

Retail store closure checklist

Retail

EQUIPMENT

Is the food preparation area clean and tidy?

☐ Yes☐ No☐ Na

Are hot boxes clean and in good condition?

☐ Yes☐ No☐ Na

Are all display shelves and racks clean and in good repair?

☐ Yes☐ No☐ Na

Are all fridges and freezers in working condition?

☐ Yes☐ No☐ Na

Are shelves inside fridges and freezers clean and in good repair?

☐ Yes☐ No☐ Na

Are fans, vents, seals on fridges and freezers free from dust?

☐ Yes☐ No☐ Na

Comments:

Additional image

UPLOAD

Additional image

UPLOAD

Inspector's Name/Signature:

Inspection Date:

DATE

2017-01-01

EXTERIOR

Is external signage in good condition?

Yes

No

Na

Are windows clean?

Yes

No

Na

Is the storefront free from dirt/dust including surroundings?

Yes

No

Na

Is the entrance to the store inviting to customers and not cluttered?

Yes

No

Na

Are current promotions displayed?

Yes

No

Na

Is the external light working and in good repair?

Yes

No

Na

Exterior image

Yes

No

Na

INSIDE

Is the store well lit?

Yes

No

Na

Can the door easily be opened?

Yes

No

Na

Is the store mat clean and in good repair?

Yes

No

Na

Are fans and air conditioning units clean and in good repair?

Yes

No

Na

Is internal signage lit and in good condition?

Yes

No

Na

Is the floor clean and obstruction free?

Yes

No

Na

Are walls, ceilings clean and damage free?

Yes

No

Na

Interior image

Yes

No

Na

PRODUCTS AND DISPLAY

Fresh fruits and vegetables

Yes

No

Na

Baked items

Yes

No

Na

Non-veg/Meat products

Yes

No

Na

Dairy products

Yes

No

Na

Deli products

Yes

No

Na

Canned/packed foods

Yes

No

Na

Non-food/household items

Yes

No

Na

Are all products properly labelled and priced?

Yes

No

Na

Are there any expired products ?

Yes

No

Na

Is the store compliant with ticketing standards ie., printed and not handwritten tickets?

Yes

No

Na

Is the store layout easy to access and shop?

Yes

No

Na

Are out of stock products safely removed?

Yes

No

Na

Is the country of origin displayed on applicable products?

Yes

No

Na

Display image

Yes

No

Na

PROMOTIONS

Is promotional stock available and labelled?

Yes

No

Na

Are promotions updated?

Yes

No

Na

Are promotional lines displayed in a prominent position?

Yes

No

Na

Are current promotional points of the sale being used throughout the store?

Yes

No

Na

SALE

Does the store have an accredited back office system?

Yes

No

Na

Are all products properly scanned and sold?

Yes

No

Na

Are accurate records maintained for inventory and sale?

Yes

No

Na

Does the store have a current food-safe licence and are they in compliance with the government?

Yes

No

Na

Is the store aware of packaging laws for any products produced/packaged in store?

Yes

No

Na

Are proper invoices maintained upon sales and purchases?

☐ Yes☐ No☐ Na

STAFF AND SECURITY

Is the staff well trained to provide good customer service?

☐ Yes☐ No☐ Na

Is the staff wearing appropriate attire with name badge/apron/hat etc?

☐ Yes☐ No☐ Na

Does the store have CCTV as a form of digital security?

☐ Yes☐ No☐ Na

Does the store have procedures for theft, shoplifting etc?

☐ Yes☐ No☐ Na

Are there adequate safety equipment in case of fire?

☐ Yes☐ No☐ Na

Are smoke detectors, sprinkler systems etc in working condition?

☐ Yes☐ No☐ Na

Are there any visible hazards?

☐ Yes☐ No☐ Na