

# Liquor License Renewal Check List



Code	
	Exterior of building maintained
	Sidewalks, drives, parking areas in good state of repair
	Graffiti, trash and debris
	Weeds
	Excessive signage
	Signage maintained
	Insect and rodent infestation
	Garbage container and grease receptacles
	Address
	Open violations
	Parking lot maintained (potholes, striping, HC parking)

Building	
	No visible structural damage
	Grading/drainage creating nuisance
	Roof/exterior walls weatherproof
	Stairs and decks maintained
	Guards and handrails maintained
	Exit lights working/emergency power if required
	Egress lighting operating properly
	Exit doors operating, no unapproved locks
	Other doors operating properly
	Missing/damaged ceiling tiles
	Egress blocked, trip hazards

Electrical	
	Open junction boxes, missing cover plates
	Emergency lighting/exit lighting breaker labeled
	Lighting working
	Clearance at service panels (3 feet)
	Unused openings in service equipment
	Extension cords
	Service grounding
	Panel directories
	Correct polarity on receptacles

<b>Plumbing</b>	
	Fixtures working
	Hot Water working
	Floor drains have water in drain
	Defective or broken exposed piping
	Open end toilet seats
	Bathroom floor surface hard/non-absorbent
	Bathroom storage impedes clear space
	Grab Bars in place

<b>Mechanical</b>	
	Bathroom Exhausts working
	Exhaust vents discharging on public or adjacent property
	Clearance from combustibles from mechanical appliances

<b>Fire</b>	
	Fire Extinguishers
	Address on rear