




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...

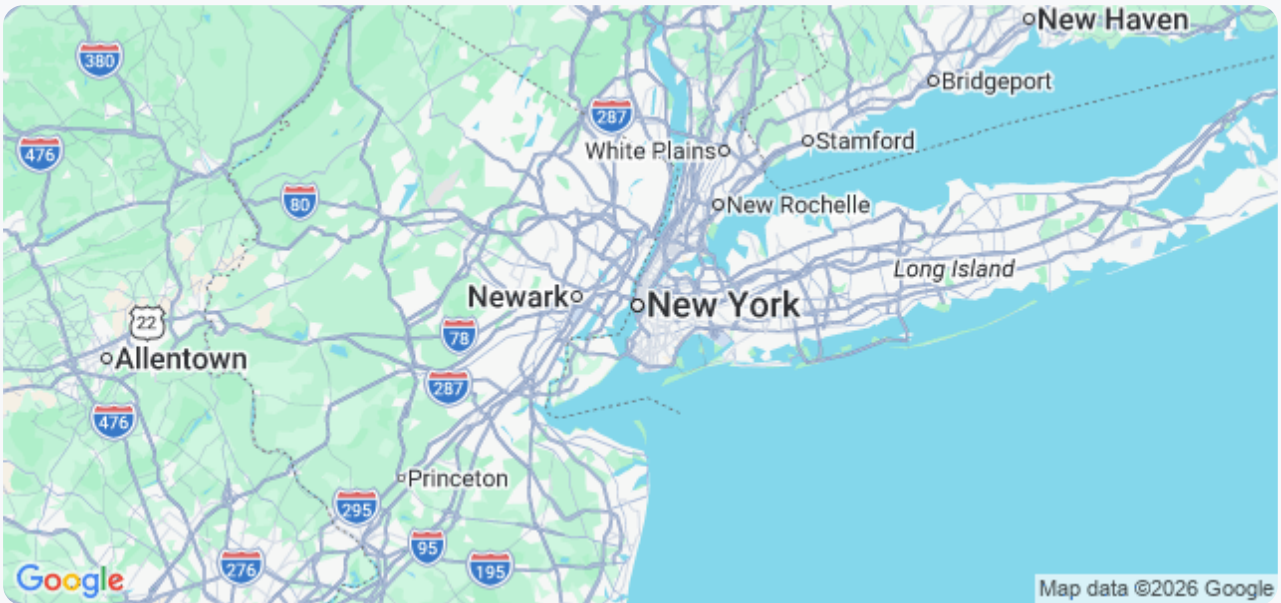
Service Drive Flow (Smooth/Congested/Blocked)

- 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

Last Financial Statement Review Date

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

- Version 1.0
- Version 2.0
- Version 3.0
- Other

Note Regarding Outstanding Invoices

Summary of recent administrative tasks completed

Next Insurance Renewal 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