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| **RETAIL WAREHOUSES INSPECTION CHECKLIST (GIA)**  Inspections should be carried out in accordance with the Valuation Office Agency Code of Practice. | | | |
| **Occupier** |  | | |
| **Address** |  | | |
| **Location**  Including access, visibility, and where on the park the unit is located |  | | |
| **Competition/ comparables**  Note other occupiers of the park, particularly those in the same parade/close proximity to the subject |  | | |
| **Store description** Main attributes  Stand-alone unit or part of a parade?  Food store operator or non-food (if a blend, estimate/calculate percentage used for food)?  Is it of the same construction as other units on the park or different? |  | | |
| **Size (GIA)** |  | | |
| **Unit of Assessment.** ATM, Café or other third party occupation. If any of the space is sublet (another retailer, i.e. coffee shop) note the occupier and the area they occupy.  Separate let outs are measured to GIA |  | | |
| **Transport**  Availability of public transport to the retail warehouse |  | | |
| **Car Parking** Allocated/ communal, open/ covered, number of spaces, staff/ customers, free/ charge made/ refund given |  | | |
| **Building External**  **Year built:**  **Year Refurbished:** Has the whole retail park been refurbished or just this unit? |  | | |
| **Construction**  Purpose built/ converted  **Walls:** Structural/ non-structural. Finish?  **Floors:** Solid/ timber (for tenant added mezzanine floors, see the appropriate revaluation practice note attached to this rating manual section)  **Ceilings:** Finish, suspended, floor to ceiling height |  | | |
| **Entrance**  Sole/ shared, front/ side/ rear |  | | |
| **Frontage/ display**  Construction eg plastic coated profiled steel etc. Glazing (single, double, tinted etc.) |  | | |
| **Delivery and Loading**  Ease of access from loading bay to store |  | | |
| **Building Internal**  Includes retail area, café, storage, offices, staff facilities, plant rooms, regardless of whether access internal or external, cage marshalling where contained within main building envelope, service yards where fully enclosed within main building envelope.  **Refurbished?**  Standard of fitting out  Area of fully enclosed service yard to noted separately |  | | |
| **Disabilities** |  | | |
| **Accommodation Ground Floor Upper floors:** Is there a **mezzanine floor**? If so record construction type and enquire as to whether it was in situ on occupation or a tenant’s addition?  How is the upper floor accessed?  **Lifts & Escalators**  Lifts: Type manual/ automatic, hoist, goods, passenger, staff/ customers, capacity (in persons and kilogrammes), floors served.  **What is the upper floor used for?** – Retail or mixed use. If mixed measure area of each use: retail, staff facilities, offices, warehouse – use will be value significant. |  | | |
| **Extraordinary features** |  | | |
| **Lighting**  Natural/ artificial, quality |  | | |
| **Customer WCs**  Extent, quality |  | | |
| **Customer restaurant** See also Unit of Assessment above |  | | |
| **Services.**  **Photovoltaic Cells (Solar Panels).** If installed note location, number, total output in KW, date of commission, and whether the electricity generated is used by the retailer or whether a third party benefits from the feed in tariff.  **Fire Protection.** Inside: Sprinklers, smoke detectors.  **Outside**: Separate tanked supplies and other fire prevention systems.  **Security.** Internal and externalCCTV (including numbers of cameras) and other security systems. |  | | |
| **Heating/Air Con**  **Air Conditioning** or space heating (age) Cassette or ducted.  **Heating**- Fuel. System.  **Extent of area covered.** |  | | |
| **General remarks**  Are there are any vacant units on the retail park? |  | | |
| **Photographs** | Take a comprehensive selection of photographs externally and internally including areas separately let out and upload onto RSA. | | |
| **Date of survey** |  | **Survey by:** |  | |
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