

RETAIL FACILITY INSPECTION TEMPLATE

Facility Inspection Checklist

Inspect facility condition, critical systems, accessibility, occupied areas, back-of-house controls, and corrective actions across every location.

FACILITY / LOCATION

INSPECTION DATE

INSPECTOR

APPROVER

1. Inspection setup, facility scope, and ownership

1

Confirm the facility, inspection date, operating status, inspector, facility owner, and approval authority.

CRITICAL

METADATA + SIGN-OFF

NAME | | Enter

TIME | | :_

SIGNATURE | | Sign

Q

Execution tip: Start with verified location, role, date, and approval details so every finding has clear accountability.

2

Define the areas included in the inspection, including exterior, customer, staff, service, utility, and restricted zones.

ZONE CHECKLIST

Compliant

Issue found

N/A

Add evidence

Q

Execution tip: Use a current floor plan and mark any inaccessible or excluded area before scoring begins.

3

Review open defects, overdue work orders, recent incidents, repeat failures, and temporary controls.

CRITICAL

RECORD REVIEW

Current

Incomplete

Missing / expired

Attach record

Q

Execution tip: Inspect repeat or overdue issues first because they often carry the highest operational risk.

4

Confirm current floor plans, asset registers, emergency information, service schedules, and contractor contacts are available.

DOCUMENT VERIFICATION

Current

Incomplete

Missing / expired

Attach record

Q

Execution tip: Record the version or date of each reference document used during the inspection.

5

Identify high-risk systems, occupancy conditions, planned works, and areas that cannot be taken out of service.

CRITICAL

RISK PROFILE

Low

Medium

High / critical

Create action

Q

Execution tip: Use risk context to decide where deeper testing, evidence, or immediate escalation is required.

6

Record weather, trading activity, construction, shutdowns, or other conditions that may affect the inspection result.

CONTEXT NOTE

Compliant

Partially compliant

Non-compliant

N/A

Q

Execution tip: Document unusual conditions so later reviewers can interpret the inspection fairly.

2. Exterior, access routes, parking, and grounds

- 7 Inspect parking areas, walkways, ramps, curbs, steps, and external surfaces for damage, obstruction, or trip hazards. CRITICAL SCORED STATUS + PHOTO

Good condition Monitor Action required Add live photo

Execution tip: Photograph the exact location and include a reference point so the defect can be found quickly.

- 8 Check external lighting, illuminated signs, bollards, barriers, gates, and security fixtures for condition and operation. FUNCTIONAL TEST

Pass Partial Fail RESULT | Enter

Execution tip: Test after dark or use recent night evidence when daylight inspection cannot confirm performance.

- 9 Inspect drainage channels, gullies, roof outlets, and ground falls for blockage, pooling water, or erosion. CRITICAL CONDITION + EVIDENCE

Good condition Monitor Action required Add live photo

Execution tip: Inspect after rain where possible and trace standing water to its likely source.

- 10 Confirm accessible parking, routes, ramps, handrails, and entrance approaches remain clear and usable. CRITICAL ACCESSIBILITY CHECK

Compliant Partially compliant Non-compliant N/A

Execution tip: Measure clear widths and gradients where visual inspection alone cannot confirm compliance.

- 11 Check landscaping, waste areas, service yards, loading zones, and perimeter fencing for hazards or poor condition. AREA CHECKLIST

☐ Compliant ☐ Issue found ☐ N/A Add evidence

Execution tip: Include pest harborage, sharp edges, unstable items, and unauthorized storage in the review.

- 12 Inspect roofline, canopies, awnings, exterior cladding, gutters, and signs for loose or damaged components. CRITICAL VISUAL INSPECTION + PHOTO

Good condition Monitor Action required Add live photo

Execution tip: Use safe ground-level observation or approved specialist access for high-level elements.

3. Building fabric, floors, walls, ceilings, and openings

13 Inspect floors, thresholds, mats, stairs, and ramps for cracks, loose finishes, uneven levels, or slip risks.

CRITICAL

SCORED STATUS + PHOTO

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Prioritize defects on busy routes and apply immediate barriers where a safe route cannot be maintained.

14 Check walls, columns, partitions, skirting, and finishes for impact damage, dampness, mold, or deterioration.

CONDITION ASSESSMENT

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Trace dampness to the source rather than treating stains as a cosmetic issue only.

15 Inspect ceilings, suspended panels, hatches, and overhead fittings for movement, staining, damage, or looseness.

CRITICAL

VISUAL INSPECTION

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Escalate bulging, active leaks, loose panels, or falling-object risk immediately.

