



Auto Repair Shop Shop Organization Checklist Template

 Show only Checklist

Display Style
Default 

Work Bays & Equipment

Ensuring workspaces are clean, accessible, and tools are properly stored and maintained.

Bay Temperature (Fahrenheit)

Enter a number...

Hoist Inspection Status

- ☐ Pass
- ☐ Fail
- ☐ Not Inspected



Air Compressor Pressure (PSI)

- ☐ Optimal
- ☐ Low
- ☐ High

Equipment Requiring Maintenance

- ☐ Welder
- ☐ Scanner
- ☐ Brake Lathe
- ☐ Alignment Machine

Last Equipment Calibration Date

Enter date...

Notes on Bay Condition

Write something...

Parts Room & Inventory Storage

Maintaining a well-organized and accessible parts storage area.

Minimum Stock Level - Brakes

Enter a number...

Minimum Stock Level - Filters

Enter a number...

Stock Rotation Date (Oldest Parts)

Enter a number...

Inventory System Usage

- ☐ Used
- ☐ Not Used

Parts Categorization Method

- ☐ By Vehicle Make
- ☐ By Part Type
- ☐ By Job Code

Last Inventory Count Date

Enter date...

Notes on any discrepancies

Write something...

Number of Pallets Used

Enter a number...

Reception Area & Customer Waiting

Ensuring a professional and comfortable environment for customers.

Number of Customers Currently Waiting

Cleanliness of Reception Desk

Condition of Waiting Area Seating

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

Photo of Waiting Area

 Upload File

Availability of Reading Materials

TV/Entertainment Functionality

- ☐ Working
- ☐ Not Working
- ☐ Not Applicable

Condition of Refreshments (if offered)

Write something...

Service Drive & Vehicle Flow

Optimizing vehicle movement for efficiency and customer satisfaction.

Vehicles Currently in Service

Enter a number...

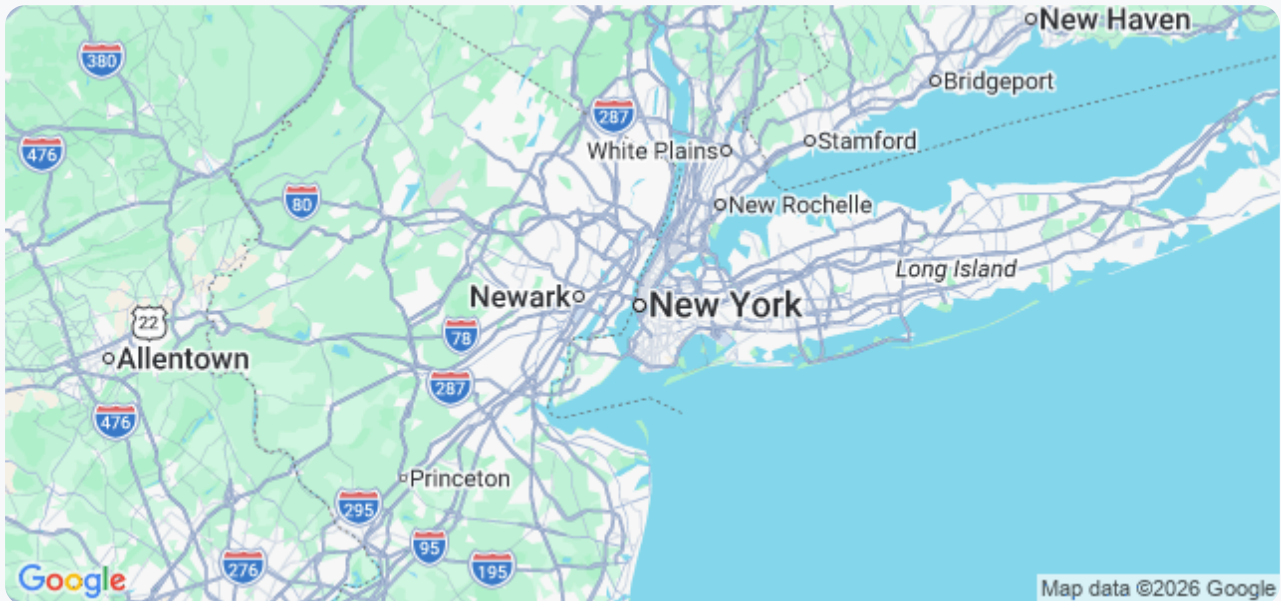
Service Drive Flow (Smooth/Congested/Blocked)

