Auto Repair Shop Daily Closing Checklist

Daily Operations

DATE	CLOSED BY	SHOP
____ / ____ / _____		

SERVICE BAYS

- [ ] All lifts lowered and arms retracted
- [ ] Air hoses coiled and hung
- [ ] Bay floors swept and oil-dry applied
- [ ] Bay lights off
- [ ] Drain pans emptied

TOOLS & EQUIPMENT

- [ ] Personal tool boxes locked
- [ ] Diagnostic tools charging
- [ ] Shop tools accounted for and stored
- [ ] Battery chargers disconnected

CUSTOMER VEHICLES

- [ ] In-progress vehicles secured in bays
- [ ] Keys on hook board or key box
- [ ] Completed vehicles in pick-up area
- [ ] Key drop box accessible for after-hours

PARTS & FLUIDS

- [ ] Parts counter locked
- [ ] Used oil tank valve closed
- [ ] Core returns tagged
- [ ] Coolant recovery secured

WASTE & HAZMAT

- [ ] Oil-soaked rags in metal container
- [ ] Coolant waste contained
- [ ] Used filters in drum
- [ ] Battery storage area secure

CASH & ADMIN

- [ ] Cash drawer reconciled
- [ ] Invoices filed
- [ ] Card terminal batch closed
- [ ] Tomorrow's appointments reviewed

BUILDING SECURITY

- [ ] Compressor shut down
- [ ] Office and customer doors locked
- [ ] HVAC set to overnight
- [ ] Alarm armed
- [ ] Service doors closed and locked
- [ ] Exterior lights on

NOTES

Issues for morning _____

Closing manager signature _____

Notes

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