16 Test doors, hinges, closers, handles, locks, shutters, and automatic doors for safe and reliable operation.

CRITICAL

FUNCTIONAL TEST

Pass

Partial

Fail

RESULT | Enter

🔍 Execution tip: Open and close each sampled door fully and record resistance, speed, alignment, and locking performance.

17 Inspect windows, glazing, mirrors, display glass, and sealants for cracks, instability, leakage, or poor visibility.

CRITICAL

CONDITION + PHOTO

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Use a visible reference scale for cracks and isolate unstable glazing until repaired.

18 Confirm temporary repairs, barriers, warning signs, and restricted areas remain secure and appropriate to the risk.

CRITICAL

TEMPORARY-CONTROL REVIEW

Compliant

Partially compliant

Non-compliant

N/A

🔍 Execution tip: Every temporary control needs an owner, review frequency, and expiry or repair date.

4. Electrical systems, lighting, power, and backup supply

19 Inspect electrical panels, isolators, distribution boards, labels, clearances, and access controls.

CRITICAL

CRITICAL VISUAL CHECK

Good condition

Monitor

Action required

Add live photo

Execution tip: Do not open energized equipment unless the inspector is authorized and the procedure permits it.

20 Check sockets, switches, extension leads, plugs, cable routes, and portable equipment for damage or overheating.

CRITICAL

CONDITION + THERMAL SIGNS

Good condition

Monitor

Action required

Add live photo

Execution tip: Remove damaged items from service and record the asset or circuit reference.

21 Test general, task, display, security, and external lighting for operation and adequate coverage.

FUNCTIONAL TEST + COUNT

Pass

Partial

Fail

RESULT | Enter

Execution tip: Record failed fittings by zone and note where lighting affects safety, security, or customer service.

22 Verify emergency power, UPS units, generators, batteries, and changeover systems are available and within service date.

CRITICAL

TEST RECORD + SERVICE DATE

Current

Incomplete

Missing / expired

Attach record

Execution tip: Use the latest test result and confirm fuel, battery, alarm, and fault status.

23 Check electrical rooms, risers, and plant areas are dry, secure, ventilated, and free from storage.

CRITICAL

RESTRICTED-AREA CHECK

Compliant

Partially compliant

Non-compliant

N/A

Execution tip: Any water, combustible storage, or blocked access near electrical equipment needs immediate action.

24 Review recent outages, tripping, overheating, repeated lamp failure, and unresolved electrical work orders.

TREND REVIEW

Compliant

Partially compliant

Non-compliant

N/A

Execution tip: Repeat faults may indicate an underlying load, wiring, moisture, or equipment problem.

5. HVAC, ventilation, indoor environment, and temperature control

25 Confirm HVAC systems start, run, and maintain the approved temperature in occupied areas.

CRITICAL

TEMPERATURE READING

READING | Enter

UNIT | Select

Add live photo

Execution tip: Take readings in representative zones and compare them with the approved comfort range.

26 Inspect filters, grilles, diffusers, thermostats, controls, drain lines, and visible ductwork.

CONDITION CHECKLIST

☐ Compliant

☐ Issue found

☐ N/A

Add evidence

Execution tip: Record blocked airflow, dirty filters, damaged controls, and overdue service dates.

27 Check for unusual noise, vibration, odor, condensation, leakage, drafts, or uneven airflow.

OBSERVATION + COMMENT

Compliant

Partially compliant

Non-compliant

N/A

Execution tip: Describe when the condition occurs and whether it changes with system load or occupancy.

28 Verify ventilation in washrooms, staff areas, storage rooms, kitchens, and enclosed service spaces.

CRITICAL

FUNCTIONAL TEST

Pass

Partial

Fail

RESULT | Enter

Execution tip: Use airflow indication or approved measurements where odor or moisture suggests poor extraction.

29 Inspect refrigeration or temperature-controlled equipment where it forms part of the facility scope.

CRITICAL

READING + ALARM TEST

READING | Enter

UNIT | Select

Add live photo

Execution tip: Capture temperature, alarm status, door seals, drainage, and service condition together.

30 Review indoor air complaints, environmental alarms, service records, and temporary heating or cooling measures.

RECORD REVIEW

Current

Incomplete

Missing / expired

Attach record

Execution tip: Link complaints and repeated alarms to zones, times, and operating conditions.

6. Plumbing, water, drainage, washrooms, and sanitation

31 Inspect visible pipes, valves, taps, hoses, tanks, and connections for leakage, corrosion, or damage.

CRITICAL

CONDITION + LIVE PHOTO

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Trace leaks to the source and protect electrical or customer areas immediately.

