



My Property

Re-Occupation Checklist *(RRC)*

Landsec Retail

Save and send form



Step 1

Tick off checklist items

Below is a list of the paperwork that we will need to see to demonstrate the unit is both safe and compliant to re-occupy after this period of lockdown.

Please tick against the relevant items to confirm the required information/certification is in place.

Step 2

Save and send form

When all sections are complete, please **SAVE this PDF** document and return along with the supporting documents to the sender of the email.

SHOPPING CENTRE *Enter name here*

RETAILER *Enter name here*

OCCUPATION CRITICAL *Checklist items*

Domestic Water

- Water risk assessment and treatment logbook up to date
- Water Hygiene Flushing maintain weekly since leaving the premises
 - If not complete, details of water cleaning, chlorination and sampling

Fire Protection

- Sprinkler maintenance reports/certificates
- Fire Damper Functionality Test
- Fire alarm maintenance reports/certificate
- Fire Extinguisher maintenance reports/certificates
- Fire Risk Assessment (updated as required)
- Smoke Curtain Functionality

Electrical & Lighting

- PAT testing certificates
- Emergency light testing

Cooling & Refrigeration

- F-Gas logbook
- Maintenance records of the split units/condensers

*Tick if
in place*

*Tick if not
required*

Compliance reminder

Can we remind you that you have a legal duty to ensure all lifts and escalators within your demise/ownership are maintained and inspected in line with the LOLER (Lifting Operations & Lifting Equipment Regulations 1998) and Workplace (Health, Safety & Welfare) Regulations 1992



Retailer Advice

This information is provided by the Security Industry Authority (SIA).



Security Industry Authority

Are you looking to hire additional staff to manage queues and social distancing?

Many shops are asking customers to queue outside their premises to support social distancing.

If you employ people to manage a queue like this, they may need to hold an SIA licence. If they do, and they don't have one, they will be breaking the law.

Any person contracted from a third party supplier who performs a licensable activity must have an SIA licence (or a Licence Dispensation Notice issued by the SIA to an Approved Contractor).

If the role includes any licensable activities such as preventing disorder or theft, they may be required by law to hold an SIA licence.

This simple guide is intended to help you decide if the person who is supervising the queues should be licensed.

This guide is about queues outside retail premises. Advice about licensed premises where alcohol is sold for consumption on the premises should be sought separately.

Is the person's sole job function to supervise the queue of customers for Health and Safety reasons?

Yes

If this is their sole task and they perform no other licensable activity, they do not require an SIA licence.

No

Do any of the activities required from this person count as licensable activity (e.g. dealing with disorder or theft)?

No

If they perform no other licensable activity, they do not require an SIA licence.

Yes

Is the person employed directly by the retailer (not contracted in from an outside supplier)?

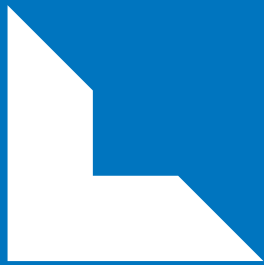
Yes

Retailer to check and confirm SIA compliance.

No

Contracted staff who perform licensable activities must be holders of an SIA licence. Visit the SIA website for more detail on what is a licensable activity and a list of Approved Contractors.

www.sia.homeoffice.gov.uk



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Government & Industry Guidance:

- **Department for Business, Energy & Industrial Strategy**
[Social distancing in the workplace during Covid-19: sector guidance](#)
[Working safely during coronavirus \(COVID-19\), Offices and contact centres](#)
[Working safely during coronavirus \(COVID-19\), Shops and branches](#)
- **World Health Organisation**
www.who.int
- **Public Health England**
[Guidance for employers and businesses on coronavirus \(COVID-19\)](#)
- **Health and Safety Executive**
[Help and information to keep people safe and healthy at work](#)
- **CIBSE**
[Emerging from lockdown](#)
- **British Retail Consortium**
[Guidance on Social Distancing in Stores and Warehouses](#)
- **MIND**
[Mental Health & Wellbeing support](#)

Land Securities Group PLC

100 Victoria Street, London SW1E 5JL
+44 (0)20 7413 9000

landsec.com