

COMMERCIAL PROPERTY STARTER CHECKLIST

Start with the property, the issue and the outcome.

Use this before contacting a contractor, surveyor or property adviser.

You do not need every answer. The aim is to gather the information that makes the first conversation quicker, clearer and more useful.

1

Clarify the outcome

- ☐ Stop a leak, fault or immediate risk.
- ☐ Improve compliance, reliability or records.
- ☐ Reduce energy costs or prepare for solar / EV.
- ☐ Improve tenant appeal, income or asset value.

2

Capture the property basics

- ☐ Address or postcode and current use.
- ☐ Occupied, vacant, multi-tenant or operational site.
- ☐ Any access, shutdown or deadline constraints.
- ☐ Roof type, electrical supply or layout - if known.

3

Gather useful evidence

- ☐ Wide photo of the property or affected area.
- ☐ Close-up photos of leaks, damage or equipment.
- ☐ EICR, report, drawings or remedial list.
- ☐ Energy bills or charger requirements where relevant.

4

Decide what happens next

- ☐ Send the information for an initial review.
- ☐ Arrange a site visit where needed.
- ☐ Separate urgent work from planned improvements.
- ☐ Ask for scope, timing, disruption and records to be clear.

Ready to discuss the property?

Call 01254 416477 or email info@zamaxgroup.co.uk

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