32 Test water pressure, hot and cold supply, drainage speed, and fixture operation in sampled areas.

FUNCTIONAL TEST

Pass

Partial

Fail

RESULT | Enter

🔍 Execution tip: Record the exact fixture and compare repeated slow drainage or low pressure by zone.

33 Check washrooms for working fixtures, safe surfaces, ventilation, privacy, accessibility, and supplies.

CRITICAL

WASHROOM CHECKLIST

Compliant

Issue found

N/A

Add evidence

🔍 Execution tip: Inspect during operating conditions and record any closure, odor, leak, or accessibility barrier.

34 Inspect floor drains, traps, grease systems, sumps, pumps, and sewage or wastewater controls where applicable.

CRITICAL

CONDITION + SERVICE RECORD

Current

Incomplete

Missing / expired

Attach record

🔍 Execution tip: Check service dates, odors, backups, alarms, and visible contamination.

35 Confirm drinking water points, filters, dispensers, and water-quality records meet internal requirements.

RECORD + HYGIENE CHECK

Current

Incomplete

Missing / expired

Attach record

🔍 Execution tip: Capture filter date, cleaning status, test record, and any taste or odor complaint.

36 Review recurring leaks, blockages, water damage, high-consumption alerts, and unresolved plumbing actions.

TREND REVIEW

Compliant

Partially compliant

Non-compliant

N/A

🔍 Execution tip: Repeated minor leaks can signal hidden damage, mold risk, or avoidable utility cost.

7. Fire safety, emergency systems, and accessibility

37

Inspect fire alarm panels, detectors, call points, sounders, visual alarms, and fault indicators.

CRITICAL

CRITICAL SYSTEM CHECK

Compliant

Partially compliant

Non-compliant

N/A

Execution tip: Record any fault code or impairment and follow the approved escalation process immediately.

38

Confirm extinguishers, hose reels, suppression systems, and fire blankets are accessible and within inspection date.

CRITICAL

ASSET STATUS + DATE

Compliant

Partially compliant

Non-compliant

N/A

Execution tip: Check location, seal, pressure, signage, obstruction, damage, and inspection tag.

39

Test emergency lighting, exit signs, escape doors, panic hardware, and evacuation-route visibility.

CRITICAL

FUNCTIONAL TEST

Pass

Partial

Fail

RESULT | Enter

Execution tip: Test representative units and ensure routes remain visible during normal trading conditions.

40

Inspect first-aid kits, spill kits, eyewash, emergency communication, and other required response equipment.

CRITICAL

INVENTORY + EXPIRY CHECK

Compliant

Issue found

N/A

Add evidence

Execution tip: Replace missing or expired items and keep access clear at all times.

41

Check lifts, escalators, accessible doors, ramps, handrails, and assistance devices for safe operation.

CRITICAL

ACCESSIBILITY + FUNCTIONAL TEST

Pass

Partial

Fail

RESULT | Enter

Execution tip: Record any restriction that prevents independent or safe access and provide an interim arrangement.

42

Confirm certificates, test reports, emergency plans, impairment controls, and contractor contacts are current.

DOCUMENT APPROVAL

NAME | Enter

TIME | _:_

SIGNATURE | Sign

Execution tip: Link each certificate or report to the relevant system and expiry date.

8. Customer areas, workspaces, fixtures, and shared facilities

43 Inspect customer routes, waiting areas, counters, fitting rooms, seating, and service points for safe condition.

CRITICAL

AREA CHECKLIST + PHOTO

☐ Compliant

☐ Issue found

☐ N/A

Add evidence

🔍 Execution tip: Focus on sharp edges, instability, congestion, damaged finishes, and accessibility barriers.

44 Check shelves, racks, displays, counters, partitions, and fixed furniture for stability, damage, or overload.

CRITICAL

STABILITY CHECK

Compliant

Partially compliant

Non-compliant

N/A

🔍 Execution tip: Apply a safe load check and remove unstable fixtures from use until repaired.

45 Inspect staff offices, break rooms, lockers, kitchens, and workstations for facility defects or unsafe conditions.

WORKSPACE INSPECTION

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Include ventilation, power, seating, storage, cleanliness, and welfare facilities.

46 Test customer-use equipment, digital kiosks, call buttons, charging points, and assistance devices where provided.

FUNCTIONAL TEST

Pass

Partial

Fail

RESULT | Enter

🔍 Execution tip: Record asset ID, response, visible damage, and whether instructions remain readable.

