

# 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

Enter a number...

## Cleanliness of Reception Desk

Write something...

## Condition of Waiting Area Seating

- Excellent
- Good
- Fair
- Poor

## Photo of Waiting Area

 Upload File

## Availability of Reading Materials

Write something...

### 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...

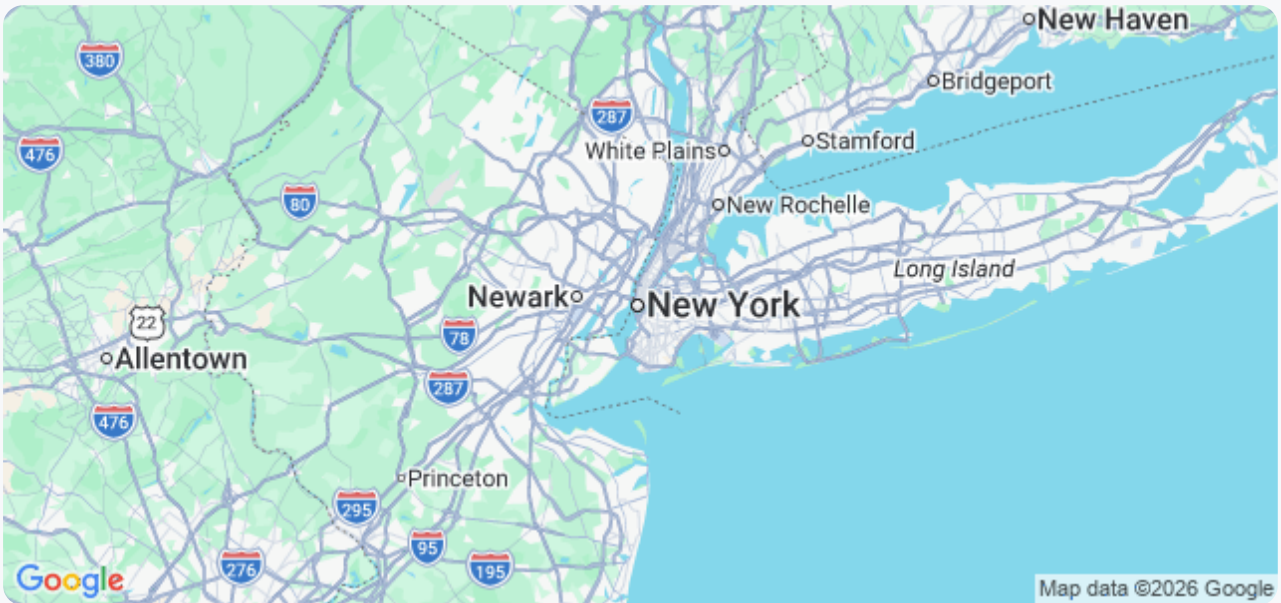
### Service Drive Flow (Smooth/Congested/Blocked)

- 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