



Auto Repair Shop Shop Opening & Closing Checklist Template

 Show only Checklist

Display Style
Default 

Exterior & Grounds

Check for cleanliness, safety, and overall presentation.

Exterior Temperature (°F)

Enter a number...

Lot Cleanliness

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



Debris Present?

- ☐ Trash
- ☐ Weeds
- ☐ Leaves
- ☐ Other
- ☐ None

Notes on Exterior Condition

Write something...

Signage Integrity

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

Exterior Photo (Optional)

 Upload File

Reception Area

Ensure a welcoming and functional environment for customers.

Cash Drawer Start Amount

Enter a number...

Scheduled Appointment Start Time

Enter time...

Reception Desk Cleanliness

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

Notes on Customer Interactions (if applicable)

Write something...

Date of Last Pest Control Service

Enter date...

Waiting Area Tidiness

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

Receptionist Signature

Service Bays

Verify readiness for incoming work orders.

Bay Temperature (°F)

Enter a number...

Lighting Functionality

- ☐ Working
- ☐ Needs Repair

Air Pressure (PSI)

Enter a number...

Compressor Status

- ☐ Operational
- ☐ Maintenance Required

Notes/Issues

Write something...

Last Equipment Calibration

Enter date...

Fluid Spill Kit Check

☐ Stocked & Accessible

☐ Restock Needed

Oil Level (Quarts)

Enter a number...

Equipment & Tools

Check functionality and accessibility of all necessary equipment.

Air Compressor PSI

Enter a number...

Welder Amperage

Enter a number...

Scanner Functionality

- ☐ Working
- ☐ Needs Repair

Fluid Evacuation Equipment

- ☐ Machine 1
- ☐ Machine 2
- ☐ Machine 3

Last Calibration - Alignment Machine

Enter date...

Technician - Equipment Check

Battery Tester

- ☐ Functional
- ☐ Needs Repair

Inventory & Supplies

Assess stock levels and replenish as needed.

Brake Pads (Quantity)

Enter a number...

Engine Oil (5W-30, Liters)

Enter a number...

Coolant (Gallons)

Enter a number...

Filter Stock Levels (Air)

- ☐ Adequate
- ☐ Low
- ☐ Critical

Filter Stock Levels (Oil)

- ☐ Adequate
- ☐ Low
- ☐ Critical

Rags (Rolls)

Enter a number...

Last Inventory Check Date

Enter date...

Notes on Inventory Needs/Shortages

Write something...

Security & Safety

Confirm proper security measures and safety protocols.

Alarm System Status

- ☐ Armed
- ☐ Disarmed
- ☐ Error

Exterior Lights Check

Enter a number...

Fire Extinguisher Inspection

- ☐ Inspected & Current
- ☐ Needs Inspection
- ☐ Missing

Last Fire Drill Date

Enter date...

Security Concerns/Notes

Write something...

CCTV System Status

- ☐ Operational
- ☐ Offline
- ☐ Recording

Gate/Door Locks Checked

Enter a number...

Point of Sale (POS) System

Test functionality and ensure accurate records.

Last Transaction ID

Last System Backup Date

Last System Backup Time

Payment Processing Status

- ☐ Active
- ☐ Inactive
- ☐ Pending

Cash Drawer Starting Amount

Any Error Messages Observed?

Write something...

Printer Status

☐ Online

☐ Offline

☐ Error

Waste Disposal

Check for proper handling and disposal of waste materials.

Used Oil Quantity (Gallons)

Enter a number...

Antifreeze Quantity (Gallons)

Enter a number...

Tire Quantity (Discarded)

Enter a number...

Hazardous Waste Container Status

- ☐ Full
- ☐ Half Full
- ☐ Quarter Full
- ☐ Empty

Last Waste Pickup Date

Enter date...

Time of Last Waste Disposal

Enter time...

Notes on Waste Disposal (e.g., issues, special instructions)

Write something...

Lighting & HVAC

Verify proper function and temperature control.

Ambient Temperature (Fahrenheit)

HVAC Filter Condition (1-5, 1=New, 5=Needs Replacement)

Exterior Lighting Functionality

- ☐ All Lights Functioning
- ☐ Some Lights Out
- ☐ All Lights Out

Last HVAC Filter Change

Interior Lighting Condition

- ☐ Adequate
- ☐ Dim
- ☐ Insufficient

Notes on Lighting/HVAC Issues

End-of-Day Procedures

Complete all necessary closing tasks and prepare for the next day.

Shop Closing Time

Cash Register Tasks Completed?

- ☐ Reconciled Cash Drawer
- ☐ End-of-Day Report Printed
- ☐ Deposit Prepared
- ☐ Credit Card Processing Verified

Work Orders Completed Today

Outstanding Issues/Notes

Security System Armed?

- ☐ Yes
- ☐ No

Date of Completion

Enter date...

Closing Manager Signature