Retail Occupancy Counting Site Check

Print one copy per floor and tick each item on site before the system goes live.

SITE _____ DATE _____ COMPLETED BY _____

01 Permitted Occupant Load

- [ ] Approved occupant load recorded for each floor
- [ ] Source document and date recorded
- [ ] Lower of floor factor result and exit capacity confirmed

02 Openings

- [ ] Every door, shutter, stair and escalator marked on the plan
- [ ] Fire exits and staff doors included
- [ ] Second person has walked the floor and confirmed the list

03 Cameras

- [ ] Tilt between 60 and 90 degrees at every opening
- [ ] Full door width plus about one metre each side in frame
- [ ] At least 50 lux measured at each line
- [ ] Smart codec and privacy masks off, constant bit rate, NTP set
- [ ] Stream taken straight from the camera

04 Counting And Alerts

- [ ] Entry direction checked on every line
- [ ] Advisory, hold and stop levels set
- [ ] Named responder for each level on each shift
- [ ] Alert test run and logged

05 Validation

- [ ] Hand counts in 15 minute windows at peak on three days
- [ ] Closing residual recorded every night for a week
- [ ] Daily reset to zero logged

06 Records

- [ ] System and thresholds added to the fire risk assessment or emergency plan
- [ ] Alert log retention set
- [ ] Privacy notice and assessment updated