

Monthly Site Walk-Through Checklist

One walk, one location, once a month: what to look at, what to trace, and what to log

Intended for: site managers, operations leads, and owners who oversee licensed locations.

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Assign an accountable role and record the current person and backup responsible, so the walk carries on through turnover. File each sheet in a shared log reviewed above the site, so a missed month shows up. **This walk supplements any daily, shift, or event-driven checks your rules require; it does not replace them.** Monthly is a suggested cadence, not a requirement.

Location	_____	Date	_____
Accountable role	_____	Walked by	_____
Backup	_____	Manager on duty	_____

01 Licenses and postings

Item	Yes	No	N/A	Note
Licenses and permits posted where your conditions require	☐	☐	☐	
No license or permit expired or near renewal without action	☐	☐	☐	
Required notices and postings present, current, and legible	☐	☐	☐	
Any change since last month has its required notice on file	☐	☐	☐	

02 Records spot-check

Pick 3 records at random, such as a sale, a product transfer, and a training sign-off. Trace each one from start to finish. Note which record you picked.

Item	Yes	No	N/A	Note
Record 1 traced from start to finish, every step documented	☐	☐	☐	
Record 2 traced from start to finish, every step documented	☐	☐	☐	
Record 3 traced from start to finish, every step documented	☐	☐	☐	
Dates, counts, and signatures match between paper and system	☐	☐	☐	
Last month's walk-through sheet filed in the shared log	☐	☐	☐	

03 Premises and security

Item	Yes	No	N/A	Note
Cameras recording, views clear, recent footage retrievable	☐	☐	☐	
Alarms, locks, and safes working; restricted areas controlled	☐	☐	☐	
Exits clear, extinguishers tagged, fire safety service current	☐	☐	☐	
Access log for restricted areas kept up to date	☐	☐	☐	

04 Product and storage

Item	Yes	No	N/A	Note
Storage and display match your license conditions and SOPs	☐	☐	☐	
Receiving, transfers, and waste recorded within the applicable deadline, with a same-day internal target where appropriate	☐	☐	☐	
Spot count of three items matches the system count	☐	☐	☐	
Expired, damaged, or on-hold product separated and labeled	☐	☐	☐	

05 People

Ask two staff on shift how they would handle one situation, such as an inspector arriving, a customer without valid ID, or a product recall. Note who you asked.

Item	Yes	No	N/A	Note
Staff member 1 described the right steps without prompting	☐	☐	☐	
Staff member 2 described the right steps without prompting	☐	☐	☐	
Both knew who the point person is and how to reach them	☐	☐	☐	
Training records current for everyone working today	☐	☐	☐	

06 Signage and customer areas

Item	Yes	No	N/A	Note
Required age, warning, and other signs posted and legible	☐	☐	☐	
Customer areas clean, safe, and free of hazards	☐	☐	☐	
Displays and printed materials follow your advertising rules	☐	☐	☐	
Posted hours of operation are accurate	☐	☐	☐	

Findings to log

Finding	Owner	Due date

Reviewed by _____ Date reviewed _____

Prepared by SPL Management | Want a second set of eyes? spl-management.com/consultation