RETAIL · PREVENTIVE MAINTENANCE

Retail preventive maintenance checklist

Review store condition. Plan the work. Track unresolved findings.

> Record “no issue observed”, “issue found”, “not checked” or “not applicable” for each area. Follow approved procedures; this form does not authorize technical work.

1 Review details

REVIEW REFERENCE
Use the same reference on both pages

STORE / DEPARTMENT
Name, number and area

REVIEW DATE AND TIME
Month / day / year; time and zone

REVIEWED BY
Name and role

2 Store condition review

ENTRANCE AND DOORS
Visible damage, reported sticking or access problems

FLOORS AND FIXTURES
Damaged flooring, shelving or display fittings; exact location

LIGHTING AND ELECTRICAL EQUIPMENT
Failed lights, visible damage during normal use or open fault reports

HEATING, COOLING AND VENTILATION
Noise, comfort complaints, visible leaks and next planned service

WATER AND WASHROOMS
Visible leaks, damaged fittings or recurring drainage complaints

REFRIGERATION, WHERE PRESENT
Exceptions in the approved temperature record and open equipment faults

STOCKROOM AND HANDLING EQUIPMENT
Reported damage, unavailable equipment and outstanding inspection records

FIRE AND LIFE-SAFETY ARRANGEMENTS
Access obstructions, reported faults and required inspection record status

3 Findings that need follow-up

NEXT ACTIONS / RECORD REFERENCES
Finding, responsible person and next update; or no open finding

RETAIL · PREVENTIVE MAINTENANCE · CONTINUED

Asset maintenance record

Use one record per asset or task. Set intervals from the applicable requirements.

REVIEW REFERENCE
Same value on both pages

1 Asset and planned task

ASSET ID / NAME
Use the identifier on the asset record

EXACT LOCATION
Store, room, aisle or other identifier

PLANNED CHECK OR MAINTENANCE TASK
Describe the activity; only trained and authorized people carry it out

INTERVAL / TRIGGER
From the applicable instructions or plan

SCHEDULE SOURCE
Manual, procedure, plan or requirement reference

RESPONSIBLE PERSON / PROVIDER
Named contact; include landlord if relevant

SCHEDULED DUE DATE
Keep original date if overdue

2 Completion record

COMPLETED DATE AND TIME
Leave open if work is not completed

RESULT / STATUS
No issue, finding, not checked or not applicable

COMPLETION EVIDENCE / REPORT REFERENCE
Service report, inspection record or other required evidence

3 Finding and repair follow-up

OBSERVED PROBLEM AND LINKED REPAIR
Symptoms, operational impact and original repair record; avoid guessing the cause

NEXT ACTION OWNER
Name; separate store contact from repair provider

NEXT UPDATE / REVISED COMMITMENT
Date and time; update or completion

VERIFICATION / RETURN TO USE
Required evidence, who confirmed the result and when; pending if incomplete

A completed check does not close an unresolved repair. Retain required specialist reports separately.

Free to use inside your company. To share publicly, link to getbitreport.com/blog/retail-preventive-maintenance-checklist/