



Auto Repair Shop Shop Supplies Checklist Template

 Show only Checklist

Display Style
Default 

Cleaning Supplies

Check levels and order replacements for degreasers, brake cleaner, hand soap, shop towels, all-purpose cleaner, and floor cleaner.

Degreaser Level (Gallons)

Enter a number...

Brake Cleaner Level (Quarts)

Enter a number...



Hand Soap Scent

- ☐ Lemon
- ☐ Citrus
- ☐ Unscented

Shop Towel Rolls Remaining

Enter a number...

Notes on Supply Condition (e.g., leaks, expiration dates)

Write something...

Lubricants & Fluids

Verify quantities and order replacements for engine oil, transmission fluid, coolant, power steering fluid, brake fluid, and gear oil.

Engine Oil (5W-30) - Current Quantity (Gallons)

Enter a number...

Transmission Fluid (ATF) - Current Quantity (Quarts)

Enter a number...

Coolant (50/50 Mix) - Current Quantity (Gallons)

Enter a number...

Brake Fluid (DOT 3) - Current Quantity (Quarts)

Enter a number...

Power Steering Fluid - Current Quantity (Quarts)

Enter a number...

Preferred Engine Oil Brand

- ☐ Mobil 1
- ☐ Castrol
- ☐ Valvoline
- ☐ Pennzoil

Last Lubricant Order Date

Enter date...

Fasteners & Hardware

Assess stock levels of bolts, nuts, screws, washers, and other common fasteners. Identify frequently used sizes needing replenishment.

Bolt (M8x1.25) Quantity

Nut (M8) Quantity

Washer (M8) Quantity

Screw (Phillips #8 x 1") Quantity

Rivet (3/32") Quantity

Common Thread Size Needed?

- ☐ M6
- ☐ M8
- ☐ M10
- ☐ Not Needed

Snap Ring Quantity

Any Special Fastener Requests?

Shop Tools & Consumables

Check availability of sandpaper, grinding wheels, cutting discs, welding rods, and other consumables used daily.

Sandpaper (80 Grit)

Sandpaper (120 Grit)

Grinding Wheels (6 inch)

Cutting Discs (4.5 inch)

Welding Rods (7018)

PVA Discs

Condition of Drill Bits

- ☐ Sharp
- ☐ Dull - Replace
- ☐ Sharpen

Protective Gear

Ensure adequate supply of gloves, safety glasses, ear protection, and shop coats for all technicians.

Gloves - Nitrile (Pairs)

Gloves - Mechanic (Pairs)

Enter a number...

Safety Glasses/Goggles

Enter a number...

Ear Protection (Plugs/Muffs)

Enter a number...

Shop Coats/Aprons

Enter a number...

Respirator Cartridges (Type)

☐ P100

☐ A

☐ B

☐ P

☐ G

Welding Helmets

Enter a number...

Detailing Supplies

Maintain sufficient stock of car wash soap, wax, tire shine, and interior cleaning products.

Car Wash Soap (Gallons)

Wax (Units)

Tire Shine (Units)

Interior Cleaner Notes (e.g., specific types needed)

Detailing Clay Bar - Status

- ☐ In Stock
- ☐ Low Stock
- ☐ Out of Stock

Microfiber Towels - Condition

- ☐ Good
- ☐ Fair
- ☐ Poor - Replace Needed

Office Supplies Related to Supplies

Check inventory of order forms, labels, and any other documentation used for supply ordering and tracking.

Quantity of Order Forms

Number of Supply Labels Remaining

Preferred Vendor for Labels

- ☐ Vendor A
- ☐ Vendor B
- ☐ Vendor C

Last Supply Order Date

Notes Regarding Supply Ordering Process

Specialty Supplies

Inventory any shop-specific supplies, such as R134a refrigerant or specific paints.

R-134a Refrigerant (Pounds)

R-1234yf Refrigerant (Pounds)

Welding Gas Type

- ☐ Argon
- ☐ CO2
- ☐ Mix

Welding Gas Cylinder Pressure (%)

Brake Pad Compound (Common Use)

- ☐ Organic
- ☐ Semi-Metallic
- ☐ Ceramic
- ☐ Metallic

Notes on Specialty Supply Needs/Orders

Write something...