

# 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

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# 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**

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