



5S Store Checklist / Inspection Sheet

Date: _____ Store: _____

Outside Areas	Score			Comments
	1	2	3	
Parking lot clean, striped & in good condition	1	2	3	
Dumpster area clean	1	2	3	
Landscaping in good condition	1	2	3	
Curbs painted	1	2	3	
Scrap tire bin clean & organized	1	2	3	
Windows & frames clean	1	2	3	
Pole sign / building letters/monument signs	1	2	3	
Building exterior clean (spider webs)	1	2	3	
Exterior paint	1	2	3	
Bay doors	1	2	3	
Bollard - Paint	1	2	3	
Bucket/Brush	1	2	3	
Ash tray	1	2	3	
Doors/Bays	1	2	3	
Parking lot lamps/cans	1	2	3	
Speed bump evaluations	1	2	3	

Environmental	Score			Comments
	1	2	3	
Fire safety; extinguishers serviced and tagged, evacuation plan posted-placement	1	2	3	
Lighting & electrical; all lighting fixtures clean and working, wiring up to code	1	2	3	

Showroom	Score			Comments
	1	2	3	
Ceiling condition; tiles clean & stain free	1	2	3	
Coffee area clean/water	1	2	3	
Floor clean (corners)	1	2	3	
Customer stools/chairs; like new condition	1	2	3	
Seating area presentable	1	2	3	
Dust free sills, ceiling fans, vents, displays...	1	2	3	
Lights working & clean	1	2	3	
Current POP	1	2	3	
Windows & door glass clean	1	2	3	
Counters/computers clean & organized; top-bottom/inside-out	1	2	3	
Radio set to easy listening; background	1	2	3	
Current Marketing Plan	1	2	3	



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Office	Score			Comments
	1	2	3	
Office closets/cabinets clean & organized	1	2	3	
Lights working & clean	1	2	3	
Ceiling condition; tiles clean & stain free	1	2	3	
Floor clean (corners)	1	2	3	
Counter clean & organized	1	2	3	
A/C vents clean	1	2	3	

Bathrooms	M	W	E	Score	Comments
	1	2	3		
Floors clean (corners)				1 2 3	
Toilet clean				1 2 3	
Sink & mirror clean				1 2 3	
Trash empty				1 2 3	
Good lighting				1 2 3	
Walls & ceiling vents clean				1 2 3	
Soap & paper product dispensers stocked w/ toilet paper, paper towels, soap				1 2 3	

Drinking Fountain Area	Score	Comments		
	1	2	3	
Surrounding area & floor clean (corners)	1 2 3			
Drinking fountain scrubbed clean	1 2 3			

Inventory Tires	Score	Comments		
	1	2	3	
Organized by Best Practice	1 2 3			
Top moving sizes downstairs / by brand upstairs	1 2 3			
Used tire area organized	1 2 3			
Racks wiped clean	1 2 3			
Stairs clean				
Floors swept	1 2 3			

Inventory Wheels	Score	Comments		
	1	2	3	
Organized by Best Practice	1 2 3			
All wheels boxed	1 2 3			
Accessories organized in one area near wheels, not in office	1 2 3			

Personal Appearance	Score	Comments		
	1	2	3	
Consistent with Regional Appearance Guidelines	1 2 3			



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Backroom Area	Score			Comments
	1	2	3	
Tool stands clean & organized	1	2	3	
Bins & shelves uncluttered	1	2	3	
Aisles under racks swept	1	2	3	
Work area clean & clutter free	1	2	3	
Work area floor clutter free	1	2	3	
Bay floor clean	1	2	3	
Area surrounding compressors clean	1	2	3	
No compressor air leaks	1	2	3	
Repair area neat & organized	1	2	3	
Scoreboards updated	1	2	3	
Development Action Board updated	1	2	3	
Schedule & DWS posted	1	2	3	
Bay Action Plan posted	1	2	3	
Open/Close duties posted	1	2	3	

Bay Equipment	Score			Comments
	1	2	3	
Hub buffer/air gauge/impact at every tool stand & in good working order	1	2	3	
Jacks clean, padded & taped to protect top of handle	1	2	3	
Tire changers clean, maintained & painted	1	2	3	
Balancers clean & organized	1	2	3	
Floor lifts clean, pads in good condition	1	2	3	
Air hoses in good condition with no leaks	1	2	3	
Regulators set at 95 psi	1	2	3	
Trigger guards on air buffers	1	2	3	
Proper repair supplies	1	2	3	