

TENANCY INSPECTION CHECKLIST

– POP-UP



PROPERTY:

ADDRESS:

TENANCY:

SIZE:

Notes:

- ✦ Bring a camera and a tape measure.
- ✦ Stand back and look at the tenancy as if it's the first time you've seen it. You may be used to seeing this tenancy regularly, but you need to look at it with fresh eyes.
- ✦ Take photos during the inspection to remind yourself of the details when you're back at your desk.
- ✦ Make sure to take some overview photos as well.

SHOPFRONT:

Width:

Material:

Door Type:

In good repair?

Locks:

Keys – how many?

Signage type:

Can it be removed?

SERVICES:

Power:

Meter in place?

Switchboard size:

Emergency lighting:

GPOs available on perimeter?

How many?

Air-conditioning:

Clean & working?

Fire services?

Clean & working?

Water supply?

Hot / Cold / Both?

Compliant?

Gas:

Natural / LPG:

Capacity:

Data / comms provision:

CEILING:

Material:

Condition:

Compliant?

Ambient / general lighting available?

FLOORING:

Material(s):

Condition:

Transitions:

Compliant?

PERIMETER WALLS:

Material(s):

Condition:

INTERNAL WALLS:

Material(s):

Height:

Condition:

Security (for stock storage etc):

OTHER:

Location of amenities for staff & customers:

Availability of shelving, counters etc:

Rear access door:

Existing equipment (important for food uses):
