


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)

Enter a number...

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

Enter a number...

Exterior Lighting Functionality

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

Last HVAC Filter Change

Enter time...

Interior Lighting Condition

- Adequate
- Dim
- Insufficient

Notes on Lighting/HVAC Issues

Write something...

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
