



Safety and Quality

STORE INSPECTION



2022



INSTRUCTIONS

The items in this *Store Inspection Checklist* have been broken down by AOR.

Look for the AOR icons that indicate what sections are for that AOR.

For each section you will mark “Safe” or “At Risk”

Safe	✓
At Risk	✗

**If anything is marked “At Risk”
this issue must be corrected immediately**

If it is not applicable, then mark “N/A”

	Safe	At Risk	N/A
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INSTRUCTIONS

When going through the store inspection, you may find icons that refer you to where you can go to order product or items and/or a link to reference.

Reference back to this page for icons and login instructions.

**Visual Management:**

Go to the Safety & Quality Focused page on the KC and click on the Visual Management Order Form

**DTPrints Icon:**

Go to the Store Operations tab on the KC, click on DTPrints

Store login will be:

Username: (your store no spaces) ex. **azp01**

Password: **Discount1**

The "Order from DTPrints" link will direct you to DTPrints

**Grainger Icon:**

Go to the Grainger page to order products/materials (if needed)

Store login will be:

Username: (your store no spaces) ex. **azp01**

Password: **discount1**

**Coats Icon:**

Go to the Coats service network to request service for tire changers

Store login will be:

Username: (store mgr email prefix) ex. **azp_01mgr**

Password: set by manager

**Hunter Icon:**

Go to the Hunter service page to request service on Hunter equipment

Store login will be:

Username: **discounttire**

Password: **Discount**

**EZGarage Icon:**

Go to the EZGarage page to order products/materials

Store login will be:

Username: (your store no spaces) ex. **azp01**

Password: site # +00 ex. **123400**

**Productive Supply Icon:**

Go to the Productive Supply page on the KC to order products/materials (if needed)

**Contact Icon:**

This icon will represent the contact for the respective department who can provide assistance

**Maintenance Work Order Request:**

Go to the Orders page on the KC and click on Building & Maintenance -Maintenance Request

**Link Icon:**

This icon represents the link to the reference that has been provided.



MARKETING AOR



PARKING LOT

Safe	✓
At Risk	✗

Safe At Risk N/A

Air check area is clearly identified

Parking lot is clear of wheel weights, lugs, and debris

Parking lot flow is clearly identified (i.e. painted arrows and/or signs)

Curbs are clearly marked and painted

 *(place a Maintenance Work Order Request)*

Store hours of operation are displayed on the door(s)

Windows, front walkway, and curbs are clean and free of obstructions

Dumpster area is clean (i.e. no boxes, trash, tires, etc)

Dumpster lids are kept closed when not in use

Dumpster enclosure doors are in good condition

FIRST AID KIT

Safe	✓
At Risk	✗

Safe At Risk N/A

First aid kit is hung on the wall near the wash sink

  *(order from EZGarage)*

First aid kit is fully stocked and does not have any unnecessary items in it
(i.e. razors, keys, shaving cream, pill bottles)

First aid kit inventory sticker is present on the inside of the door

  *(order from "DTPrints")*



MARKETING AOR



SHOWROOM

Safe	✓
At Risk	X

	Safe	At Risk	N/A
All showroom doors are unlocked during business hours			
Air vents, fans and ceiling tiles are clean			
All lights are working			
 <i>(place a Maintenance Work Order Request)</i>			
Wheels/tires are securely attached to the floor displays			
Inspect chairs/barstools for loose bolts, screws, seat pads, and sharp edges			

SEATING AREA

	Safe	At Risk	N/A
Rugs are flat and do not pose any trip hazards			
Emergency Action Guide is present in the showroom near the fire extinguisher and is in good condition			
  <i>(order from "DT Prints")</i>			
The top of the Emergency Action Guide does not exceed 60 inches from the floor			
The contacts section of the Emergency Action Guide is filled out properly			
 <i>(contact your Regional Safety Coordinator or AVP for assistance)</i>			
The designated meeting place is filled out under the "Evacuation Procedures" section of the Emergency Action Guide			



