

Service Closing Check List

Every Night:

- Turn off air compressor.....
- Wash and park any vehicles on service wall, bring any marked police cars into service.
- Lock all three pedestrian doors.....
- Turn off power wash water feed valve in NCD Wash Stall.....
- Kill power to west door, air intake unit & center shop ceiling fan.....
- Turn off lights in shop and write up area.....
- Wash & vacuum shuttles, *fill if under 1/2* .Pull into write up area if Winter Season.....
- Walk back lot check for windows down, open doors, running vehicles
- Close and lock both gates (close employee gate as you leave).....
- Check four shop thermostats set to 55deg (winter only).....
- Kill power to all Radios, wall fans and shop lamps.....
- Put away all loose keys, close and latch both key cabinets.....
- Clean tool and locker area, *move any warranty return parts to parts counter area*
- Plug in floor cleaner, be sure tank is empty, **CHECK BATTERY WATER LEVEL EVERY SATURDAY!!!**.....
- Clean off both brake lathes & empty buckets.....

Every Saturday:

- Clear car wash floor, walls, the machine itself and empty floor drain basket.....
- Clean area around and top of waste antifreeze barrel and oil drain area.....

As Required:

Items that needs repair

Date ____ - ____ - ____ Closer(s) X _____ X _____

Confirmed by: X _____