

Reopening Your Stores Check List

The following check list will be required dependent on how the stores were closed, what procedures were followed to effectively mothball them for a number of weeks and whether any visual, actual or maintenance checks have been done whilst the stores have been closed. This list assumes there have not been any break-ins or vandalism that has had to be resolved during the mothballing period.

Dependent on how we are allowed to return to normality the following list would require checking at least 2 weeks before opening if possible or no later than 1 week before to ensure all systems and services are performing correctly and the store is safe to open for staff and customers

The cleaning, fire safety, compliance and legionella water checks along with the security and IT systems are key to opening the stores

Store Maintenance can provide work place hygiene kits, safety upgrades and protective equipment as well as deliver these checks for you or with your staff on site to ensure that you achieve BAU as

Cleaning	Checks Required	Points to Clarify	YES	NO	Action Required
Deep Clean	All food outlets will definitely require this prior to opening but all stores should consider the points below	Clean all areas, catering equipment, check grease traps, ductwork, canopies and ventilated ceilings			
Deep Clean	Deep clean of all floors, especially toilets and kitchens, chair seats and arms etc where appropriate	Ensures any bacterial build up is removed			
Cleaning	Stock on sales floor, sales floor areas and back of house	Attention to be paid to areas where stock has rested to ensure dust free, use spray cleaner first to keep dust down and then clean or use Covid sanitisation fogging/electrostatic equipment if this does not affect the stock.			
Additional Measures	Hygiene Work Place Kit - comes in small, medium and large dependent on store size and number of staff	Wipe down touch points and card machines during the day so that staff and customers can see additional precautions are being taken. Make sure there is adequate supply of soap and warm water for the staff doing this to wash their hands and suitable drying materials and/or equipment. The kit we can supply comes with hand sanitiser in bulk and small bottles with face masks			

Additional Measures	Replenish PPE & hygiene stocks	Do you have stock of gloves, hand sanitiser, masks, visors and aprons in all stores to protect your staff and customers			
Additional Measures	Door Handles, Digi lock Doors, Toilet Doors	Consider foot operated (Hands free) plates to open/close doors and replacing the Digi locks with door access control			
Additional Measures	Floor graphics to show correct social distancing points	These can have additional messages on them and will be branded to your specification			
Additional Measures	Sneeze/Cough guards at point of sale	These can have additional messages on them and will be branded to your specification			
Additional Measures	Regular deep cleaning	Commit to a regular deep clean of premises, in addition to the normal daily or weekly cleaning regime, we would suggest once a quarter. This would ensure no build-up of grime to offer a foothold for further contamination			

Security & Risk	Checks Required	Points to Clarify	YES	NO	Action Required
Door Locks	Is this operational and working correctly	Did door open correctly or were there any issues			
Shutter	Is this operational and working correctly	Did shutter open correctly or were there any issues			
Intruder Alarm	Is this operational and working correctly	Are keyholders still the same and/or do you need to let Monitoring, Police/Fire know if there have been any changes			
CCTV	Is this operational and working correctly	Did CCTV turn on correctly or were there any issues, how is this recorded and what is the storage capacity			
Door Access	Is this operational and working correctly	Did door access points work correctly or were there any issues			



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Loss Prevention	Is this operational and working correctly	Did loss prevention systems work or were there any issues - are IT/Loss prevention in your business aware/able to check remotely			
Alarm Monitoring	Have they been notified when staff will be returning to the store and open date	Are keyholders still the same and/or do you need to let Monitoring, Police/Fire know if there have been any changes			
Police/Fire	Have they been notified when staff will be returning to the store and open date	Are keyholders still the same and/or do you need to let Monitoring, Police/Fire know if there have been any changes			
Insurance	Have they been notified when staff will be returning to the store and open date	Are keyholders still the same and/or do you need to let Insurance Company know if there have been any changes			
Landlord	Have they been notified when staff will be returning to the store and open date	Are keyholders still the same and/or do you need to let Landlord know if there have been any changes			

Compliance	Checks Required	Points to Clarify	YES	NO	Action Required
Fire Alarm	Is this operational and working correctly - when was the last test date and is this out of date	Are there any audible or visual warning lights on the system - check the in store compliance log book for last test dates. Test the fire alarm system taking note to warn the landlord/centre and any other monitoring stations that you are doing this			
Fire Extinguishers	When was the last test date and is this out of date	Check the in store compliance log book for last test dates			
Sprinklers	When was the last test date and is this out of date	The test may be carried out by Landlord/Centre - check the in store compliance log book for last test dates. Was the water turned off or supply interrupted			
Emergency Lighting	Is this operational and working correctly - when was the last test date and is this out of date	Flick test the emergency lighting to see if it works, check the display indicators and in store compliance log book for last test dates. Are any indicators not showing or flashing? If central control/battery system are there any audible or visual warnings			
PAT Testing	When was the last test date and is this out of date	Check the in store compliance log book for last test dates			
Fixed Wire EICR Testing	When was the last test date and is this out of date	Check the in store compliance log book for last test dates			
Legionella Testing	When was the last test date and is this out of date	Check the in store compliance log book for last test dates. The water systems will require testing and flushing through to comply with HSG274 legislation and L8 requirements			



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Fire Exits	Are fire exits free from rubbish and vegetation externally and internally free of stock and rubbish	Check that internal and external routes are free of stock, shop fit items and rubbish. Ensure that no homeless or drug addicts have been around and contaminated the area with faeces, drug paraphernalia or bodily fluids that could harbour Covid 19			
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Electrical	Checks Required	Points to Clarify	YES	NO	Action Required
Lighting	Does all ceiling and display lighting, internal and external signage work correctly	Is all the signage on? Are all ceiling lights working? Are there any buzzing noises from the lighting or smells of burning dust which would suggest control gear failures			
Power	Was mains power switched off when store closed, if yes turn back on. Do all sockets work and is all equipment required to run the store on and operational	If sockets are not working then check the MCB's in the electrical distribution board if competent to do so			
Controls	Are the controls for the lighting functioning correctly	This is dimming systems, pre and after trade settings and time clocks for signage			
UPS & Battery Systems	Are there any audible or visual warnings on the system controls	There may be requirement to charge up the batteries if there has been a mains failure. Check the in store compliance log book for last test dates			



