

Best Practices Retail Checklist

General Liability	Yes	No	Action Needed
Slips / Trips / Falls			
Housekeeper assigned to food court during peak time	<input type="checkbox"/>	<input type="checkbox"/>	
Aquatic Features with Water Recirculation Systems			
Written maintenance, inspection and testing procedures established to minimize risk of waterborne illness to patrons	<input type="checkbox"/>	<input type="checkbox"/>	
Water quality testing records maintained for at least three years	<input type="checkbox"/>	<input type="checkbox"/>	
Water quality testing includes legionella and cryptosporidium	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance staff are trained and certified regarding water quality issues and prevention of waterborne illness	<input type="checkbox"/>	<input type="checkbox"/>	
Water treatment includes at least two filtration or treatment methods, each independently capable of maintaining acceptable water quality	<input type="checkbox"/>	<input type="checkbox"/>	
Proper mechanical functioning of water filtration or treatment systems are monitored	<input type="checkbox"/>	<input type="checkbox"/>	
Food Court - Illness Prevention			
Written sanitizing procedures for public areas of the food court, including specific cleaning / sanitizing products to be used	<input type="checkbox"/>	<input type="checkbox"/>	
Child high chairs are sanitized at least daily	<input type="checkbox"/>	<input type="checkbox"/>	
Trash collected frequently enough to avoid spillage around trash receptacles	<input type="checkbox"/>	<input type="checkbox"/>	
Wipe samples are used at least annually to verify effectiveness of the cleaning program	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Lot			
Sanitation wipes available for customers to wipe handles of shopping carts	<input type="checkbox"/>	<input type="checkbox"/>	
Parking stops inspected to ensure in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
Pavement repair program, including inspections and budget for patching	<input type="checkbox"/>	<input type="checkbox"/>	
Shopping cart corrals are in sufficient quantity to encourage patron use, as measured by number of carts left unreturned within the lot	<input type="checkbox"/>	<input type="checkbox"/>	
Shopping cart corrals have curb plate to minimize roll-aways	<input type="checkbox"/>	<input type="checkbox"/>	

Strollers / Wheelchairs / Cart Rentals

Signed rental agreement required that includes hold harmless agreement	<input type="checkbox"/>	<input type="checkbox"/>	
License or other form of identification is retained during rental period, kept in lock-box stored in secure area not accessible to public	<input type="checkbox"/>	<input type="checkbox"/>	
Each stroller, wheelchair and cart is sanitized after each rental	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is inspected in accordance with manufacturer's recommendations by a knowledgeable person, with written record to document frequency and results	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment found to be defective is prominently tagged and removed from service until repaired	<input type="checkbox"/>	<input type="checkbox"/>	

Property

Commercial Cooking in Tenant Spaces

Grease on stove hoods is cleaned on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
K Fire extinguishers installed, inspected monthly and maintained annually	<input type="checkbox"/>	<input type="checkbox"/>	
Tenant lease mandates adherence to NFPA 96 requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Wet chemical automatic extinguishing system protects grease-producing cooking equipment, hood, plenum and exhaust ductwork	<input type="checkbox"/>	<input type="checkbox"/>	
Systems are inspected, tested and tagged at least semi-annually by a qualified fire protection service company	<input type="checkbox"/>	<input type="checkbox"/>	
Automatic shut-off closes natural gas supply with activation of an automatic extinguishing system	<input type="checkbox"/>	<input type="checkbox"/>	

Tenant Storage Areas

Fire protection inspection conducted semi-annually	<input type="checkbox"/>	<input type="checkbox"/>	
Line indicating maximum storage height painted on wall (in order to maintain 18 inches of vertical clearance from all sprinkler heads)	<input type="checkbox"/>	<input type="checkbox"/>	

For more Risk Consulting best practices, see our General Liability, Workers Compensation, Automobile Liability and Property Quick Reference Guides.