

CHECKLIST 

RETAIL FACILITY AUDIT

ENSURE YOUR STORE MEETS SAFETY
AND OPERATIONAL STANDARDS



TOTAL COMFORT GROUP












TABLE OF CONTENTS

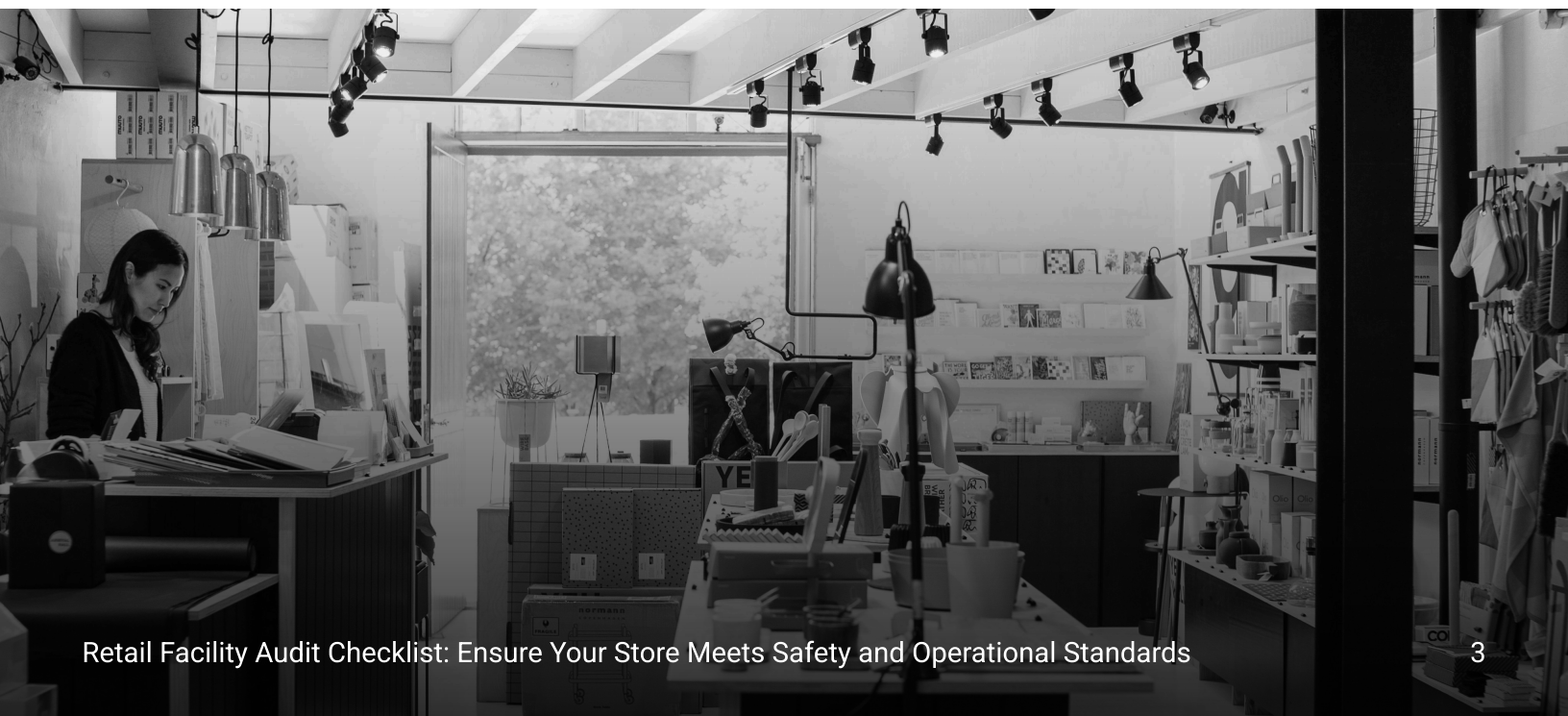
Introduction	3
General Safety Measures	4
HVAC Systems	5
Electrical Systems	6
Plumbing and Restroom Facilities	7
Security Measures	7
Building Exterior and Parking Lot	8
Store Equipment and Displays	9
Compliance with Regulations	10
Employee Training and Communication	10
The Benefits of Regular Facility Audits	11
Ensure Safety and Efficiency with TCG	11

INTRODUCTION

In the fast-paced world of retail, ensuring your store meets safety and operational standards is essential. Regular facility audits are a proactive approach to identify potential risks, ensure compliance, and maintain a welcoming environment for customers and employees alike. A well-executed audit not only protects your brand reputation but also enhances operational efficiency and customer satisfaction.