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HVAC	Checks Required	Points to Clarify	YES	NO	Action Required
Air conditioning	Turn on AC and check that this working and blowing cold air in cold setting and warm air in warm setting - check land lord requirements as these were different following the last lock down	If chilled water system will need chiller checking and water has been turned on. Was the chiller drained before closing, if yes then will need refilling. Additional checks on corrosion inhibitors and biocide dosing may also be required along with condensate drainage for FCU, filter cleans and whether servicing visit has been missed whilst store closed and required now. Was the cold water mains turned off and requires turning back on			
Heating	Turn on heating and ensure that radiators/heaters are working correctly	If the AC provides heating is this blowing warm air and the controller working correctly. If heating is through wall/ceiling/door heaters are these working? Has boiler for central heating system been turned off and require turning back on. Was the tank that supplied this drained and requires filling or mains fed. Was the cold water mains turned off and requires turning back on? When was last service visit, has one been missed or required now			
Controls & BMS	Check BMS and controls are working	Make sure times and settings are as left and required, when was last service visit and next one due			



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Outstanding Work & Quotes	Checks Required	Points to Clarify	YES	NO	Action Required
Do you have any outstanding compliance remedial works	Ask your provider and/or check your system for these	Can these be done before you open to ensure compliance			
Do you have outstanding quotes for major issues such as roofing works, leaks and access to the building	Ask your provider and/or check your system for these	Can these be done before you open to avoid disruption and ensure time is spent selling, once open			

Sanitation and Water	Checks Required	Points to Clarify	YES	NO	Action Required
Sinks	Run the taps on the sinks for a period of 2 minutes	This will get the water that has been stagnating in pipes out and fresh water running through. Further checks are required if there is cold water storage tank in the store			
Toilets	Flush toilets a number of times to make sure that they are filling up and the waste is draining correctly	This will get the water that has been stagnating in pipes out and fresh water running through. Further checks are required if there is cold water storage tank in the store			
Water Heaters	Make sure that the water is turned on if turned off and that the water is heating up	If instantaneous heater turn on and run water through for 2 minutes. If water storage make sure this is all drained out by turning the hot tap on. Check compliance book for last Legionella testing and when next visit is due. If there are any water softeners or other hot water drinks equipment this will also need checking and running through for a period			
Sanitary Bins	Are these empty or require emptying.	When was the last visit to empty these and next visit due			
Drains	Does all water and waste drain away as normal	If there are any blockages or water/waste does not drain away then this will require urgent attention			



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Pests	Are there any signs of pests either bugs, birds or rodents	Ensure no infestation of pests has taken place whilst closed as no humans give opportunity for them to run free. When was the last pest visit and treatment carried out and the next one due			
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IT	Checks Required	Points to Clarify	YES	NO	Action Required
Point of sale	Did this boot up and work correctly	Follow your IT reboot procedures but if no power then check electrical supply as above			
Wi-Fi	Did this boot up and work correctly	Follow your IT reboot procedures but if no power then check electrical supply as above			
Devices	Are any hand held stock or POS devices working correctly and fully charged	Follow your IT reboot procedures but if no power then check electrical supply as above			

Waste	Checks Required	Points to Clarify	YES	NO	Action Required
Internal Bins	Was there any waste left in bins	Any old waste will require immediate removal			
External Bins	Was there any waste left in bins	Any old waste will require immediate removal			
Recycling	Was there any waste left in bins	Any old waste will require immediate removal			

Fabric	Checks Required	Points to Clarify	YES	NO	Action Required
Walls & Ceilings	Are there any signs of leaks or damage	Are these new signs of leaks, paint, plaster damage or existing issues and will they prevent you from trading			
External doors & Windows	Are there any signs of leaks or damage	Are these new signs of leaks, paint, plaster damage or existing issues and will they prevent you from trading			
Carpets & Flooring	Are there any signs of leaks or damage	Are these new signs of leaks or floor damage or existing issues and will they prevent you from trading			

Roofs	Are there any signs of leaks or damage	Are there any leaks from the roof that can see which have caused issues associated with the above items			
Gutters & Down Pipes	Are there any signs of leaks or damage	Are there any leaks from the gutters & down pipes you can see which have caused issues associated with the above items			

Cookline	Checks Required	Points to Clarify	YES	NO	Action Required
Fryers	Has the fryer been drained and cleaned down	Ensure fryer has been drained down and cleaned. Clean again before filling and ensure drain valve is closed			
Chargrill	Has the Chargrill been turned off and cleaned down	Carryout final clean of chargrill before turning on. Allow gas pressure in system to build up before using ignition			
Salamander	Has the Salamander been turned off and cleaned down	Carryout final clean of Salamander before turning on. Allow gas pressure in system to build up before using ignition			
Burner grills	Has the Grill been turned off and cleaned down	Carryout final clean of Grill before turning on. Allow gas pressure in system to build up before using ignition			
Gas pasta boiler	Has the pasta boiler been turned off and cleaned down	Carryout final clean of pasta boiler before turning on. Allow gas pressure in system to build up before using ignition			
Fridges, Freezers, Chillers	Have these been left running or turned off, cleaned and doors left open. If left running are they still operating to the required temperature	Were barriers in place to prevent doors closing, bacteria growth and odour? Are all items working correctly			