

TENANCY INSPECTION CHECKLIST

– POP-UP : NOTES FOR USE



PROPERTY: this section is pretty self-evident.

Notes:

- ✦ These pages give you a little more information and some tips on what to look for when you are inspecting the tenancy.
- ✦ The more information the tenant has, the easier it is for them to make the decision to go ahead. This checklist will help you gather the information they will need.
- ✦ If possible, any works done should maximise the flexibility and usage options, while still being cost effective.
- ✦ Don't forget to talk to your base building certifier about requirements for compliance with the NCC!

SHOPFRONT:

Most retailers will be very keen to hear about the shopfront – it's their main presentation to their customers. Some tenancies will have better display availability than others – this is an important note for potential tenants. And make sure everything is in good working order – fully open the doors and check the can be stowed away (if applicable).

One of the most critical things to note is the signage opportunity. There may already be signage in place from the previous tenant. How can this be removed, and the area re-purposed without too much cost?

Make sure you have keys for the locks on the shopfront!

If your tenancy doesn't have a shopfront, is there a way you can secure it, so stock is not at risk afterhours?

SERVICES:

The tenancy will need to have sufficient power, lighting and comms for the incoming tenant. Ideally there should be power points around the perimeter so the layout can be flexible for different tenants.

Food uses will have particular requirements – you may need to check these details with your local council to see if the tenancy complies. Rules differ for food preparation and pre-packaged food sales – it is possible to have a pop-up food use!

How will the tenant access the internet for sales and banking? They may not want to get a contract with an internet provider for a short-term lease, so you need to check if there is a good mobile signal they can use, or centre Wi-Fi they can tap into for the duration.

The information you gather here can also be transferred into your Lessor / Lessee matrix which will help your leasing team.

CEILING:

If food is being prepared in the tenancy, there must be a set ceiling above the food prep area. This needs to be solid plaster, not a grid and tile ceiling.

If there is no ceiling, are the services neat and tidy and clean?

Lighting is a big part of tenancy design, and the ideal situation would be to have adjustable track lighting, but gimbal lights can also be used effectively.

FLOORING:

The main consideration for flooring is whether it is i) slip resistant and compliant for foot traffic, and ii) looks good!

Re-using flooring can mean you will see wear patterns from the previous fitout – check if there are areas that need to be tidied up.

If the flooring is to be removed and brought back to a sealed slab, make sure the transition from mall to tenancy has no trip hazards.

PERIMETER WALLS:

Walls should be clean and painted a neutral colour. Note that this doesn't have to mean white! If you have several tenancies in a row, mix the colours up a bit – a light grey can work very well for many tenants.

You should make sure that the incoming tenant knows they are not allowed to fix into the walls (unless they have a make good clause). Many tenants just go ahead and do this anyway!

INTERNAL WALLS:

If there are any internal walls (to a storage area, lunchroom or office for example) it can be worth retaining them for future use. They could be used for a changing room for clothing, excess stock, or to secure items in the case of a no-shopfront tenancy.

Make sure the walls are well supported once other elements of the fitout have been removed – sometimes joinery is used as bracing!

It will be useful to show these walls on the plan – for pop-ups, a rough location should be sufficient.

OTHER:

In an ideal world, you would have some shelving or other display joinery that you can give to the tenant for their use. This ensures that the items are decent quality and can make it easier to get the tenants to sign up. Note details of anything they can choose from here.

It's always nice to know where the basics are, such as toilets, parking and so on. If possible, make a note of that on the plans.