Here's a comprehensive retail facility audit checklist to help you assess and maintain your store's safety and operational standards.

-  **General Safety Measures**
-  **HVAC Systems**
-  **Electrical Systems**
-  **Plumbing and Restroom Facilities**
-  **Security Measures**
-  **Building Exterior and Parking Lot**
-  **Store Equipment and Displays**
-  **Compliance with Regulations**
-  **Employee Training and Communication**



GENERAL SAFETY MEASURES

A safe retail environment starts with the basics.

Pay close attention to the following safety measures:

Fire Safety

- Test smoke detectors and fire alarms to ensure they are functioning.
- Inspect fire extinguishers for proper placement and expiration dates.
- Ensure emergency exits are clearly marked, unobstructed, and easily accessible.
- Conduct regular fire drills and update your fire safety plan.

Slip, Trip, and Fall Hazards

- Inspect floors for loose tiles, frayed carpets, or uneven surfaces.
- Ensure wet floor signs are readily available for spills or cleaning.
- Keep aisles clear of obstructions and clutter.

Emergency Preparedness

- Verify that first aid kits are fully stocked and accessible.
- Display emergency contact numbers prominently in staff areas.
- Train employees on emergency procedures, including evacuation protocols.



HVAC SYSTEMS

An efficiently functioning HVAC system is critical for customer comfort and operational reliability.

- ✔ Check HVAC filters and replace them if dirty or clogged.
- ✔ Inspect vents for blockages and ensure proper airflow.
- ✔ Schedule seasonal maintenance to prepare for heating or cooling demands.
- ✔ Monitor indoor air quality to prevent mold or allergen buildup





ELECTRICAL SYSTEMS

Electrical safety and functionality are non-negotiable for any retail operation.



Lighting

- Replace burnt-out bulbs in display areas, aisles, and parking lots.
- Inspect emergency lighting systems to ensure they work during power outages.
- Upgrade to energy-efficient LED lighting where possible.



Wiring and Outlets

- Check for exposed or damaged wires that could pose a safety hazard.
- Inspect outlets and ensure they are not overloaded.
- Test all electrical panels for wear or loose connections.



Backup Power

- Test generators or backup power systems to confirm they are operational.
- Ensure all locations have adequate power surge protection.

PLUMBING AND RESTROOM FACILITIES

Functional plumbing is crucial for both customer satisfaction and operational compliance.



Plumbing Systems

- Check for leaks in sinks, faucets, and pipes.
- Ensure water heaters are functioning efficiently
- Inspect outdoor plumbing for winterization to avoid frozen pipes.



Restrooms

- Verify that restrooms are clean, stocked, and accessible.
- Inspect toilets, sinks, and hand dryers for proper operation.
- Ensure adequate lighting and ventilation in restroom areas.

SECURITY MEASURES

Protecting your assets, customers, and employees requires robust security measures.



Surveillance Systems

- Test security cameras for clear visibility and proper coverage.
- Verify that recording equipment is operational, and data is securely stored.



Access Control

- Ensure locks on doors, windows, and restricted areas are functioning.
- Update access codes or keys for former employees.



Alarm Systems

- Test burglar alarms and motion sensors.
- Confirm that panic buttons and duress systems work properly.



BUILDING EXTERIOR AND PARKING LOT

Your store's exterior is the first impression for customers and a critical area for safety.

Building Exterior

- Inspect walls, windows, and doors for damage or cracks.
- Check roofing for loose shingles or leaks.
- Ensure gutters and downspouts are clean and free of debris.


Parking Lot


- Ensure parking lot lights are operational for evening and early morning hours.
- Check pavement for cracks, potholes, or uneven surfaces.
- Verify that parking spaces are clearly marked, including accessible spots.




