

SOP Template: Store Premises Inspection Checklist

This SOP provides a comprehensive **store premises inspection checklist** designed to ensure the safety, cleanliness, and operational efficiency of retail environments. It includes guidelines for assessing structural integrity, fire safety compliance, cleanliness standards, equipment functionality, security measures, and employee workspaces. The objective is to maintain a safe and welcoming environment for customers and staff by systematically identifying and addressing potential hazards and maintenance needs.

Store Premises Inspection Checklist

Inspection Area	Checklist Item	Compliant (Yes/No)	Comments/Action Needed
1. Structural Integrity			
Floors	No cracks, uneven surfaces, or damage present		
Walls & Ceilings	No water leaks, stains, cracks, or damage		
Doors & Windows	Secure, functional, and free of obstruction		
2. Fire Safety Compliance			
Fire Extinguishers	Accessible, inspected, and within expiry date		
Emergency Exits	Clearly marked, accessible, and unobstructed		
Smoke Detectors	Functional and regularly tested		
3. Cleanliness Standards			
Sales Floor	No spills, debris, or clutter		
Restrooms	Clean, stocked, and sanitary		
Trash Receptacles	Emptied regularly, clean, and in good condition		
4. Equipment Functionality			
Lighting	All bulbs functional; adequate illumination		
HVAC Systems	Operational, clean filters, no leaks		
Security Systems	Cameras, alarms, and locks are functional		
5. Security Measures			
Entry Points	Secure, no tampering signs		
Cash Register/Storage	Safely locked when not in use		
6. Employee Workspaces			
Break Rooms	Clean, sanitary, properly equipped		
Stockrooms	Organized, no blocked aisles, safe stacking		

Inspector Details

Inspector Name	
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Date of Inspection	
Signature	

Notes & Action Plan

Use this section to document any hazards identified, maintenance needs, and actions required for follow-up.

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