MARKETING AOR



SERVICE AREA – CSL AREA

	Safe	At Risk	N/A
Minimum Wage (Fair Labor Standards Act) posters are displayed  <i>(contact your Regional Office Manager)</i>			
Globally Harmonized System (GHS) information sheet is posted   <u>order from "DTPrints"</u>			
Know how to locate the Safety Data Sheets (SDS) on the KC or Safety Page   <u>order from "DTPrints"</u>			
Safety & Quality Focused posters are displayed   <u>order from "Safety & Quality Focused" page</u>			
Safety Orientation training has been completed by all employees at your location  <u>(DTU course # NH0110)</u>			

AOR BINDER

	Safe	At Risk	N/A
  <u>order from "DTPrints"</u>			
AOR Binder is complete with inserts (tabs, checklists, and QRGs)			
5S Daily Checklist is hung in the service area			
Equipment Maintenance Daily checklist is hung in the service area			



WORKFLOW AOR



BALANCERS							Safe	✓
							At Risk	✗
	Balancer 1	Balancer 2	Balancer 3	Balancer 4	Balancer 5	Balancer 6		
Balancer lift is attached and functional (Hunter Service Request)								
Balancer lift is clear of debris under and around (i.e. wheel weights, valve caps, trash) 								
Prep-N-Stick being used at balancer (no pre-buff cleaner) (order from EZGarage)								
Wheel weight pliers are in good condition (order from Productive Supply)								
Orange wheel weight scraper is present (no flex knives) (order from Productive Supply)								
Red dead blow hammer is in good condition (order from EZGarage)								
If equipped, heat gun must be the approved Milwaukee cordless tool (order from EZGarage)								
Balancer (critical to safety) lift sticker is present (order from "Safety & Quality Focused" page)								
Balancer sign (it's not ok if it's not ok) is present (order from "Safety & Quality Focused" page)								
CAGE AND INFLATOR								
	Cage & Inflator 1	Cage & Inflator 2	Cage & Inflator 3	Cage & Inflator 4	Cage & Inflator 5	Cage & Inflator 6		
Inflation cage is anchored to the floor								
Autoflate is "cage" style								
Emergency stop on autoflate valve is functional								
Air chuck is in good condition (order from EZGarage)								
Blast zone poster present (order from EZGarage)								
Inflation cage "do not exceed 125" sign present (order from "Safety & Quality Focused" page)								



WORKFLOW AOR



TIRE CHANGERS

Safe	✓
At Risk	✗

	Changer 1	Changer 2	Changer 3	Changer 4	Changer 5	Changer 6
Air pressure limiter is functioning properly (3 second pulse) (Coats Service Request)						
Manual Bead Depressor is in good condition (order from Productive Supply)						
Duck Head Roller is in good condition (order from Productive Supply)						
Tire bar is in good condition and hockey tape is present (order from EZGarage)						
No damaged or broken parts (duck head, bead breaker, clamps, robo arm, air gauge) (Coats Service Request)						
Tire changer - "2 bars" sticker present (order from "Safety & Quality Focused" page)						
Tire changer- "don't scratch" sticker present (order from "Safety & Quality Focused" page)						
Tire changer- "TPMS Rebuild" sticker present (order from "Safety & Quality Focused" page)						

MISCELLANEOUS EQUIPMENT

	Safe	At Risk	N/A
Hand truck for moving wheel boxes is in good condition			
CR-KIT is in good condition and is on the hanger			
CR-Kit safety latch on valve is present and working			
CR-KIT hose is free from cracks and bubbles			
HTS cable is attached and nozzle is in good condition			
Ear muffs are present and in good/clean condition (order from EZGarage)			
Tire dolly is in good condition			
All ladders have a QRG attached and are in good condition (order from "DTPrints")			
Wheel lock remover extension is in good condition (order from EZGarage)			



WORKFLOW AOR



REPAIR STATION	Safe	At Risk	✓
	Safe	At Risk	X
	Safe	At Risk	N/A
"Tire Repair Process" poster is displayed (order from "DTPrints")			
Face shield(s) are present and in good condition (order from EZGarage)			
Trigger guards are present on air buffers and drills and functional (order from EZGarage)			
Dunk tank has proper breather valve installed (Grainger item # 1EJT6) (order from Grainger)			
When raised, pinch point does not exist between the spider plate and cylinder nut (use a pen or VCR to check)			
Dunk tank water is changed regularly			
Tire spreaders are in working condition (order from Productive Supply)			
All repair chemicals are labeled and closed when not in use			
Contour rasp has its own buffer			
Carbide cutter has its own buffer			

