**Inspection checklist**

Whilst carrying out the survey special attention should be given to the following features:-

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| CONVENIENCE STORE .  INSPECTION  CHECKLIST   |
| Occupier |     |
| Address |     |
| Rental details  |   |
| Convenience store Type See RM Section 6 - Part 1 section 1 standalone purpose built 2 Converted pub etc 3 Purpose built integrated into new development eg beneath flats 4A In parade but shares characteristics with other units within parade (to be on same sub loc as surrounding parade but scat code 106 to be adopted) 4B In parade but unique characteristics to all other retail 5 Conversion from larger retail premises   |     |
| Location |     |
| Size | TOTAL AREA   | RETAIL AREA |
| Transport |     |  |
| Car Parking Allocated/ communal, open/covered, number of spaces, staff/customers, free/ charge made/ refund given |   |  |
| Competition/ comparables to include all sizes of food retail outlets |   |  |
| Building External | Built:   |   | No. of floors |   |
| Construction |     |  |  |  |
| Customer access |     |  |  |  |
| Delivery and Loading |     |  |  |  |
| Other points   |   continued.../ |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Building Internal   | Refurbished: |   | Fit out: |   |
| Disabilities   |    |  |  |  |
| Accommodation |         | Access from loading |       |  |
| 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: |     |  |
| Services.  Fire Precautions. Security |     |  |  |  |
| Air Conditioning (age) Cassette or ducted. Purpose.  Extent of area covered. Heating. Fuel. System |           |  |  |  |
| Surplus Accom. Notes should be made of any accommodation in excess of 400sq m with use type of excess accommodation being noted |     |  |  |  |
| General remarks Including opening hours |         |  |  |  |
| Date of survey |     | Survey by: |   |  |