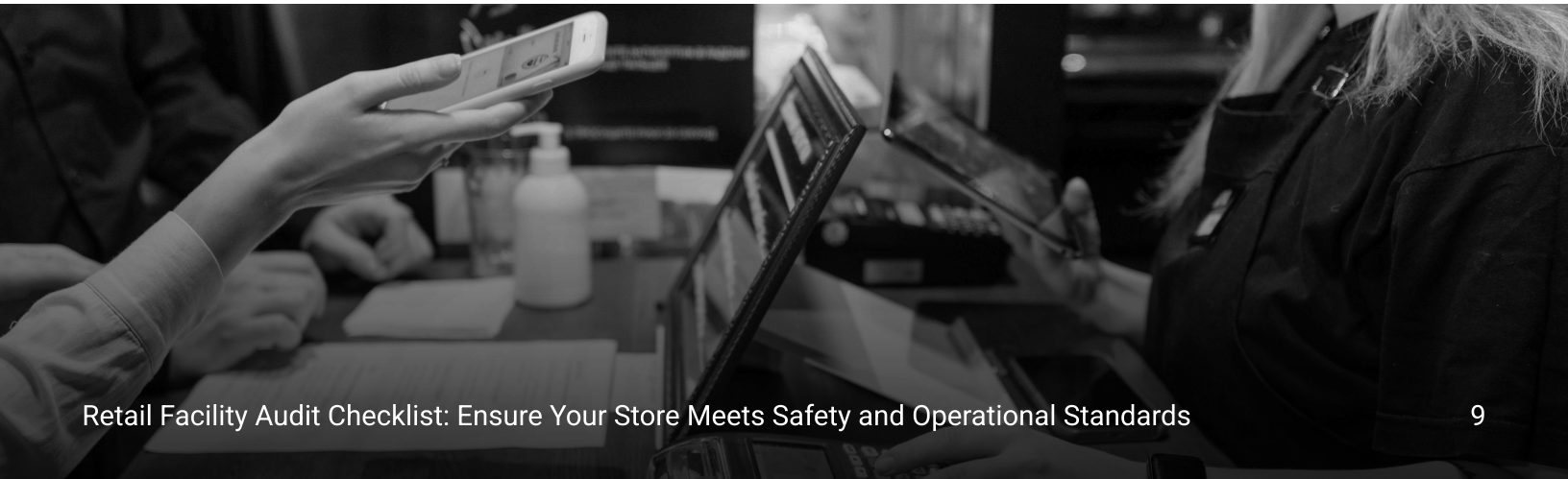
STORE EQUIPMENT AND DISPLAYS

A well-maintained store environment enhances customer experience and minimizes risks.

-  **Displays**
 - Ensure shelving and displays are stable and not overloaded.
 - Check that merchandise is arranged safely, with heavier items on lower shelves.

-  **Point-of-Sale Systems**
 - Test registers, scanners, and payment terminals for functionality.
 - Update software to the latest version for smooth transactions.

-  **Storage Areas**
 - Keep storage areas organized and free of fire hazards.
 - Verify that ladders and other equipment are in good condition.



COMPLIANCE WITH REGULATIONS

Adherence to local, state, and federal regulations is a must for retail operations.

- ✔ Confirm compliance with OSHA standards for workplace safety.
- ✔ Ensure ADA (Americans with Disabilities Act) accessibility requirements are met.
- ✔ Review licenses and permits for renewal or expiration.



EMPLOYEE TRAINING AND COMMUNICATION

Your staff plays a pivotal role in maintaining operational standards.

- ✔ Conduct regular training on safety protocols and emergency procedures.
- ✔ Provide clear instructions on equipment use and maintenance.
- ✔ Encourage open communication for reporting maintenance or safety issues.



THE BENEFITS OF REGULAR FACILITY AUDITS

By implementing regular facility audits, retail businesses can:

- ✔ Minimize safety risks and reduce liability.
- ✔ Extend the lifespan of equipment and infrastructure.
- ✔ Improve energy efficiency and lower operating costs.
- ✔ Enhance the overall shopping experience for customers.

ENSURE SAFETY AND EFFICIENCY WITH TCG

Partner with Total Comfort Group for Expert Facility Management

Maintaining safety and operational standards across your retail locations can be overwhelming. Let the professionals at Total Comfort Group help. We specialize in comprehensive facility management, including HVAC, electrical, plumbing, and more. Our tailored solutions ensure your store runs smoothly, meets compliance requirements, and provides a safe environment for everyone.

[Contact Total Comfort Group](#) today to schedule your facility audit or learn more about our services.