

# Auto Repair Shop Shop Cleanliness Checklist Template

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## 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)

 Upload File

## 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**

Enter date...

### **Notes/Observations Regarding Parts Room Condition**

Write something...

## **Reception/Office Area**

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

### **Number of Customer Files Organized**

Enter a number...

### **Condition of Reception Desk Surface**

Write something...

### 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



### 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...