47 Check acoustics, temperature, lighting, odor, and general environmental comfort in occupied areas.

EXPERIENCE RATING

Compliant

Partially compliant

Non-compliant

N/A

🔍 Execution tip: Record the zone and time because environmental conditions can change during the day.

48 Confirm cleaning equipment, storage, chemicals, and housekeeping access do not create facility or safety risks.

CRITICAL

STORAGE + SEGREGATION CHECK

Compliant

Partially compliant

Non-compliant

N/A

🔍 Execution tip: Keep chemicals labeled, secured, segregated, and away from customer or food areas.

9. Back-of-house, storage, waste, pest, and contractor controls

49 Inspect storage racks, ladders, cages, platforms, and high-level storage for damage, overload, or poor access.

CRITICAL

CONDITION + LOAD CHECK

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Record rack location, load signage, impact damage, and any item stored unsafely at height.

50 Check receiving, loading, service corridors, plant rooms, and utility spaces remain clear and safely organized.

CRITICAL

ZONE INSPECTION

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Keep emergency access, panels, valves, and service routes free from stock and waste.

51 Inspect waste rooms, compactors, balers, recycling areas, and external bins for safe condition and control.

CRITICAL

EQUIPMENT + HYGIENE CHECK

Compliant

Partially compliant

Non-compliant

N/A

🔍 Execution tip: Check guarding, isolation, leakage, odors, overflow, and collection frequency.

52 Check pest-proofing, door seals, screens, traps, drainage, and evidence of pest activity or water ingress.

CRITICAL

PEST EVIDENCE + PHOTO

Good condition

Monitor

Action required

Add live photo

🔍 Execution tip: Record exact evidence and route findings to the approved pest-control process.

53 Verify contractor permits, inductions, insurance, service sheets, isolation controls, and work-area handback.

CRITICAL

CONTRACTOR DOCUMENT CHECK

Current

Incomplete

Missing / expired

Attach record

🔍 Execution tip: Do not accept handback until the area is safe, clean, tested, and documented.

54 Review preventive inspection schedules, statutory tests, service intervals, and overdue facility tasks.

SCHEDULE COMPLIANCE

Current

Incomplete

Missing / expired

Attach record

🔍 Execution tip: Prioritize overdue tasks by statutory requirement, system criticality, and failure history.

10. Findings, work orders, verification, and sign-off

55 Classify each finding by safety risk, compliance impact, customer impact, operational disruption, and urgency.

CRITICAL

RISK MATRIX

Low

Medium

High / critical

Create action

🔍 Execution tip: Use standard severity definitions and keep critical findings visible regardless of total score.

56 Create a work order with exact location, defect description, evidence, owner, priority, and target completion time.

CRITICAL

WORK ORDER + SLA

Finding	Owner	Priority	Due	Evidence

🔍 Execution tip: Include enough detail for another person or vendor to locate and resolve the issue.

57 Document isolation, barriers, shutdowns, alternate routes, and communication used as temporary controls.

CRITICAL

CONTAINMENT RECORD

Current

Incomplete

Missing / expired

Attach record

🔍 Execution tip: Temporary controls require an owner, review frequency, evidence, and expiry time.

58 Escalate critical findings, repeated failures, overdue actions, and issues requiring landlord or capital approval.

CRITICAL

ESCALATION RECORD

Current

Incomplete

Missing / expired

Attach record

🔍 Execution tip: Escalate by risk and SLA instead of relying on manual follow-up.

59 Verify completed work through testing, live evidence, closure comments, and confirmation that the issue has not recurred.

CRITICAL

CLOSURE TEST + PROOF

Pass

Partial

Fail

RESULT | Enter

🔍 Execution tip: Retest under normal operating conditions and reject closure when evidence is insufficient.

60 Complete the facility summary, open-risk review, manager acknowledgment, reviewer approval, and next inspection date.

CRITICAL

MANAGER + REVIEWER SIGN-OFF

NAME | Enter

TIME | :_:

SIGNATURE | Sign

🔍 Execution tip: Sign-off must clearly state open risks, accepted restrictions, overdue actions, and the next review date.

RUN THIS CHECKLIST DIGITALLY

Turn every facility finding into accountable action and verified closure

Use Taqtics to schedule inspections by site and zone, capture live evidence and readings, create work orders, assign teams or vendors, enforce deadlines, verify repairs, and compare recurring risks across locations.

Zone-based inspections

Live evidence

Readings and tests

Corrective actions

Escalation

Facility dashboards

Try the Facility Inspection Checklist in Taqtics