

# Inspection Checklist: Air Conditioning and Open Doors and Windows

*Is your business a chain store with five or more locations in New York City?*

**Definition:** A **chain store** has five or more stores located within New York City that are engaged in the same type of business and conduct business under the same business name or operate under common ownership or management or have a franchise agreement with the same franchisor.


**Use this checklist to learn what our inspectors look for and help avoid violations. All businesses also must comply with the General Retail Inspection Checklist, which is included at the end for easy reference.**

**For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.**

|   |
|---|
| <b>KEY</b>  |
| <b>NYC Code:</b> NYC Administrative Code<br><b>§:</b> Section |

| Requirement   | Do you meet this requirement? |
|---|-------------------------------|
| <p><b>1</b> You must keep store doors and windows shut when air conditioning is running.</p> <p><b>Tip:</b> This law applies to all stores regardless of size.</p> <p><b>Tip:</b> You CAN keep a window or door open ONLY:</p> <ul style="list-style-type: none"> <li>• For the delivery or shipping of goods</li> <li>• If an emergency situation requires the window or door to be open</li> <li>• If the window or door is being used to actively serve food or drinks to outdoor customers</li> <li>• If your business sells food and has indoor seating and the window or door leads directly to the outside               <ul style="list-style-type: none"> <li>– <i>Exception:</i> If there is a vestibule or foyer between the window or door and the indoor seating, you must shut the window or door.</li> </ul> </li> </ul> | <input type="checkbox"/> Yes  |
| <p><b>NYC Code §20-910</b></p>  |                               |

# Inspection Checklist: Air Conditioning and Open Doors and Windows

| Requirement  | Do you meet this requirement?       |
|--|-------------------------------------|
| <p><b>2</b> If your business is a chain store, you must post DCA's open door or window complaint sign on at least one exterior door.</p> <p><b>Tip: Call 311</b> to order the Air Conditioning Law Sign (shown below) or download the sign at <a href="http://nyc.gov/BusinessToolbox">nyc.gov/BusinessToolbox</a>.</p> <div data-bbox="250 632 483 993" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">  <p>The sign is a vertical rectangle with a teal header containing the text 'AIR CONDITIONING LAW NEW YORK CITY' and a swirl icon. Below the header, it states 'It is illegal to leave store doors and windows open while air conditioning is running.' At the bottom, it provides contact information for 311 and the NYC logo.</p> </div> <p><b>Tip: If your store has entrances on different streets, you must post the required sign on at least one exterior door at each street entrance.</b></p> <p><b>NYC Code §20-910(f)</b></p> | <p><input type="checkbox"/> Yes</p> |

*New York City businesses must comply with all relevant federal, State, and City laws and rules, which are available in DCA's Business Toolbox. Businesses are responsible for knowing and complying with current regulations that affect their business.*

# Inspection Checklist: General Retail

Does your business sell goods or services?

Use this checklist to learn what our inspectors look for and help avoid violations. For your convenience, each Requirement includes the relevant section of law and/or rule, so you can refer to it for more information. The KEY below describes the legal citations and symbols used in this checklist.

|  |
|--|
| <b>KEY</b>                                 |
| <b>NYC Code:</b> NYC Administrative Code   |
| <b>RCNY:</b> Rules of the City of New York |
| <b>§:</b> Section                          |

| Requirement  | Do you meet this requirement? |
|--|-------------------------------|
| <b>Price Lists for Services</b>  |                               |
| <b>1</b> A price list must be displayed and include the following: <ul style="list-style-type: none"> <li>List of the type of services</li> <li>Minimum price for each service</li> <li>Conditions or variations of service that change the minimum price</li> <li>Range of additional charges caused by conditions or variations</li> <li>(if the price is based on an hourly labor rate) Rate as dollars per hour</li> </ul> <b>Tip:</b> If the price list states a price “and up” or “from” — e.g., “\$5 and up” or “from \$5” — it must also state the reason(s) for the different prices and include the range of prices. | <input type="checkbox"/> Yes  |
| <b>6 RCNY §5-70(a)</b>   |                               |
| <b>2</b> The price list must be clearly posted or clearly displayed at the place(s) where payment is made (e.g., near the cash register) and/or where orders are placed.   | <input type="checkbox"/> Yes  |
| <b>6 RCNY §5-70(a)</b>   |                               |
| <b>3</b> If there is a sale or promotion, the pre-sale prices must also be posted for comparison.  | <input type="checkbox"/> Yes  |
| <b>NYC Code §20-750(b)</b>   |                               |
| <b>4</b> Prices for services cannot be based on gender.<br><b>Tip:</b> Words like “men’s,” “women’s,” and “ladies” cannot be used to describe the price.   | <input type="checkbox"/> Yes  |
| <b>NYC Code §20-750(c)</b>   |                               |
| <b>Pricing for Goods</b>   |                               |
| <b>5</b> All items offered for sale must show a price, exclusive of tax, as follows: <ul style="list-style-type: none"> <li>The price must be attached to the item by a stamp, tag, or label. OR</li> <li>The price must be stated on a sign that is plainly visible where the item is displayed.</li> </ul>   | <input type="checkbox"/> Yes  |
| <b>NYC Code §20-708, NYC Code §20-708.1</b>  |                               |