COMPRESSORS	Safe	At Risk	N/A
There are 3 feet of clearance around the service disconnects			
Area around compressor is clear of clutter			
Compressors are bolted to the ground with vibration pads			
Area around compressors is free of oil leaks			



5S AOR



FIRE EXTINGUISHERS

Safe	<input checked="" type="checkbox"/>
At Risk	<input type="checkbox"/>



[\(order from "DTPrints"\)](#)



[\(place a Maintenance Work Order Request\)](#)

Fire Extinguisher 1-5	Fire Extinguisher 1	Fire Extinguisher 2	Fire Extinguisher 3	Fire Extinguisher 4	Fire Extinguisher 5
Inspection tag is attached					
Inspection date is within 1 year					
Pressure gauge is in the green					
Fire extinguisher is not blocked or obstructed					
Fire extinguisher is easily accessible and visible					
Fire extinguisher has a fire extinguisher sign above it					
Back of tag initialed and dated for the current month					

Fire Extinguisher 6-10	Fire Extinguisher 6	Fire Extinguisher 7	Fire Extinguisher 8	Fire Extinguisher 9	Fire Extinguisher 10
Inspection tag is attached					
Inspection date is within 1 year					
Pressure gauge is in the green					
Fire extinguisher is not blocked or obstructed					
Fire extinguisher is easily accessible and visible					
Fire extinguisher has a fire extinguisher sign above it					
Back of tag initialed and dated for the current month					

Fire Extinguisher 11-15	Fire Extinguisher 11	Fire Extinguisher 12	Fire Extinguisher 13	Fire Extinguisher 14	Fire Extinguisher 15
Inspection tag is attached					
Inspection date is within 1 year					
Pressure gauge is in the green					
Fire extinguisher is not blocked or obstructed					
Fire extinguisher is easily accessible and visible					
Fire extinguisher has a fire extinguisher sign above it					
Back of tag initialed and dated for the current month					



5S AOR



FIRE PROTECTION

Safe	
At Risk	

	Safe	At Risk	N/A
All exit access routes, aisles, and hallways must be at least 28 inches wide at all points			
All exit doors are unobstructed			
All exit doors are unlocked during business hours			
All exit doors can be opened from the inside without keys, tools or specific knowledge			
Exit signs are illuminated <i>(place a Maintenance Work Order Request)</i>			
Sprinkler system has a current inspection tag <i>(place a Maintenance Work Order Request)</i>			
Smoke detectors are in working condition <i>(place a Maintenance Work Order Request)</i>			

CONVEYOR

	Safe	At Risk	N/A
All cleats are present and secured <i>(order from Productive Supply)</i>			
Emergency stop is working properly			
Both top and bottom controls are operational			
Conveyor is bolted to the ground			
Conveyor is chained at the top			
Conveyor sticker "do not ride or climb" is present <i>(order from "Safety & Quality Focused" page)</i>			



5S AOR



WHEELS

Safe	✓
At Risk	✗

Safe	At Risk	N/A
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Wheel boxes are taped shut and secured			
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Wheels are stacked no more than 4 boxes high and out of the aisle way			
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TIRES UPSTAIRS AND DOWNSTAIRS

Safe	At Risk	N/A
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"Floor Load Limit" signs are displayed on the mezzanine			
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  [*\(order from EZGarage\)*](#)

Aisles are organized and not blocked (meet the 28 inch width requirement)			
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Tires are only barrel stacked on the floor and not blocking the aisles			
--	--	--	--

All tires on top beams are stored on tread (soldiered)			
--	--	--	--

Cross beams are secured to the uprights			
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Tires are not stacked above shoulder height or railing on the mezzanine			
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Stairs are in good condition with no loose steps and no loose handrails			
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Netting is secured over the repair area			
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SCRAP TIRE ROOM/CONTAINER

Safe	At Risk	N/A
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Scrap tire room/container is swept regularly			
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Scrap tires are not stored outside			
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 [*\(search on KC: Scrap Vendor Contacts; contact vendor for assistance\)*](#)



