**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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | |  | | | | | |
| **Disabilities** |  | | | | | | | |
| **Accommodation** |  | | | | | **Access from loading** | |  |
| **Entrance**  **Standard/ prestige. Front/ side/ rear.** | **Fit Out** | | | | **Walls** |  | | |
| **Floors** |  | | |
| **Ceilings** Height |  | | |
| **Shape** |  | | |
| **Fit Out** |  | | | | | | | |
| **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 rent  Contact details |  | | | | | | | |
| **Photographs** |  | | | | | | | |
| **General remarks** |  | | | | | | | |
| **Date of survey** |  | | | **Survey by:** | | |  | |