

## Site Survey Checklist

To assist your process of site selection for your commercial business, we have created a comprehensive checklist that covers all the essential aspects you need to review before signing the lease. From location and accessibility to physical condition, compliance with regulations, and future expansion possibilities, our checklist ensures that no stone is left unturned.

This also includes considerations to guarantee the space is not only acceptable but also aligns with your space design and equipment requirements. Take the guesswork out of site surveys and make an informed decision that sets your business up for success. Let's dive into our detailed checklist and find the perfect location for your business.

General Information	
Property address:	
Square footage:	
List of neighbors:	
Space Capacity:	
Notes:	

Location & Accessibility	
	Is the property located in a high-traffic area with good visibility?
	Is it easily accessible by both pedestrians and vehicles?
	Is there adequate parking space available?
	Is it zoned for commercial use?
Notes:	


## Physical Property Condition

	Examine the exterior and interior of the building for any signs of damage, leaks, water damage, or structural issues.
	Check the flooring, walls, ceiling, and windows for cracks, stains, or other defects.
	Check for environmental hazards: asbestos, lead paint, or mold.
	Are the plumbing, drainage, and sanitary systems functioning?
	Is the electrical up to code? Where are the electrical outlets?
	Does the HVAC work? (heating, ventilation, and air conditioning)
	Are the restrooms accessible and fully functioning?
<b>Notes:</b>	

## Commercial Space Layout (Retail)

	Can we accomplish our intended space design & layout?
	Can the front house service our customer base?
	Can the back of the house store inventory?
	Is there a location for POS and customer interactions?
	Is there space for fitting rooms?
	Is there space for a break room and a management office?
	Are the lighting, materials, and overall ambiance on brand?
<b>Notes:</b>	

## Commercial Space Layout (Restaurant)

	Can we accomplish our intended space design & layout?
	Are the lighting, materials, and overall ambiance on brand?
	Is there adequate space for a busy dinner service?
	Is the kitchen large enough?
	Is there a space for pick-up orders? <small>Powered by  OCCUPIER</small>
	Is there space for a delivery window?
	Is there space for a bar or coffee station?
	Is there space for a hostess welcome station?
	Is there space for a break room and a management office?
<b>Notes:</b>	

## Commercial Space Layout (Office)

	Can we accomplish our intended space design & layout?
	Are the lighting, materials, and overall ambiance on brand?
	Is there adequate space for every department?
	Is there space to grow if we hire more?
	Is there private meeting room space?
	Is there group conference room space?
	Is there space for whiteboarding and collaboration?
	Is there a kitchen and break room for employees?
	Is there space to greet office guests?
	Is there space for company all hands or group gatherings?
<b>Notes:</b>	

## Compliance & Regulations

	Does the space meet local zoning regulations?
	Are all county or city permits or licenses available for your business type?
	Does the space meet fire safety regulations? Functionality of fire extinguishers, sprinkler systems, and emergency exits?
	Does the space meet ADA compliance – Disability regulations (wheelchair ramps, accessible bathrooms)?
	Does the space have a clear evacuation plan?
<b>Notes:</b>	

## Utilities & Infrastructure

	How safe and reliable is the electricity?
	How safe and reliable is the gas line?
	How clean and accessible is the water?
	Is the internet connectivity and WIFI capabilities sufficient for your business?
	Is there enough electrical power amps coming to the property?
	Assess the cost of utilities.
	Who pays for the utilities? Landlord or Tenant?
<b>Notes:</b>	

## Security & Safety

	Consider the safety of the neighborhood and local crime rates.
	Are all entrances secure?
	Is there a surveillance system?
	Is there sufficient outdoor lighting at night?
	Is the signage clean and well lit?
<b>Notes:</b>	

## Surrounding Environment & Traffic

	Do the local demographics fit that of your target audience?
	Are there adjacent or complementary businesses to your nearby?
	Are there competitors who could potentially impact your business?
	Are there nearby amenities such as gyms, daycares, restaurants & retailers?
<b>Notes:</b>	

## Future Expansion & Flexibility

	Is there potential for future expansion or space modifications?
	Is the space able to adapt to changing business needs or diversification.
	Is the neighborhood or community adding new businesses?
	Are more people moving to that neighborhood or community?
<b>Notes:</b>	

## Cost Considerations & Negotiations

	Evaluate the total cost of leasing the property
	Monthly rent
	Monthly maintenance fees
	Monthly utility costs
	Annual tax
	Annual insurance
	Annual additional expenses
	Is free rent an option?
	Is tenant allowance a negotiation option?
	How long of a lease term do you want?
<b>Notes:</b>	

Remember to document your observations, take notes, ask questions and snap photographs during the site survey to refer back to later. It's also advisable to consult with professionals such as real estate agents, lawyers, or tenant-representation or general contractors to assist you in assessment and provide expert advice specific to your industry and location.