- ☐ **Instructions posted** *How to use card/mobile key, clear and multilingual*
- ☐ **Handle operation smooth** *Easy to open/close, no excessive force*
- ☐ **Quiet operation** *No loud clicks, buzzes, or motor noise*



6. Safety & Compliance

- ☐ **Fire safety egress verified** *Interior handle unlocks without key/card*
- ☐ **ADA compliance checked** *Handle height 34-48", operation force < 5lbs*
- ☐ **No sharp edges or pinch points** *Safe for guests including children*
- ☐ **Electrical safety verified** *No exposed wiring, proper insulation*



7. Documentation

- ☐ **Installation date recorded** *Date logged in property management system*
- ☐ **Serial number documented** *Lock S/N matched to room number*
- ☐ **Photos taken** *Before, during, after installation (min 3 photos)*
- ☐ **Battery installation date logged** *Replacement schedule created*
- ☐ **Warranty registration completed** *Proof of purchase and install date filed*
- ☐ **Installer certificate signed** *Professional installer credentials verified*

Final Sign-Off & Certification

I certify that all checklist items have been completed and the lock is guest-ready.

Installer Name: _____ Date: _____

Installer Signature: _____

QA Inspector: _____ Date: _____

QA Signature: _____