



Auto Repair Shop Shop Cleanliness Checklist Template

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Default 

Work Bays & Ramps

Check for debris, oil spills, and general cleanliness of individual work areas.

Ramp Oil Spot Severity (1-5)

Enter a number...

Bay Debris Level

- ☐ Clean
- ☐ Minor Debris
- ☐ Moderate Debris
- ☐ Excessive Debris



Specific Debris Description (if applicable)

Write something...

Ramp Condition

- ☐ Good
- ☐ Fair
- ☐ Poor - Needs Repair

Photo of Bay Condition (Optional)

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Waiting Area

Assess the cleanliness of the waiting room including seating, floors, and restroom facilities.

Temperature (Fahrenheit)

Enter a number...

Seating Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Floor Cleanliness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Notes on any issues (e.g., spills, stains)

Write something...

Last cleaning date

Enter date...

Restrooms

Evaluate restroom cleanliness, including floors, toilets, sinks, and supplies (soap, paper towels).

Toilet Paper Level (1-10)

Enter a number...

Soap Dispenser Level (1-10)

Enter a number...

Paper Towel Availability

☐ Available

☐ Low

☐ Empty

Sink Cleanliness

☐ Clean

☐ Slightly Dirty

☐ Dirty

Any unusual odors?

Write something...

Mirror Cleanliness

☐ Clean

☐ Smudged

☐ Dirty

Parts Room/Storage

Inspect for organization, dust, and proper storage of parts and supplies.

Inventory Count - Fasteners (approximate)

Inventory Count - Filters (approximate)

Shelf Organization - General Assessment

- ☐ Excellent - Clearly labeled and organized
- ☐ Good - Mostly organized, minor issues
- ☐ Fair - Some disorganization, needs attention
- ☐ Poor - Significant disorganization, requires immediate action

Potential Storage Issues

- ☐ Leaking ceiling
- ☐ Pest activity
- ☐ Inadequate shelving
- ☐ Temperature/Humidity concerns
- ☐ None

Last Inventory Check Date

Notes/Observations Regarding Parts Room Condition

Reception/Office Area

Check for tidiness, dust, and proper organization of paperwork and supplies.

Number of Customer Files Organized

Condition of Reception Desk Surface

Stationary Supplies Available?

- ☐ Pens
- ☐ Paper
- ☐ Forms
- ☐ Printer Ink

Last Date of Office Cleaning

Enter date...

Notes on Organization

Write something...

Shop Floor & Aisleways

Ensure clear and safe walkways, free from obstructions and debris.

Obstructions Count

Enter a number...

Floor Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty
- ☐ Requires Cleaning

Debris Types Found (Check all that apply)

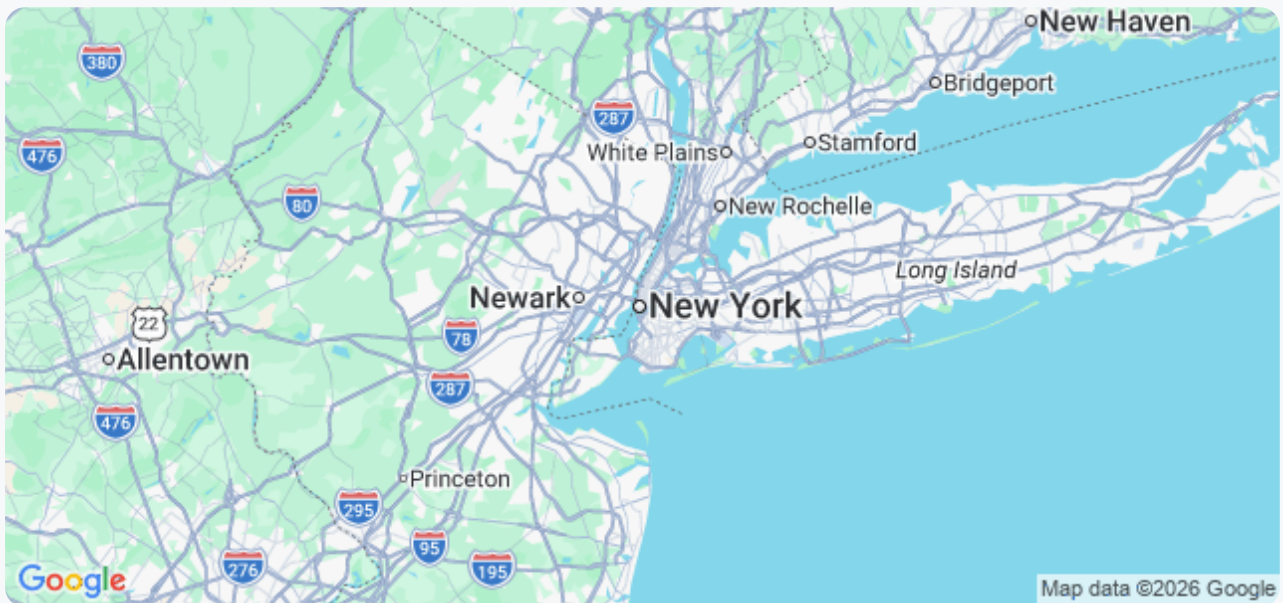
- ☐ Oil/Grease
- ☐ Parts
- ☐ Tools
- ☐ Trash
- ☐ Other

Notes on Aisles

Write something...

Location of Obstruction

 Set My Current Location



Exterior – Entrance & Sidewalks

Evaluate cleanliness of the entrance area, sidewalks, and signage.

Sidewalk Crack Depth (inches)

Enter a number...

Graffiti Presence

- ☐ None
- ☐ Minor
- ☐ Moderate
- ☐ Severe

Weed/Overgrowth

- ☐ None
- ☐ Minor
- ☐ Moderate
- ☐ Severe

Photograph of Entrance Area

 Upload File

Debris Count (estimated)

Enter a number...

Signage Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Trash & Recycling Bins

Check for overflowing bins and proper labeling for recycling.

Number of Trash Bins

Number of Recycling Bins

Bin Condition - Trash

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Bin Condition - Recycling

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Recycling Stream Types Accepted

- ☐ Paper
- ☐ Plastic
- ☐ Aluminum
- ☐ Cardboard
- ☐ Other

Notes on Bin Condition or Issues

Write something...

Service Drive-Through

Inspect for cleanliness, proper signage, and efficient traffic flow.

Vehicle Count (Incoming)

Enter a number...

Vehicle Count (Outgoing)

Enter a number...

Traffic Flow - Smooth?

- ☐ Yes
- ☐ No
- ☐ Somewhat

Signage Clarity

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Any Obstructions?

Write something...

Wait Time (Average)

Enter time...

Tools & Equipment

Evaluate the cleanliness and proper storage of hand tools and power equipment.

Air Compressor PSI

Enter a number...

Welder Amperage

Enter a number...

Impact Wrench Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Repair

Torque Wrench Calibration Status

- ☐ Within Tolerance
- ☐ Out of Tolerance - Needs Calibration

Notes on Specific Tools/Equipment

Write something...