



Auto Repair Shop Shop Productivity & Bay Utilization Checklist Template 2026

Bay Scheduling & Appointment Management

Steps to ensure optimal daily scheduling, minimizing downtime between repair orders, and managing technician availability.

Scheduled Appointment Date

Scheduled Arrival Time

Assigned Bay Number

- ☐ Bay 1
- ☐ Bay 2
- ☐ Bay 3
- ☐ Bay 4

Customer Name

Write something...

Service Type Required

- ☐ Oil Change & Maintenance
- ☐ Brake Service
- ☐ Diagnostic/Electrical
- ☐ Engine/Transmission Repair
- ☐ Tire & Alignment

Special Scheduling Instructions

Write something...

Service Advisor Confirmation

Technician Workload & Assignment

Procedures for allocating tasks based on skill level, specialty, and current bay occupancy to prevent bottlenecks.

Assignment Date

Enter date...

Lead Technician Assigned

- ☐ Senior Technician
- ☐ Junior Technician
- ☐ Apprentice
- ☐ Master Technician

Assigned Tasks/Repair Types

- ☐ Diagnostic Work
- ☐ Preventative Maintenance
- ☐ Heavy Repair/Engine
- ☐ Brake & Suspension
- ☐ Electrical/Electronic

Estimated Labor Hours

Enter a number...

Expected Completion Time

Enter time...

Specific Technician Instructions

Write something...

Technician Acknowledgment

Equipment & Tool Availability

Verification of lift availability, diagnostic scanner readiness, and specialized tool accessibility to prevent technician idle time.

Critical Equipment Status Check

- ☐ Vehicle Lifts Operational
- ☐ Diagnostic Scanners Calibrated
- ☐ Air Compressor Functioning
- ☐ Tire Changer & Balancer Ready
- ☐ Hydraulic Jack & Stands Inspected

Missing or Damaged Tool Report

Write something...

Last Equipment Calibration Date

Enter date...

Equipment Maintenance Logs Upload

 Upload File

Shop Foreman Verification

Workflow & Part Delivery Synchronization

Monitoring the timing between vehicle teardown, parts arrival, and technician reassembly to ensure continuous movement.

Parts Status for Active Jobs

- ☐ Parts Received & Inspected
- ☐ Parts On Order - Pending Delivery
- ☐ Parts Backordered
- ☐ Waiting on Core Return
- ☐ Parts Delivery Delayed

Pending Parts List

Write something...

Part Delivery ETA

Enter time...

Workflow Bottleneck Identification

- ☐ Waiting for Parts
- ☐ Waiting for Technician
- ☐ Waiting for Customer Approval
- ☐ Equipment/Tool Unavailable

Parts Manager Verification

Bay Cleanliness & Turnaround Efficiency

Standardized processes for clearing debris, cleaning bays, and resetting workstations immediately after a vehicle departure.

Completed Cleaning Tasks

- ☐ Floor Degreasing & Sweeping
- ☐ Work Bench Surface Sanitization
- ☐ Lift Arm & Post Wipe-down
- ☐ Tool Cart Organization
- ☐ Waste/Scrap Removal

Bay Status After Cleaning

- ☐ Ready for Next Vehicle
- ☐ Awaiting Maintenance
- ☐ Currently Out of Service

Bay Clearance Completion Time

Cleanup Deficiencies Noted

Technician/Cleaner Verification

Post-Cleaning Bay Photo

 Upload File

Real-Time Performance Tracking (KPIs)

Checkpoints for monitoring key metrics such as billable hours vs. clock hours, bay occupancy rates, and average repair time.

Reporting Date

Total Billable Hours Completed

Total Clocked Hours (Labor Time)

Enter a number...

Bay Occupancy Rate (%)

Enter a number...

Productivity Level Today

- ☐ Underperforming
- ☐ On Target
- ☐ High Efficiency

Analysis of Bottlenecks or Delays

Write something...

Shop Manager Verification

End-of-Day Productivity Audit

A closing routine to assess daily throughput, identify stalled jobs, and prepare the shop floor for the next morning's workflow.

Audit Date

Enter date...

Audit Completion Time

Enter time...

Total Number of Completed Repair Orders

Enter a number...

Total Unfinished/Pending Repair Orders

Enter a number...

Identify Bottlenecks Encountered Today

- ☐ Delayed Parts Delivery
- ☐ Technician Shortage
- ☐ Equipment Malfunction
- ☐ Incomplete Documentation
- ☐ Customer Communication Delays

Summary of Productivity Obstacles

Write something...

Shop Manager Approval

< Previous

> Next

✔ Finish

🔧 Generate Sample Report