**Factory Outlet Village Inspection Checklist.** The checklist below identifies the information that should be gathered in order to properly complete the survey for the Standard Retail Units.

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| --- |
| **Factory Outlet Villages Inspection Checklist****Measure to GIA Overall**Inspections should be carried out in accordance with the Valuation Office Agency Code of Practice. |
| **Occupier** |  |
| **Address** |  |
| **Retail type****Planning use code: e.g** A1; A3 |  |
| **Location identified on Village Map (Scan to EDRM)** |  | SCAT Code 097 (All retail units, cafes and restaurants) |  | **Valuation Scale:** V1SGPOVERAL1  |
| **Transport** |  |
| **Car Parking** **Provision of car parking for the Centre:** Good/ Adequate/ Poor**Chargeable** Yes/No |  |
| **Competition/ comparables** |  |
| **Building External** | **Built:** |  | **No. of floors** |  |
| **Construction**Walls; Floor Roof  |  |
| **Main display and any secondary display** |  |
| **Outside seating area** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building Internal** | **Refurbished:** |  | **Fit out:** |  |
| **Disabilities** |   |
| **Accommodation** |  | **Access from loading** |  |
| **Entrance** **Standard/ prestige. Front/ side/ rear.** |  | **Walls**  |  |
| **Floors**  |  |
| **Ceilings** Height |  |
| **Shape** |  |
| **Extraordinary features** |  |
| **Natural light** |  |
| **Customer WCs** Extent and Quality |  | **Lifts & Escalators** Type manual/automatic, goods, passenger, staff/ customers, capacity, floors served |  |
| **Other occupiers in the building** |  | **Shared facilities:** |  |
| **Customer restaurant** |  |
| **Services.** **Fire Precautions.****Security** |  |
| **Air Conditioning (age) Cassette or ducted. Purpose.** Extent of area covered. **Heating.** Fuel. System |  |
| **Rental information**Base rent. Turnover top up; Date of commencement of this level of rentContact details |  |
| **Photographs** |  |
| **General remarks** |  |
| **Date of survey** |  | **Survey by:** |  |