

TENANCY INSPECTION – CHECKLIST

LANDLORD:

ADDRESS:

LEASING AGENT:

INSTRUCTIONS:



Use this checklist when you are looking at a tenancy to see if it suits your needs. Use the notes section at the end to record anything you might forget later. Print a copy out for each tenancy you inspect.



Take lots of photographs in case you don't get a chance to write everything down. And ask the leasing agent for the answers to your questions. Ask lots of questions and write down the answers the leasing agent gives you.

SHOPFRONT

- ☐ Is there good visibility for customers?
- ☐ Is there signage, in place or available? ☐ Any special landlord requirements?
- ☐ Is there room for promotional signage (specials etc.)?

If you are to build a shopfront, what does the landlord/leasing agent want?
For example: bifolds / opening windows / auto doors / special finishes (e.g. timber) /
are A-frame signs for specials allowed?

- ☐ If there is a shopfront, are the doors intact and operational? ☐ Easy to operate?
- ☐ Do the doors have closers if required?
- ☐ Are they disabled compliant?
- ☐ Are there locks in place? ☐ Are they on a master-key system?

SERVICES

- ☐ Electricity – switchboard size (number of circuits)? ☐ Power supply?
- ☐ Is there an air-conditioning/ heating system? ☐ What capacity / system size?
- ☐ Fire services (e.g. fire hose reels / sprinklers)?
- ☐ Water supply? ☐ Hot water supply? ☐ Or do you install your own?

FLOOR

What is the flooring? ☐ Bare concrete ☐ Existing finish?

What is the condition? ☐ Good ☐ Poor

☐ Any height differences / steps / trip hazards?

CEILING

☐ Is there a ceiling installed? What type? ☐ Plasterboard ☐ Tile

☐ If there is existing lighting, is it sufficient for your needs?

☐ Is there exit signage (at least one running man sign)?

☐ Is there emergency lighting (spitfires or LEDS)?

WALLS

☐ Are the tenancy walls in good condition, ready for painting or other finishes?

☐ Are they full height (if required)?

AMENITIES

☐ Are there toilets for staff & customers? How many? ☐ Compliant for disabled?

☐ Do customers / staff need to go outside to access toilets? ☐ If so, is there weather protection?

☐ Is there customer car parking?

☐ Is there staff car parking?

RUBBISH ROOM & LOADING FACILITIES

☐ Is there a dedicated rubbish area?

☐ Is rubbish removal included in outgoings?

☐ Is the bin room air-conditioned?

☐ Are bins provided?

☐ Is a tap available?

☐ Is there a loading dock? ☐ With rear access to the tenancy?

OTHER NOTES

SPECIAL SECTION FOR FOOD TENANTS

FOR ALL TENANCIES

- ☐ What is the kitchen exhaust provision? ☐ Is there duct work to connect to? ☐ Does it go to the roof?
- ☐ Are there any special exhaust requirements? ☐ UV ☐ ESP ☐ Other:
- ☐ Is there make up air for the kitchen exhaust system provided?
- ☐ Is there an existing kitchen exhaust hood? ☐ Treatment / filters? ☐ Capacity:
- ☐ Is there gas? ☐ Natural ☐ LPG ☐ Capacity: ☐ Existing meter?
- ☐ Is there a grease trap? Size: ☐ Shared?
- ☐ Is grease trap cleaning included in the outgoings?
- ☐ Are there sufficient toilets for Liquor licence? ☐ Are they shared with other tenants?
- ☐ Is the tenancy zoned for food usage?
- ☐ Is the tenancy zoned for a liquor licence?
- ☐ Is there an outdoor seating area? ☐ Is this council land or owned by the landlord?
- ☐ Is there an area for delivery drivers to wait?

FOR TENANCIES WITH AN EXISTING FITOUT

- ☐ Is the kitchen floor suitable: ☐ Slip resistant? ☐ Light colour? ☐ Easily cleaned?
- ☐ Is the main dining floor suitable? ☐ Any steps or trip hazards?
- ☐ Are any areas of flooring lifting, damaged etc.?
- ☐ Are floor wastes in place in the kitchen for mopping?
- ☐ Is the flooring in the kitchen covered up the walls to aid cleaning?
- ☐ Is the ceiling in the kitchen smooth and impervious – i.e. painted plasterboard?
- ☐ Are all gaps sealed with silicon?
- ☐ Is the flow of the kitchen correct: delivery → prep → serving → washing?
- ☐ Is there sufficient dry storage?
- ☐ If there is no exhaust, will you have any equipment using more than 8kw of power?
- ☐ Is there a dishwasher?
- ☐ Is there a cleaning cupboard, including area to store mops / brooms?
- ☐ Is there sufficient bench space for prep and plating?
- ☐ Is the included equipment adequate for your proposed menu?
- ☐ Is the equipment compliant (150mm off floor, or on plinths)?
- ☐ Are sneeze guards adequate?
- ☐ Is there somewhere for a laptop / business files?
- ☐ Is there space for staff to leave their bags/jackets?
- ☐ Are there built-in cold rooms or freezers? ☐ Are they working correctly?

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- ☐ Is there customer furniture included? ☐ Is it suitable for re-use? ☐ Sturdy? ☐ Easily cleaned?
 - ☐ Can be re-configured?
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- ☐ If external furniture is included, does it need to be brought in at night? ☐ Is there room inside to store it?
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- ☐ Is pest control up to date?
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- ☐ When did the previous Food Business Licence lapse?
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- ☐ Will the landlord be providing a list of all inclusions, including make & model numbers for all equipment?
If not, list below:
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OTHER NOTES
