

SITE SURVEY REPORT

Retail Store Closing Checklist

Prepared for	Fernhill Home and Living Ltd
Date	14 Oct 2026
Site	Store 214, Kingsmead Retail Park, Hartwell
Prepared by	J. Okonjo

FORM

Retail Store Closing Checklist

1. Store and close details

Project	Store 214, Kingsmead Retail Park, Hartwell: store close (completed example)
Store address	Unit 4, Kingsmead Retail Park, Mill Lane, Hartwell HW4 2KD
Retailer or brand	Fernhill Home and Living Ltd
Location (GPS)	52.4108, -1.5172
Close date	14 Oct 2026
Closing manager	J. Okonjo
Store name or number	Store 214, Hartwell
Store closed to customers at	20:00
Second keyholder on the close	R. Pennington
Closing team	J. Okonjo (closing manager), R. Pennington (supervisor), T. Ahmed, L. Marsh
Does the store sell alcohol?	Yes
Does the store have chillers or freezers?	Yes

One store, one close. Work through the pages in the order the close happens: customers out, tills and cash, fire safety and shutdown, chillers, stock and doors, then the alarm. This record does not replace the store's fire risk assessment or its cash handling procedure.

3. Customers out

Last customers out and front doors locked to entry	Acceptable
Customer toilets checked and empty	Acceptable
Fitting rooms checked and empty	Acceptable
Sales floor, stockroom and staff areas checked for anyone left	Acceptable
Trolleys and baskets brought in	Acceptable
Alcohol sales stopped at	20:00

Latest time the premises licence allows alcohol sales 22:00

Selling alcohol outside the hours on the premises licence is not authorised. Carrying on a licensable activity without, or not in accordance with, an authorisation is an offence under the Licensing Act 2003, section 136.

Checks needing action 0

Not checked 0

4. Tills, cash and safe

Till counts 1: Till 1

Till	Till 1
Counted by	T. Ahmed
Expected cash from the till report (£)	612.4
Cash counted (£)	612.4
Variance (£)	0.00
Till result	Balanced

Till counts 2: Till 2

Till	Till 2
Counted by	L. Marsh
Expected cash from the till report (£)	488.15
Cash counted (£)	488.15
Variance (£)	0.00
Till result	Balanced

Till counts 3: Till 3

Till	Till 3
Counted by	R. Pennington
Expected cash from the till report (£)	301.9
Cash counted (£)	297.3
Variance (£)	-4.60

Till result	Short
Reason found, or who was told	Recounted with J. Okonjo, still £4.60 short. No refund or void on the journal to explain it. Noted in the cash log for the area manager.
Total expected (£)	1,402.45
Total counted (£)	1,397.85
Total variance (£)	-4.60
Tills short or over	1
Total variance the cash procedure allows (£)	5
Cash result	Within tolerance
Till drawers emptied and left open	Acceptable
Cash bagged and sealed, bag and seal numbers recorded	Acceptable
Safe locked, with the time lock or dual control as the procedure says	Acceptable
Float for the morning made up and in the safe	Acceptable
Card terminals end-of-day report run and terminals put on charge	Acceptable
Cash office door locked and keys with the closing manager	Acceptable
Bag and seal numbers	Bag CB-EXAMPLE-0417, seal SL-EXAMPLE-88213
Safe locked at	20:25
Checks needing action	0
Not checked	0

5. Fire safety and shutdown

Fire exits must not be locked so that someone inside cannot open them quickly in an emergency (Regulatory Reform (Fire Safety) Order 2005, article 14(2)(f)). Secure them for the night only after the closing team has left. Routes to exits and the exits themselves are kept clear at all times (article 14(1)).

Fire exits free to open from inside while anyone is in the building	Acceptable
Escape routes and fire exits clear	Action needed

What needs doing, or why not checked	Two cages of the afternoon delivery parked in front of the goods-in fire exit. Moved into the stockroom at 20:10. Third time this month: delivery cages need a marked bay away from the exit.
Fire doors closed	Acceptable
Fire alarm panel normal, no faults or disablements showing	Acceptable
Rubbish and cardboard removed from inside and away from the building	Acceptable
Heaters, steamers, kettles and other portable equipment switched off	Acceptable
Sales floor and back-of-house lights off, except the night lighting	Acceptable
Equipment on the overnight list left on	Acceptable
Windows, roof lights and vents closed	Acceptable
Taps off, no leaks in toilets, kitchen or staff room	Acceptable
Equipment left on tonight	Usual list only: chillers, freezers, CCTV recorder, alarm, comms cabinet.

