SITE SURVEY REPORT

Retail store opening checklist

Prepared for	Retail store opening checklist (fictional completed example) (fictional)
Date	9 Oct 2026
Site	Retail store opening checklist (fictional completed example)
Prepared by	Example opening lead

FORM

Retail store opening checklist

1. Store and opening team

Project or site	Example Retail Operations
Record reference	OPEN-009
Record date	9 Oct 2026
Prepared by	Example opening lead
Store name or number	Example Store 04
Planned opening time	09:00
Duty manager	Example manager

2. Opening readiness

Access and security	Ready
Emergency routes	Ready
Sales floor	Issue found
Sales floor issue or reason not applicable	Loose trim at display D-04; area cordoned off and maintenance contacted.
Registers and payment equipment	Ready
Stock and displays	Ready
Staff briefing	Ready
Checks ready	5
Issues found	1

Record that security and payment checks were completed under store procedures. Do not enter alarm codes, safe combinations, card information or cash values here.

3. Outstanding issues

Are issues still outstanding?	Yes

Outstanding actions 1: Repair loose trim at display D-04 and recheck before removing barrier.

Issue and next action	Repair loose trim at display D-04 and recheck before removing barrier.

Owner	Example maintenance lead
Target completion time	9 Oct 2026, 10:00
Effect on opening	Restricts an area or activity
Temporary control or escalation reference	Display D-04 remains cordoned off; WO-009 raised.

4. Opening decision

Recorded opening decision	Open with recorded restrictions
Restrictions or reason for keeping closed	Display D-04 remains unavailable. Access routes remain clear.
Decision made by	Example manager
Decision time	9 Oct 2026, 08:55
Team briefing and handover notes	Team briefed to keep customers out of display D-04 until the manager records release.

> The duty manager records the decision under store procedures. A completed checklist does not automatically authorise opening.

Reviewed by	Example manager
Reviewer acknowledgement	