

# Retail Store Inspection Checklist

Store Name / Location

Date of Inspection

Inspector Name

## INSTRUCTIONS:

This checklist is designed to assess the overall condition and safety of the retail store. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas for improvement. Use the "Notes/Observations" section to provide additional details, corrective actions, and any required follow-up.

## GENERAL SAFETY

Emergency Exits: Verify that emergency exits are clearly marked and unobstructed.

☐

Yes

☐

No

☐

NA

Exit Signs and Lighting: Check if exit signs are illuminated and visible in case of power failure.

☐

Yes

☐

No

☐

NA

Evacuation Plan: Ensure that the store has an updated evacuation plan posted.

☐

Yes

☐

No

☐

NA

Observations / Notes /  
Corrective actions, if any:

## FIRE SAFETY

Fire Extinguishers: Inspect fire extinguishers for proper type and maintenance.

☐

Yes

☐

No

☐

NA

Fire Alarm System: Verify that the fire alarm system is in working condition.

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Yes

☐

No

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NA

Fire Drills: Check if regular fire drills are conducted with documented results.

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Yes

☐

No

☐

NA

Observations / Notes /  
Corrective actions, if any:

## ELECTRICAL SAFETY

Electrical Cords: Inspect electrical cords for damage or fraying.

☐

Yes

☐

No

☐

NA

Outlets and Receptacles: Check if outlets and receptacles are in good condition.

☐

Yes

☐

No

☐

NA

Overload Protection: Ensure that electrical circuits are not overloaded.

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Yes

☐

No

☐

NA

Observations / Notes /  
Corrective actions, if any:

MERCHANDISE DISPLAY AND STORAGE

Aisles and Walkways: Ensure that aisles and walkways are clear and free from obstructions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Stacking and Piling: Check that merchandise is stacked and piled securely to prevent falling hazards.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Emergency Exits Accessibility: Verify that merchandise displays do not block access to emergency exits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Observations / Notes /  
Corrective actions, if any:

SLIP, TRIP, AND FALL HAZARDS

Floor Conditions: Inspect the floor for any trip hazards, spills, or uneven surfaces.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Floor Mats: Check if floor mats are in good condition and properly placed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Signage: Ensure that wet floor signs are used when appropriate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Observations / Notes /  
Corrective actions, if any:

SECURITY AND SURVEILLANCE

Security Cameras: Check if security cameras are in place and functioning properly.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Alarm System: Verify that the alarm system is in working condition.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Lighting: Ensure that the store is well-lit, both inside and outside.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Observations / Notes /  
Corrective actions, if any:

SIGNAGE AND LABELING

Price Tags: Check that all merchandise has clear and accurate price tags.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Safety Signs: Verify that safety signs and warnings are prominently displayed when needed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Exit Signs: Ensure that exit signs are properly illuminated and well-maintained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Observations / Notes /  
Corrective actions, if any:

## EMPLOYEE SAFETY

Personal Protective Equipment (PPE): Check if employees are provided with necessary PPE.

☐

Yes

☐

No

☐

NA

Training: Ensure that employees are trained on safety procedures and emergency protocols.

☐

Yes

☐

No

☐

NA

Workstations: Inspect workstations for ergonomic setup and safety.

☐

Yes

☐

No

☐

NA

Observations / Notes /  
Corrective actions, if any:

## ADDITIONAL NOTES / OBSERVATIONS

[Insert any additional notes or Retail Store checklist observations made during the inspection]

## STATEMENT OF INSPECTION

I hereby certify that I have conducted the above Retail Store Inspection checklist and that the store is in compliance with safety and operational standards. Any identified issues have been documented, and necessary corrective actions have been recommended.

Inspector's Name

:

Signature

:

Date

:

## APPROVED BY

Name

:

Signature

:

Date

: