

Store Fixture Survey

A store fixture survey: store location, every fixture by zone with its tag, type, size, shelves, material, condition, damage and recommended action, with shelf length, floor space and counts worked out.

1. Store

Project

Client

Site *

Site address

Store location (GPS)

Tap Mark current location at the store entrance. On a rollout it puts every surveyed store on a map for the installers and the delivery team.

Survey date *

Time

Store number or name *

Surveyed by *

Store manager on duty

Store format (choose one)

- ☐ High street
- ☐ Shopping centre unit
- ☐ Retail park
- ☐ Concession or shop-in-shop
- ☐ Standalone
- ☐ Other

Approximate sales floor (m²)

Ceiling height (mm)

Measuring from a photo gives an estimate. Check critical sizes with a tape.

Floor finish (choose one)

- ☐ Timber or LVT
- ☐ Vinyl tile
- ☐ Carpet
- ☐ Polished concrete
- ☐ Ceramic tile
- ☐ Mixed

Trading hours and best install window**Delivery and install access** (choose one)

- ☐ Front door only
- ☐ Rear service door
- ☐ Loading bay
- ☐ Centre service corridor

Walk Cam: store walk-through

Walk Cam video walk-through: available in the SiteSurvey app only.

2. Fixtures

Zones and departments (copy this block for each one)**Zone or department *****Fixtures in this zone** (copy this block for each one)**Fixture ID or tag *****Scan the fixture tag**

Scanned in the SiteSurvey app. On paper, write the numbers: asset number.

Fixture type * (choose one)

- ☐ Gondola, single-sided
- ☐ Gondola, double-sided
- ☐ End cap
- ☐ Wall unit, slatwall
- ☐ Wall unit, shelving
- ☐ Island or round display
- ☐ Table
- ☐ Counter or cash desk
- ☐ Clothing rail
- ☐ Mannequin or bust
- ☐ Display case
- ☐ Other

Quantity of this fixture

Leave blank for one.

Width (mm)

Measuring from a photo gives an estimate. Check critical sizes with a tape.

Height (mm)

Measure with a tape, or from a photo using something of known size, such as the bay width you measured.

Depth (mm)

Measuring from a photo gives an estimate. Check critical sizes with a tape.

Shelves or arms

Per unit. Count both sides of a double-sided gondola.

Shelf length, all units (m) (if applicable; worked out automatically in the app)**Floor space, all units (m²)** (if applicable; worked out automatically in the app)**Units** (worked out automatically in the app)**Main material** (choose one)

☐ Metal ☐ Timber ☐ Laminate ☐ Slatwall ☐ Acrylic ☐ Glass ☐ Mixed

Condition (choose one)

☐ 5: like new ☐ 4: good ☐ 3: worn ☐ 2: poor ☐ 1: replace

Damage (tick all that apply)

- ☐ Scratched
☐ Dented
☐ Rust
☐ Missing shelves or parts
☐ Broken brackets
☐ Unstable
☐ Peeling laminate
☐ None

If applicable: Unstable fixture. Tell the store manager and keep it from being loaded until it is fixed or removed.

Recommended action * (choose one)

- ☐ Keep as is
☐ Refurbish
☐ Replace like for like
☐ Replace with new design
☐ Remove

Photos (front and any damage) (photos: attach, or note the file names)**Notes**

This zone: fixture units (worked out automatically in the app)

This zone: shelf length (m) (worked out automatically in the app)

This zone: floor space (m²) (worked out automatically in the app)

This zone: fixtures to replace (worked out automatically in the app)

This zone: fixtures for new design (worked out automatically in the app)

This zone: fixtures to remove (worked out automatically in the app)

This zone: rated poor or replace (worked out automatically in the app)

This zone: unstable (worked out automatically in the app)

Fixture units surveyed (worked out automatically in the app)

Shelf length (m) (worked out automatically in the app)

Fixture floor space (m²) (worked out automatically in the app)

Fixtures to replace (worked out automatically in the app)

Fixtures for new design (worked out automatically in the app)

Fixtures to remove (worked out automatically in the app)

Fixtures rated poor or replace (worked out automatically in the app)

Unstable fixtures (worked out automatically in the app)

If applicable: Unstable fixture recorded. Tell the store manager before you leave, and make sure it is emptied and kept out of use until it is fixed or removed.

3. Summary

Summary for the design team

Store manager name

Store manager signature

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.