Photos of any fire safety problem

Checks needing action	1
Not checked	0

6. Chillers and freezers**Chiller and freezer readings 1: Dairy multideck 1**

Unit	Dairy multideck 1
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Type	Chiller or multideck
Reading (°C)	4
Upper limit for this unit (°C)	5
Result	Within the limit
Night blind down or doors closed	Yes

Chiller and freezer readings 2: Drinks multideck 2

Unit	Drinks multideck 2
Type	Chiller or multideck
Reading (°C)	9
Upper limit for this unit (°C)	5
Result	Above the limit
Night blind down or doors closed	Yes
What was done	Reading 9 °C at 20:15, display showing defrost. Re-read at 20:45: 7 °C. Milk, yoghurt and sandwiches moved to the walk-in cold room. Refrigeration engineer call logged, ref RF-EXAMPLE-3302.

Chiller and freezer readings 3: Frozen island 1

Unit	Frozen island 1
Type	Freezer
Reading (°C)	-21
Upper limit for this unit (°C)	-18
Result	Within the limit
Night blind down or doors closed	Yes

Chiller and freezer readings 4: Walk-in cold room

Unit	Walk-in cold room
Type	Walk-in cold room
Reading (°C)	3
Upper limit for this unit (°C)	5
Result	Within the limit

Night blind down or doors closed	Not fitted
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Units read	4
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Units above their limit	1
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In England, keeping food that needs chilling for safety above 8 °C in food premises is an offence, with some exemptions (Food Safety and Hygiene (England) Regulations 2013, Schedule 4). Set each unit's limit from your food safety procedure.

A unit is above its limit. Record what was done, and follow your food safety procedure for the stock.

7. Stock, back door and shutters

Deliveries put away or secured in the stockroom	Acceptable
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High-value stock back in the secure cage or cabinet	Acceptable
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Stockroom and goods-in doors closed and locked	Acceptable
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Back door locked and bolted after the closing team has left by it	Acceptable
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Roller shutters down and locked	Acceptable
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Yard gates and bin compound locked	Acceptable
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Loading bay door down and secured	Acceptable
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Checks needing action	0
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Not checked	0
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8. Alarm and keys

Alarm set at	20:52
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Alarm set by	J. Okonjo
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Alarm	Set with no faults
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Who left with the keys	J. Okonjo (set 1), R. Pennington (set 2)
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Last person out at	20:54
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Closing team left the building together?	Yes
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9. Close result

Checks acceptable	27
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Checks needing action	1
Not checked	0
Close score (%)	96
Exceptions	2
Result	Closed with exceptions

The close score is our own measure: checks marked acceptable as a share of checks marked acceptable or action needed. It is not a standard.

10. Actions and sign-off

Items needing action	2
Result	Exceptions to hand over to the opening team

Actions 1: Call the refrigeration engineer back if drinks multideck 2 is above 5 °C at the opening check. Do not put chilled food back in it until it holds temperature.

Action	Call the refrigeration engineer back if drinks multideck 2 is above 5 °C at the opening check. Do not put chilled food back in it until it holds temperature.
Priority	Before the store opens
Who will do it	Opening manager (S. Bradley)
Due by	15 Oct 2026
Status	Open

Actions 2: Mark a delivery cage bay in the goods-in corridor away from the fire exit, and brief the afternoon team.

Action	Mark a delivery cage bay in the goods-in corridor away from the fire exit, and brief the afternoon team.
Priority	This week
Who will do it	J. Okonjo
Due by	17 Oct 2026
Status	Open

Actions 3: Area manager to review the £4.60 shortage on till 3 with the journal.

Action	Area manager to review the £4.60 shortage on till 3 with the journal.
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Priority	This week
Who will do it	Area manager (P. Lindqvist)
Due by	16 Oct 2026
Status	In progress
Actions still open	3
Decision	Closed with exceptions reported to the area manager
Follow-up date	15 Oct 2026
Handover note for the opening team	Closed and alarmed at 20:52. Drinks multideck 2 ran warm (9 °C, then 7 °C): chilled stock moved to the cold room, engineer logged. Delivery cages were in front of the goods-in fire exit again and were moved. Till 3 £4.60 short, within tolerance, logged.
Closing manager name	J. Okonjo
Closing manager signature	

J. Okonjo

Second keyholder name	R. Pennington
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Second keyholder signature	
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R. Pennington