

# Insurance Approval Checklist for Cafe and Restaurant

## Financial Services

### AUDIT VERIFICATION

Surveyor's signature

SIGNATURE

Client's signature

SIGNATURE

Time taken to complete the inspection

TIME

### CLEANLINESS AND MAINTENANCE

Did you notice roof gutters debris free and well maintained?

Yes

No

NA

Was the roof downpipes well connected to drain and working properly?

Yes

No

NA

Was there any marks of lime, moss, or calcium buildup on the external walls or ground near the premise?

Yes

No

NA

Did you notice any smoking zone near the building, check gardens and staff exits?

Yes

No

NA

Did the delivery areas have bollards to lessen the risk of impact damage?

Yes

No

NA

Removing of waste material is done on what basis?

☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ As needed

How far is the waste area to the main building?

Did you notice any pallets or flammable items stored against or nearby to the building?

Yes

No

NA

Attach waste storage area image

UPLOAD

Was car parking area available at the restaurants?

Yes

No

NA

## CONSTRUCTION WORK

Please select the material the walls were made of.

☐ Brick ☐ Concrete ☐ Tilt slab ☐ Metal ☐ Timber ☐ Weatherboard ☐ Sandwich panels

Please select the material the ground floor were made of.

☐ Concrete ☐ Floating timber on concrete slab ☐ Timbers on foundation ☐ Timber on raised piers

Please select the material the upper floor were made of.

☐ Concrete ☐ Floating timber on concrete slab ☐ Timbers on foundation ☐ Timber on raised piers

Please select the materials used for making the stairs.

☐ Timber ☐ Steel ☐ Concrete ☐ NA

Did you notice any internal or external use of sandwich panels?

☐ Yes ☐ No ☐ NA

Was the client aware of the type of materials used inside the sandwich panels as the insulator?

☐ Yes ☐ No ☐ NA

What is the percentage of the sandwich panels compared to the total wall space?

☐ 0-10% ☐ 11-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51% and above

Upload the image of the building front.

UPLOAD

Upload the image of the left side of the building

UPLOAD

Upload the image of the right side of the building.

UPLOAD

Upload the rear side of the building.

UPLOAD

## ELECTRONIC EQUIPMENTS

Select type of Electrical switchboard or mains system suited.

☐ External(enclosed) ☐ External(open) ☐ Internal(enclosed) ☐ Internal(open) ☐ Analogue ☐ Modern

Image of electrical mains board

UPLOAD

Is UPS attached to power mains or switchboard?

Yes

No

NA

Did you notice backup generator at the premises?

Yes

No

NA

Mention the total number of overhead cranes, elevators, lifts and hoists?

How many escalators, travellators, or conveyor belts are in use?

How many Total refrigeration units were available?

Overall comments

textarea

GENERAL OVERVIEW

Please mention the total number of staff including directors?

Year of establishment

How does the company work?

Directly import

Export

Name of the location

## KITCHEN AREA

Were deep frying available?

Yes

No

NA

Was wok cooking used in the business?

Yes

No

NA

Was an automatic fire retardant for foam suppression system such as the ANSUL system installed at cooking or deep frying area ?

Yes

No

NA

Specify the type of canopy used in the cooking area.

Domestic style rangehood

Commercial exhaust system

How often the canopy and filters are cleaned?

Canopies are cleaned by whom?

Professional cleaning contractors

Internal cleaning staff

Did you find fire blanket easily accessible in the kitchen?

Yes

No

NA

Are the extinguishers in the kitchen proper for oil or cooking fires?

Yes

No

NA

Discuss the condition of the floor with respect to oily, wet, or slippery floors in the kitchen area in detail.

textarea

Did you find an emergency exit?

Yes

No

NA

Is the exit clutter free and well maintained?

Yes

No

NA

Attach general Photo of the kitchen area

UPLOAD

Attach image of the deep fryers or wok area

UPLOAD

Attach kitchen waste area image

UPLOAD

Were any kind of sandwich panneling or insulating materials used to make cool

rooms, freezer rooms or temperature controlled areas?

Mention the total area/size of the cool room in m2?

Attach cool rooms images

UPLOAD

## RISKS

What is the occupation and distance to the neighbouring building (left, right, rear)

Was there other business shops present in the same complex?

Yes

No

NA

Did you notice graffiti or other evidence of a high pass through pedestrian traffic?

Yes

No

NA

Did you notice office of more than 3 desks in the restaurant?

Yes

No

NA

## SAFETY MEASURES FOR FIRE CONTROL

Did the site have monitored heat or smoke alarms hardwired?

Yes

No

NA

Was extinguishers available at the building?

Yes

No

NA

Discuss the type of extinguisher available?

☐

CO2

☐

AB powder

☐

Water

☐

Foam

☐

Wet chemical

☐

Vapourising liquid

Write the last date of servicing?

Upload the image of extinguisher or the service tag

UPLOAD

Was hose reels present at the site?

Yes

No

NA

Did you notice any hydrant point at the site?

Yes

No

NA

Mention the approx distance of nearby fire station

Were single source sprinklers available at the premises?

Yes

No

NA

Were dual source sprinklers available at the premises?

Yes

No

NA

Was the escape plan printed on the wall?



☐ Yes☐ No☐ NA

Upload the image of fire safety or evacuation plans

UPLOAD

In last 12 months was there any fire drill or emergency evacuation drill work done?

☐ Yes☐ No☐ NA

Did you notice any obstructions blocking free access to equipment or fire exits?

☐ Yes☐ No☐ NA

Was correct signage added on emergency exits?

☐ Yes☐ No☐ NA

## SECURITY

Were the doors and windows secured?

☐ Yes☐ No☐ NA

Was 11mm plate glass present on all display windows?

☐ Yes☐ No☐ NA

Was CCTV installed for the business purpose?

☐ Yes☐ No☐ NA

Was 2m high full perimeter fence present?

☐ Yes☐ No☐ NA

Was bollards or other ram raid prevention measures taken?

Yes

No

NA

Did you notice any after hours security lighting?

Yes

No

NA