# Inspection Checklist: General Retail

| Requirement  | Do you meet this requirement?       |
|--|-------------------------------------|
| <p><b>6</b> If your store’s annual revenue is more than \$2 million or you are a chain store, you must individually price each item, including food products, paper products, detergents, soaps, nonprescription drugs, and health and beauty aids.</p> <p><i>Exceptions:</i> The following items must be individually priced unless shelf prices and a price look-up function are provided:</p> <ul style="list-style-type: none"> <li>• Milk</li> <li>• Items that are under 3 cubic inches in size, weigh less than 3 ounces, and cost under 1 dollar</li> <li>• Eggs</li> <li>• Fresh produce not packaged for retail sale</li> <li>• Products sold through a vending machine</li> <li>• Food sold for consumption on the premises</li> <li>• Snack foods offered for sale in single packages that weigh 5 ounces or less, e.g., cakes, gum, candies, chips, and nuts</li> <li>• Cigarettes, cigars, tobacco, and tobacco products</li> <li>• Food offered for sale in bulk</li> <li>• Frozen juice</li> <li>• Ice cream</li> <li>• Frozen foods packaged for final retail sale in plastic bags</li> <li>• Items on sale for 1 week or less, but only if they are located in a segregated display at the end of the aisle and the sale period, name of the product, and the advertised price are clearly posted on a sign at the point of display</li> <li>• Jars of baby food</li> </ul> <p><b>NYC Code §20-708.1(b), NYC Code §20-708.1(c)</b></p> | <p><input type="checkbox"/> Yes</p> |
| <b>Signs</b>   |                                     |
| <p><b>7</b> Sale signs that advertise a price range or percent discount—example: “Savings of 20 to 50%” or “20% to 50% off”—must state the minimum and maximum percentages in equal size.</p> <div style="display: flex; justify-content: center; gap: 20px; margin: 20px 0;"> <div data-bbox="402 1556 695 1755" style="border: 2px solid green; padding: 10px; text-align: center;"> <p><b>20–50%</b><br/><br/><b>OFF</b></p> </div> <div data-bbox="764 1556 1057 1755" style="border: 2px solid red; padding: 10px; text-align: center;"> <p><del><b>20–50%</b></del><br/><del><b>OFF</b></del></p> </div> </div> <p><b>6 RCNY §5-94(a)(1)</b></p>   | <p><input type="checkbox"/> Yes</p> |