- ☐ Smooth
- ☐ Congested
- ☐ Blocked

Average Vehicle Wait Time (Entrance to Bay)

Vehicle Staging Area (GPS Coordinates if applicable)

 [Set My Current Location](#)



Notes on Vehicle Flow Issues (if any)

Last Service Drive Improvement Implemented

Office & Administrative Area

Maintaining a tidy and functional office space.

Number of Active Customer Files

Enter a number...

Last Financial Statement Review Date

Enter date...

Software Version (e.g., Shop Management System)

- ☐ Version 1.0
- ☐ Version 2.0
- ☐ Version 3.0
- ☐ Other

Note Regarding Outstanding Invoices

Write something...

Summary of recent administrative tasks completed

Write something...

Next Insurance Renewal Date

Enter date...

Storage & Supply Areas

Ensuring proper storage and accessibility of shop supplies.

Quantity of Shop Towels

Quantity of Cleaning Solvents

Condition of Shelving Units

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

Accessibility of Fire Extinguishers

- ☐ Clear and Accessible
- ☐ Partially Obstructed
- ☐ Obstructed

Notes on Supply Levels or Issues

Write something...

Last Supply Restock Date

Enter date...

Technician Lockers/Personal Areas

Maintaining cleanliness and organization in technician workspaces.

Locker Cleanliness Score (1-5)

Enter a number...

Personal Tools Organized?

☐ Yes

☐ No

Notes on cleanliness/organization

Write something...

Last Cleaning Date

Enter date...

PPE Properly Stored?

☐ Yes

☐ No

Number of Unnecessary Items

Enter a number...

Action Items Required

Write something...

Waste Disposal Areas

Ensuring proper segregation and storage of waste materials.

Oil Filter Container Status

☐ Empty & Ready for Recycling

☐ Partially Full

☐ Full & Needs Recycling

Antifreeze Container Status

- ☐ Empty & Ready for Recycling
- ☐ Partially Full
- ☐ Full & Needs Recycling

Number of Used Tire Stacks

Enter a number...

Hazardous Waste Container Labeling

- ☐ Correctly Labeled
- ☐ Label Missing
- ☐ Label Illegible

Last Hazardous Waste Pickup Date

Enter date...

Shop Floor General Cleanliness

Maintaining overall cleanliness of the shop floor.

Dust Level (1-10)

Enter a number...

Floor Debris Present?

- ☐ Oil/Grease
- ☐ Parts/Components
- ☐ Tools
- ☐ Trash
- ☐ None

Floor Condition

- ☐ Clean and Dry
- ☐ Slightly Damp
- ☐ Oily
- ☐ Needs Cleaning

Note any areas needing special attention

Write something...

Last Cleaning Date

Enter date...

Digital Organization (Files/Documents)

Maintaining organized digital files and documents (if applicable).

Last File Backup Date (Day)

Enter a number...

Next Scheduled Data Backup

Enter date...

Backup Location

- ☐ On-Site Server
- ☐ Cloud Storage (Specify Provider)
- ☐ External Hard Drive

Notes on File Naming Conventions

Write something...

File Types Included in Regular Backups

- ☐ Customer Records
- ☐ Repair Orders
- ☐ Invoices
- ☐ Financial Records
- ☐ Vehicle Photos

Access Permissions Status

- ☐ Current & Appropriate
- ☐ Review Required
- ☐ Modification Required