



Automotive Workshop Daily Opening & Closing Procedures Checklist 2026

Pre-Opening Facility & Security Inspection

Procedures for securing the perimeter, verifying alarms, and ensuring the workshop is safe for staff arrival.

Inspection Date

Inspection Time

Security Perimeter Check

- ☐ Main Entrance Locked/Unlocked
- ☐ Service Bay Doors Secured
- ☐ Side/Delivery Gates Locked
- ☐ Perimeter Lighting Functional

Alarm System Status

- ☐ Armed
- ☐ Disarmed
- ☐ Error/Fault Detected

Security Observations & Incident Notes

Write something...

Inspector Signature

Workshop Equipment & Tool Readiness

Verification of lifts, compressors, diagnostic tools, and hand tools to ensure operational readiness for the day.

Critical Equipment Status Check

- ☐ Hydraulic Lifts Operational
- ☐ Air Compressor & Pneumatic Lines Functional
- ☐ Diagnostic Scanners Charged & Updated
- ☐ Wheel Balancer & Alignment Machine Calibrated
- ☐ Battery Chargers & Jump Starters Tested

Specialized Tool Integrity Check

- ☐ All tools accounted for and undamaged
- ☐ Missing or damaged tools reported

Reported Equipment Faults

Write something...

Technician Equipment Verification Signature

Inspection Completion Date

Enter date...

Morning Staff Briefing & Job Allocation

Reviewing the daily workshop schedule, technician assignments, and priority repair orders.

Briefing Date

Enter date...

Briefing Start Time

Enter time...

Workshop Manager in Charge

- ☐ Service Manager
- ☐ Workshop Foreman
- ☐ Floor Supervisor

Technicians Present

- ☐ Senior Technician
- ☐ Junior Technician
- ☐ Apprentice
- ☐ Detailer

Key Priorities & Urgent Repairs for Today

Write something...

Daily Workshop Target Revenue

Write something...

Staff Acknowledgment of Daily Tasks

Workshop Floor & Safety Compliance Check

Ensuring walkways are clear, spill kits are accessible, and all safety signage and PPE are in place.

Safety Inspection Checklist

- ☐ Work bay floors are free of oil and chemical spills
- ☐ All walkways and emergency exits are unobstructed
- ☐ Fire extinguishers are present and accessible
- ☐ Eye wash stations are functional and clear
- ☐ All lifting equipment/jacks are properly stowed
- ☐ Personal Protective Equipment (PPE) is available and in use

Photo Evidence of Workshop Cleanliness

 Upload File

Number of Identified Hazards Found

Enter a number...

Hazard Remediation Notes

Write something...

Safety Officer Verification

Inventory & Consumables Audit

Checking stock levels of essential fluids, lubricants, and common workshop consumables for the day's tasks.

Critical Consumables Checked

- ☐ Engine Oil & Lubricants
- ☐ Brake Fluid & Hydraulic Fluids
- ☐ Coolants & Antifreeze
- ☐ Cleaning Agents & Degreasers
- ☐ Adhesives & Sealants

Low Stock Items Count

Enter a number...

Restock Requests Needed

Write something...

Delivery Notes & Invoices

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Inventory Auditor Signature

Customer Vehicle Intake & Documentation

Verifying that all incoming vehicles have completed work orders, keys are logged, and initial damage inspections are documented.

Vehicle Intake Date

Vehicle VIN (Vehicle Identification Number)

Customer Name

Vehicle Make/Model Status

- ☐ New Arrival
- ☐ Returning Customer
- ☐ Scheduled Appointment

Pre-existing Vehicle Damage Identified

- ☐ Scratches/Dents
- ☐ Windshield Chips
- ☐ Tire Wear/Damage
- ☐ Interior Stains/Damage
- ☐ None

Vehicle Condition Photos

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Customer Reported Issues & Concerns

Write something...

Service Advisor Acknowledgement

End-of-Day Workshop Cleanup

Cleaning work bays, disposing of hazardous waste, and returning all specialized tools to their designated storage.

Completed Cleaning Tasks

- ☐ Work bays swept and debris removed
- ☐ Oil spills and fluid leaks cleaned
- ☐ Specialized tools cleaned and returned to shadow boards
- ☐ Hand tools wiped down and organized
- ☐ Workshop floor drains checked and clear
- ☐ Work benches wiped and cleared of parts

Hazardous Waste Disposal Status

- ☐ All waste (oil/filters/solvents) properly sealed and stored
- ☐ Waste bins emptied and area sanitized
- ☐ Disposal logs updated

Unfinished Tasks or Pending Repairs

Write something...

Photo of Cleaned Workshop Floor

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Supervisor Verification

Daily Performance & Revenue Review

Reconciling completed job cards, verifying parts usage, and summarizing daily workshop productivity.

Review Date

Enter date...

Total Number of Completed Repair Orders

Enter a number...

Total Daily Revenue Generated

Enter a number...

Total Number of Pending/In-Progress Jobs

Enter a number...

Completed Revenue Streams

- ☐ Mechanical Repairs
- ☐ Body & Paint
- ☐ Diagnostics & Electrical
- ☐ Tires & Alignment
- ☐ Parts Sales

Summary of Daily Productivity Wins & Challenges

Write something...

Daily Sales Report Export

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Workshop Manager Approval

Closing Security & Facility Lockdown

Shutting down heavy machinery, powering down computers, locking all service bay doors, and activating the security system.

Security Lockdown Checklist

- ☐ All workshop bay doors locked
- ☐ All service vehicle gates secured
- ☐ Main office and showroom doors locked
- ☐ All heavy machinery and lifts powered down
- ☐ All electrical appliances and non-essential lights turned off
- ☐ Alarm system activated

Final Lockdown Completion Time

Enter time...

Incidents or Security Discrepancies Noted

Write something...

Closing Manager Signature



Photo Proof of Secured Perimeter

 Upload File

< Previous

> Next

✓ Finish

 Generate Sample Report