

Broom Clean Requirements For Exiting Tenants

Pre-Construction Checklist (for Tenant)

1	Verify with the local authority having jurisdiction in your area (AHJ) to find out if a permit is required for the scope of work. Provide a copy of the permit or an email stating that a permit is not required to the Walmart Services Project Manager prior to commencing any construction activity.	
2	Schedule sprinkler company (paid by franchisee) if needed, schedule painting & sign removal for same date	
3	Schedule CO2 vendor for pick up & other services needed	
4	Discuss the scope of work, timelines and dumpster placement (if needed) with the store manager. All disruptive work (noise, fumes, gases, odor, airborne particulates, etc.) must occur overnight or during hours that have been approved by the store manager. The ISO is responsible for all costs incurred to secure the applicable dumpster. If the store manager requests any changes to the ISO approved scope of work, it will need to be approved by the TTSM prior to commencing any construction activity.	
5	Ensure all contractors are licensed and insured in the jurisdiction that the project is taking place.	
6	Upload project schedule to FMX	

Broom Clean Checklist (work completed by tenant & verified by store manager)

Bulkhead and Exterior Signage

7	Bulkhead sign and hardware must be removed and patched and painted to match the adjacent Walmart finishes, wall texture and paint color.	
8	Exterior sign if applicable must be removed and exterior of building patched and painted to match the adjacent Walmart finishes, wall texture and paint color.	

Fixtures, Finishes and MEP Requirements

9	All branded furnishings, equipment, logos, merchandise, cleaning supplies and fixtures must be removed from the space.	
10	Brick wallpaper and yellow cityscape wall paper must be removed.	
11	All of the ISO's owned inventory and marketing materials must be removed from the space.	
12	All electrical wires that were hard wired to fixtures and equipment must be removed back to the panel or terminated by code in an approved electrical box secured in the wall or above the ceiling.	
13	Secure all data lines by rolling up and securing to wall or leave rolled up above the ceiling.	
14	All damage and holes in the wall from ISO's removal of its furnishings, fixtures and equipment will need to be patched and ready for paint	
15	Do not remove any structural walls, 2x4 lighting or ceiling tiles, damaged ceiling tiles or missing must be replaced	
16	pendant lights must be removed	
17	Sprinkler must be moved up to ceiling height when walk in cooler is removed	
18	All sinks in dining room are to be removed, mop sink and 3 compartment sinks can remain in kitchen	
19	Dispose of all trash and loose debris per code.	
20	Sweep, vacuum or mop space to ensure it is left in a broom clean condition.	

Post-Construction Checklist

21	Tenant has sent final photos of the completed space to FMX. The photos should include: (1) Completed interior space with a photo of each wall, floor and ceiling (2) Interior bulkhead (3) Exterior of building where the sign was located if applicable	
22	Tenant has turned the keys to the space over to the store manager.	

Store Manager and Tenant Representative Signatures

	Store Manager Signature / Date	
	Keys turned into Walmart Rep :	
	Tenant Representative Signature / Date	

Please upload completed checklist with signatures to FMX.