



Shopfitting Checklist

ITEM	NOTES	COMPLETED
Have I found the unit?		
Do I have floor plans of the existing building?		
Have I agreed the lease?		
Do I have the floorplans of how I would like the shop design?		
Do I have designs for my counter and Unit and know what each of them will contain?		
Do I have a logo for my shop and know how I would like the shopfront and interior design to look inc: colours?		
Have I considered the new DDA (Disability Discrimination Act) and how this will affect the shop?		
Do I need to change the usage of the shop A1, A2 etc?		
Do I need planning permission to change the signage etc?		
Do I have an agreed date when I get the keys?		
Have I allowed enough time to get my shopfit ready?		
Do I have a set budget to spend on my shopfitting?		
Have I thought about fire alarms, air conditioning, heater curtains, emergency lighting, electric doors?		
Do I know what Flooring, Wall Finishes, Lighting and Ceiling I want?		
Have I involved a shopfitter to give me a quote?		
Alternatively shall I phone R&Y and get them to sort some of this out for me?		