2017-Apr-19

Tony Georgiou

Knysna SPAR

a cave in norway

02134564

bob@cool.beans

An audit has been carried out in the following store:

Knysna SPAR

Store audit date and time:

Date: 2017-Apr-13

The following is a report highlighting very important to critical issues found during the audit for your attention (excluding pictures). Kindly note that a full report inclusive of pictures will follow in due course.

The overall rating achieved in each department audited is recorded in the attached report, if any issues are raised they will be listed below each department heading.

Yours Sincerely,

Group Property Portfolio Manager

|  |  |
| --- | --- |
| **Store Name** | Knysna SPAR |
| **Store Address** | a cave in norway |
|  |  |
| **Manager on Duty** | Emlyn |
| **Retailer** | Tony Georgiou |
|  |  |
| **Senior ROM** | The S. Rom |
| **Senior ROM Contact Details** | 234234234 |
| **Email Address** | srom@email.com |
|  |  |
| **Audit Date** | 2017-Apr-13 |
| **Auditor Name** | Thor |
|  |  |
| **Landlord** | Jane Doe |
| **Landlord Contact Details** | 929292 |
| **Landlord Address Details** | A cave in mexico |
| **Landlord Email Details** | jane@doe.com |

**Rating Key**

|  |  |  |  |
| --- | --- | --- | --- |
| **Very Bad** | 1 | Replacement Programme | Replacement Programme |
| **Bad** | 2 | Rehabilitation | Rehabilitation Programme |
| **Poor** | 3 | Repairs |
| **Fair** | 3.5 | To be monitored for further deterioration | Requires Constant Monitoring |
| **Good** | 4 | Condition-based Maintenance | Maintenance programme |
| **Very Good** | 5 | Preventative Maintenance |

**Area:** Ablution / Shower

**Section:** Ceilings

|  |  |  |
| --- | --- | --- |
| Issue | Actions to Take | Issue Rating |
| ventilation | email landlord,schedule maintenance | 3 |

**Additional Comments:** high priority remarks

**Section:** Distribution Board

|  |  |  |
| --- | --- | --- |
| Issue | Actions to Take | Issue Rating |
| loose wires | email landlord | 3 |

**Additional Comments:** high priority remarks