# Inspection Checklist: General Retail

| Requirement   | Do you meet this requirement? |
|---|-------------------------------|
| <p><b>8</b> Advertising, including sale signs, cannot contain any of the following phrases:</p> <ul style="list-style-type: none"> <li>• “Our list price”</li> <li>• Below “manufacturer’s wholesale cost”</li> <li>• “Manufacturer’s cost”</li> </ul> <p><b>6 RCNY §5-101</b></p>  | <input type="checkbox"/> Yes  |
| <p><b>9</b> Businesses that sell goods and services must post a refund policy sign.</p> <p><b>Tip:</b> A refund policy sign must be posted at each register, point of sale, or entrance, or attached to each item.</p> <p><b>Tip:</b> Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”</p> <p><b>Tip:</b> The sign must state that a written copy of the store’s refund policy is available on request.</p> <p><b>6 RCNY §5-37</b></p>  |                               |
| <p><b>10</b> The refund policy sign must state any and all conditions or limitations to getting a refund. For example, it must state:</p> <ul style="list-style-type: none"> <li>• Any fees charged for refunds, such as “restocking fees”</li> <li>• If a refund will not be provided for “as is” or “sale” items</li> <li>• Whether the refund will be in cash, credit, or store credit only</li> <li>• If proof of purchase is required for a refund</li> <li>• If a refund will be provided at any time or within a specific period of time</li> </ul> <p><b>6 RCNY §5-37</b></p> | <input type="checkbox"/> Yes  |
| <p><b>11</b> If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted at or near each entrance and in all advertising that indicates credit cards are accepted.</p> <p><b>6 RCNY §5-24(b)</b></p>  |                               |
| <p><b>Receipts</b></p>  |                               |
| <p><b>12</b> Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20.</p> <p><b>Tip:</b> This does not apply to food and drink that is meant to be consumed on the premises.</p> <p><b>6 RCNY §5-32(b)(2)</b></p>   | <input type="checkbox"/> Yes  |
| <p><b>13</b> The receipt must include each of the following:</p> <ul style="list-style-type: none"> <li>• Date of purchase</li> <li>• Amount paid for each item</li> <li>• Total amount paid</li> <li>• Separate statement of tax</li> <li>• Business name and address</li> </ul> <p><b>6 RCNY §5-32(c)</b></p>   |                               |

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| Requirement           |  | Do you meet this requirement? |
|-----------------------|--|-------------------------------|
| 14                    | Receipts for audio, photographic, and video equipment that cost more than \$100 must also include the make and model number of the item.   | <input type="checkbox"/> Yes  |
|                       | <b>6 RCNY §5-32(c)(5)</b>  |                               |
| <b>Price Accuracy</b> |  |                               |
| 15                    | The price charged for an item at checkout, including scanned items, must not exceed the item's tagged, stamped, or marked price, shelf price, sale price, or advertised price.   | <input type="checkbox"/> Yes  |
|                       | <b>NYC Code §20-708.1(d), NYC Code §20-708.1(e)</b>  |                               |
| 16                    | Tax cannot be charged on tax-exempt items.<br><br><b>Tip:</b> Examples of tax-exempt items include but are not limited to: feminine hygiene products, canned vegetables, baby food, clothing under \$110, diapers, nonprescription or over-the-counter drugs, contraceptives.<br><br><b>Tip:</b> Check with the <a href="#">New York State Department of Taxation and Finance</a> for a complete list of which items are exempt.   | <input type="checkbox"/> Yes  |
|                       | <b>6 RCNY §5-41</b>  |                               |
| <b>Layaway Plans</b>  |  |                               |
| 17                    | If layaway is offered, each of the following written disclosures must be provided to consumers prior to accepting any payments over \$50 in 4 installments or more: <ul style="list-style-type: none"> <li>• Description of the item, including name of manufacturer, brand name, color, size, style, and model number</li> <li>• Total cost of the item, including tax, installation, delivery, or freight charges</li> <li>• Any charge to use layaway, including any service charge, carrying charge, and cancellation fee</li> <li>• Duration of the layaway plan</li> <li>• Payment schedule and any consequences of missed payments</li> <li>• Refund policy</li> <li>• Notice of where the item is being stored, if other than the place of purchase, or if the item will not be removed from inventory until additional payments are made:</li> </ul> <p><i>Example 1:</i> NOTICE: NO MERCHANDISE WILL BE REMOVED FROM INVENTORY UNTIL X% OF THE PURCHASE PRICE HAS BEEN PAID.</p> <p><i>Example 2:</i> ATTENTION: YOUR SELECTION OF MERCHANDISE WILL NOT BE ORDERED UNTIL YOU HAVE MADE YOUR NEXT TO FINAL PAYMENT.</p> | <input type="checkbox"/> Yes  |
|                       | <b>6 RCNY §5-23</b>  |                               |

# Inspection Checklist: General Retail

| Requirement                                | Do you meet this requirement?  |
|--|--|
| <b>Expired Over-the-counter Medication</b> |  |
| <b>18</b>                                  | <p data-bbox="183 485 1292 520">It is illegal to sell over-the-counter medication after the expiration date on the label.</p> <p data-bbox="183 520 1292 564"><b>NYC Code §20-822(a)</b></p> <p data-bbox="1300 485 1524 564"><input type="checkbox"/> Yes</p> |

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