

REGIONAL SHOPPING CENTRE SHOPS INSPECTION CHECKLIST (NIA)				
Inspections should be carried out in accordance with the Valuation Office Agency Code of Practice.				
<b>Occupier</b>				
<b>Address</b>				
<b>Retail type</b>				
<b>Location</b>				
<b>Use</b>				
<b>Size</b>				
<b>Building External</b>	<b>Built:</b>		<b>No. of floors</b>	
<b>External Construction</b>				
<b>Main display</b>				
<b>Secondary display</b>				
<b>Customer access</b> NB any secondary access				
<b>Delivery and Loading</b>				
<b>Remote store(s)</b> Remote Store address				
<b>Other points</b> Internal photographs should be taken				

*continued*

<b>Building Internal</b>	<b>Refurbished:</b>		<b>Fit out:</b>	
<b>Disabilities</b>				
<b>Accommodation</b>			<b>Access from loading</b>	
<b>Internal Construction</b>	<b>Walls</b>			
	<b>Floors</b>			
	<b>Ceilings</b>			
	<b>Shape</b>			
<b>Extraordinary features</b> (photograph)				
<b>Customer WCs</b>		<b>Lifts &amp; Escalators</b>	<b>Lifts:</b>	
		Type manual/ automatic, goods, passenger, staff/ customers,		

	capacity, floors served. <b>Escalators:</b> number, up/down, between which floors, where sited		
<b>Services.</b> <b>Fire Precautions.</b> <b>Security.</b>			
<b>Air Conditioning</b> <b>(age) Cassette or</b> <b>ducted. Purpose.</b> Extent of area covered. <b>Heating.</b> Fuel. System			
<b>Surplus Accom.</b>			
<b>General remarks</b>          External photographs should be taken			
<b>Date of survey</b>		<b>Survey by:</b>	