

SAMPLE INSPECTION CHECKLIST RETAIL

PHASE: Phase 1 Retail []	Phase 3 R1 Retail []	Phase Phase 3 Delivery []
INSPECTION DATE:	INSPECTION TIME:	INSPECTOR:
LEGAL BUSINESS NAME:		DBA: --

VT = Violation Type

Business Premises & Diagram Requirements

Yes No N/A

1	Are all entry points to the business premises accurately reflected on the diagram? <i>(VT - Moderate)</i>			
2	Are all Interior doorways, rooms, and walkways accurately reflected on the diagram? <i>(VT - Moderate)</i>			
4	Is the Business Premises properly ventilated and the exhaust air filtered to neutralize the odor from cannabis whereas the odor cannot be smelled from the exterior? <i>(VT - Moderate)</i>			
5	The property & all associated parking under the control of the Licensee and any sidewalk/alley are maintained and is kept free debris? <i>(VT - Moderate)</i>			
6	Only one door, as identified in the Business Premises Diagram, is used for patron access? <i>(VT - Moderate)</i>			
7	The Licensee has assigned a Neighborhood Liaison and posted the contact information to receive and address complaints? <i>(VT - Minor)</i>			
8	The Licensee has posted “No Loitering, Public Drinking/Smoking, and no Cannabis Consumption” signs on property inside/outside of Business Premises? <i>(VT - Moderate)</i>			
9	The Licensee has not sublet any portion of the Business Premises without written consent from DCR? <i>(VT - Serious)</i>			

Administrative Requirements - Storefront Retail

Yes No N/A

1	If Applicable, The Licensee has submitted a Proposed Retailer Plan? <i>(VT - Minor)</i>			
2	The Licensee only utilizes the business Name as identified on the License (Application) for the submission of permits, certificates, etc. <i>(VT - Serious)</i>			
3	The Licensee utilizes an electronic age verification device to determine the age of individuals attempting to purchase Cannabis Goods..? <i>(VT - Moderate)</i>			
4	The Licensee utilizes the California Track & Trace System while engaging in Commercial Cannabis Activity? <i>(VT - Serious)</i>			
5	The Licensee has established and utilizes a Records Retention System? (ie, Financial, Personnel, etc.)? <i>(VT - Serious)</i>			
6	The Licensee has procedures in place to notify DCR when any of the following occur, Suspicion of: 1) Inventory discrepancy, 2) theft/loss, 3) Alteration of records, 4) Any breach in security? <i>(VT - Moderate)</i>			

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Administrative Requirements - Delivery

Yes No N/A

1	The Licensee has submitted a Proposed Delivery Plan or SOP? <i>(VT - Minor)</i>			
3	The Licensee has provided Employee Badges for Delivery Personnel which meets requirements? <i>(VT - Minor)</i>			
4	The Licensee utilizes an electronic age verification device to determine the age of individuals attempting to purchase Cannabis Goods for Delivery? <i>(VT - Moderate)</i>			
5	The Licensee utilizes the California Track & Trace System while engaging in Commercial Cannabis Activity? <i>(VT - Serious)</i>			
6	The Licensee has established and utilizes a Records Retention System? (ie, Financial, Personnel, etc.)? <i>(VT - Serious)</i>			
7	The Licensee utilizes a dedicated Global Positioning System device for identifying the geographic location of its delivery vehicles? <i>(VT - Serious)</i>			
8	The Licensee has procedures in place to ensure that cannabis goods are delivered only during hours of operation? <i>(VT - Serious)</i>			
9	The Licensee has procedures in place to notify DCR when any of the following occur: 1) Inventory discrepancy, 2) Suspicion of theft/loss, 3) Suspicion of alteration of records, 4) Suspicion of any breach in security? <i>(VT - Moderate)</i>			
10	The Licensee has procedures in place to notify DCR of an arrest / criminal conviction of an employee involving a delivery vehicle? <i>(VT - Minor)</i>			

Security & Surveillance Requirements

Yes No N/A

1	If Applicable, Licensee has hired/contracted for security personnel to provide security services, which are not employees of the Licensee? <i>(VT - Moderate)</i>			
2	Are limited-access areas securely locked utilizing commercial-grade, nonresidential door locks, including points of entry and exit to the Business Premises? <i>(VT - Moderate)</i>			
3	Licensee has a functioning alarm system which is Permitted by LAPD and provided upon request, if not displayed? <i>(VT - Moderate)</i>			
4	All entrances and exits to the Business Premises are recorded from both the indoor / outdoor vantage points? <i>(VT - Moderate)</i>			
5	All limited access areas, including security rooms, areas of storage, etc., are recorded from both interior & exterior? <i>(VT - Moderate)</i>			
6	Retail area is able to record Point-Of-Sale areas at each location, whereas, camera placement allows for the recording of facial features? <i>(VT-Moderate)</i>			
7	Is capable of maintaining recordings for a minimum of 90 days, whereas, recorded images clearly and accurately display the time and date? <i>(VT-Moderate)</i>			
8	The physical media or storage device of the recordings are stored in a secured manner to protect from theft or tampering? <i>(VT-Moderate)</i>			

