INSPECTION CHECK LIST SUPERSTORE

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| Site address: |  | **Date of inspection, site contact and contact details**:  |

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| **STORE DESCRIPTION:** **Measured to GIA****Look to write a brief description which describes main attributes of store for example age, number of floors, facilities provided modernised /refurbished note whether air con and sprinklers although the value of these is taken into account in the price applied rather than as separate addition to valuation. Also any nearby competing stores which are apparent****PHOTOGRAPHS TO BE TAKEN OF EACH ELEMENT IN THIS CHECK LIST** |

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| **IS IT A STILTED STORE** **Y/N****Things to remember when inspecting stilted stores**Defined as store being supported on stilts with parking on the ground floor and the main sales floor being elevated and accessed by travellators. Survey unit adjustment will depend on rate per m² Up £150 per m² no allowance£150-£175 per m² -2.5%Greater than £175 per m² -5%**Ground floor public circulation space** Record survey sheet and photograph not recorded on RSA**Ground Floor Non Circulation Areas** Areas on GF of stilted store such as offices stores and non let out retail areas measures and recorded as TFA 100%**First Floor Travellator Void**Not included in GIA **First Floor Circulation Space Adjoining Travellator**Included in GIA of first floor**Plant /Stores in ground floor car park under store internally accessed** AUC TFA 100% of main space**Plant Stores in car park under store externally accessed**AUC ASO 25% of main space |

**INTERNAL AREAS**

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| **WIND LOBBIES**Outside structure attached to main building envelope**Doors Y/N****Floor Finish (This is value significant)**  |

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| **MEZZANINE/FIRST FLOOR WITHIN MAIN BUILDING ENVELOPE****WHAT IS THE USE** **WHOLLY RETAIL Y/N Means of Access Travellator/escalator and lift/stair and lift – value significant**Includes all retail and storage areas and public cafes which are not stand alone or fully enclosedIncludes area of travellator/escalator at upper level if within floor plate exclude area if abuts floor plateSee separate section on cafes below**WHOLLY NON RETAIL Y/N** Includes offices and staff facilities internally accessed plant rooms**MIXED USE Y/N Means of Access Travellator/escalator and lift/stair and lift – value significant**Floor occupied by offices and staff facilities including staff restaurant and retail space/storage /public café. Area of non retail and retail space to be measured separately as different basis of valuation applied  |

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| **MEZZANINE FIRST FLOOR CAFES****SELECT WHICH TYPE OF CAFÉ FROM LIST BELOW** **1) Is Café situated on upper retail floor or upper mixed use floor Y/N****If yes see a),b) and c) below** 1. **Is it fully enclosed with walls - there are no open balconies to the retail floor below Y/N**

This is a fully enclosed café and valued separately as AUC RES 100% of main space1. **Is it open sided or does it have an open balcony to the retail floor below Y/N**

This is included as part of the retail floor area of the upper floor**c) Means of Access Travellator/escalator and lift/stair and lift – value significant****2) Is Café only use on upper floor Y/N****If Yes see a),b) and c) below**1. **Is it fully enclosed with walls - there are no open balconies to the retail floor below Y**/**N**

If Yes This is fully enclosed café and valued separately as AUC RES at 100% main space If No go to b) below1. **Does it have some open balconies or is not fully enclosed Y/N**

AUC RES 40% of main space price regardless of access1. **If yes what is means of access stairs/lift/ escalator**

**3) Is café situated on a non retail upper floor Y/N****a) Is it fully enclosed with walls - there are no open balconies to the retail floor below Y/N** If yes this is a fully enclosed café and valued separately as RES 100% main space. If no see b) below1. **Does it have open balconies and therefore is not fully enclosed Y/N**

 If Yes see i),ii) iii) below1. **Is the floor area of the café less than 50% of the total floor space Y/N**

 If yes AUC RES value at 40% of main space**ii) Is the floor area of the café more than 50% of the total floor space Y/N**If yes AUC RES 22.5% or 20% of main space depending on access**iii) Means Of Access stairs/lift/ escalator** |
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| **UPPER FLOOR PLANT ROOMS****Does plant room have direct internal access by means of concrete or steel stair Y/N**If Yes AUC TFA valued at 100% **Does plant room have direct external access by means of concrete or steel stair Y/N**If yes AUC PLT valued at 25%**Does plant have no direct internal or external Access eg ladder access or accessed across the roof Y/N**Record in survey but no value no value |

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| **MEZZANINE STORAGE FLOORS WITHIN WAREHOUSE****Is floor open fronted with concrete floor Y/N**Floor M1 AUC SPU valued at 25% of main space**Is floor open fronted with timber or metal sheet floor Y/N**Floor M1 AUC SPU valued at 10% of main space |

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| **CAGE MARSHALLING****Is cage marshalling within main building envelope Y/N**Include within ground floor AUC TFA no separate entry required**Is cage marshalling outside main building envelope (may have translucent walls and metal roof) Y/N**AUC COV valued at 25% of main space**SERVICE YARDS AND EXTERNAL** **Is service yard fully enclosed within the main building envelope Y/N****What is the geographical location of the property London or other large urban centre or other** London and other larger urban centre AUC TFA 100% Other locations AUC WHS 25-75% **Is Service Yard Open Y/N**Record as separate entry but no need to enter on RSA data capture**Are there loading banks– enclosed on three sides with raised loading dock Y/N**Measure and AUC BAY 15% of main space **Canopies** Generally ignored if extremely large then note details **Click and Collect****Is this remote form the main building eg within car park Y/N****Is it in the nature of a building Y/N**If yes only measure building and ignore any attached canopy AUC TFA 50% of main space **Is it in the nature of a canopy Y/N**If yes AUC TFA 10% of main space**Is it bays only with no associated building Y/N**If yes capture as other additions £300 per BAY**SOLAR PANELS****Are there solar panels Y/N****If yes** **What is their location ,** **How many panels,** **What is total output in kW,****What was the date were they commissioned****Are they operated by the superstore to generate their own electricity or does a third party benefit from the Feed in Tariff** |

**SUPERSTORE SEPARATE LET OUT CHECK LIST**

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| **GENERAL****Separate let outs are measured to GIA take photographs of each let out and mark location on the plan** |

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| **LOCATION OF SEPARATE LET OUTS****INTERNAL****Are there any exit side (in front of tills) let outs Y/N****If yes list occupiers** **Are there any store side (behind tills) let outs Y/N****If yes list occupiers****External****Are there any separate let-out’s outside the store hand carwash car sales Y/N****If yes list occupiers**  |

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| **ADVERTISING RIGHTS****How many digital** **How many non digital** **Note location and any serial number**  |

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| **PETROL FILLING STATION****Is it within curtilage of the store (remember this includes the carpark and any private roads) Y/N** |