SENIOR AOR



TOOL STANDS

Safe	✓
At Risk	✗

	Tool Stand 1	Tool Stand 2	Tool Stand 3	Tool Stand 4	Tool Stand 5	Tool Stand 6
Tray is secured to stand						
Tools are in good condition (check for cracks and excessive wear, replace when necessary)						
Sockets and half size sockets are in good condition and have been taped with the correct color tape (no sharp edges or cracks)						
Torque sticks are in good condition (color paint coating is intact)						
Impact gun/cordless impact is in good condition and the retaining clip is present						

AIR CHECK INFLATORS

	Aircheck 1	Aircheck 2	Aircheck 3	Aircheck 4	Aircheck 5	Aircheck 6
Autoflate is "air check" style with autostop						
Air chuck is in good condition						
Hoses are in good condition						
Hose clamps must be "clamp style" (not gear or screw-on type)						
Autoflate sign "setting the autoflate" is present   (order from "Safety & Quality Focused" page)						
Mobile autoflate sign "setting your air pressure" is present   (order from "Safety & Quality Focused" page)						

CHEMICALS

	Safe	At Risk	N/A
All spray bottles are clearly marked with the proper contents			
No propane or gasoline			
All chemical containers have lids and original labeling			
All chemicals at the location (excluding household cleaners) can be found on the Safety Data Sheets  (Safety Data Sheets)			



SENIOR AOR



ELECTRICAL

Safe	
At Risk	

Do not attempt to repair any damaged electrical



(place a Maintenance Work Order Request)

Contact your regional maintenance for emergency electrical repairs needed

	Safe	At Risk	N/A
All electrical outlets and junction boxes are secured and in good condition (no cracking, exposed wires or missing faceplates)			
Ground prong is present on all grounded plugs			
Extension cords are not being used permanently (Contact maintenance to have outlet installed)			
Cords do not have any damage, exposed wiring or electrical tape repairs			
All service area lights are working properly			
Portable tool cords are not damaged			
Electrical breaker panels and service disconnects have 36 inches of clearance and are easily accessible			
All emergency lights are working and not damaged			
Electric garage door controls are constant pressure type (require user to hold down button to raise or lower) or have sensors to stop the door if obstructed			
Battery charging stations are off the ground			

FLOORS AND LIFTS

	Safe	At Risk	N/A
Bay floors are clean under and around all equipment			
Area underneath the lift is free of debris (i.e. lug nuts, wheel weights, tools, etc.)			
Tools and equipment are stored properly			
Yellow lift block pads are in good condition and securely attached to lift block			
Lift (watch your hands & feet) sticker is present			
(order from "Safety & Quality Focused" page)			



SENIOR AOR



JACKS

Safe	✓
At Risk	✗

 (place a Maintenance Work Order Request)

 [\(order from "DTPrints"\)](#)

Jacks 1-10	Jack 1	Jack 2	Jack 3	Jack 4	Jack 5	Jack 6	Jack 7	Jack 8	Jack 9	Jack 10
Jack handle screw is present and secured tightly										
Clips holding front wheels on are correctly installed										
Rear wheel casters are well oiled and tightened properly										
Pump cylinders are free of leaks and damage										
Jack rises with first 2 full pumps (oil level check)										
Weight capacity sticker is present on the jack										

Jacks 11-20	Jack 11	Jack 12	Jack 13	Jack 14	Jack 15	Jack 16	Jack 17	Jack 18	Jack 19	Jack 20
Jack handle screw is present and secured tightly										
Clips holding front wheels on are correctly installed										
Rear wheel casters are well oiled and tightened properly										
Pump cylinders are free of leaks and damage										
Jack rises with first 2 full pumps (oil level check)										
Weight capacity sticker is present on the jack										

Jacks 21-30	Jack 21	Jack 22	Jack 23	Jack 24	Jack 52	Jack 26	Jack 27	Jack 28	Jack 29	Jack 30
Jack handle screw is present and secured tightly										
Clips holding front wheels on are correctly installed										
Rear wheel casters are well oiled and tightened properly										
Pump cylinders are free of leaks and damage										
Jack rises with first 2 full pumps (oil level check)										
Weight capacity sticker is present on the jack										



REMOVE IN STORE



The following items should be removed from your store immediately. Please discard these items.

Clean, Cover, & Contain Signs are posted at each entrance visible to customers and employees

Need a Mask Signs are posted at each entrance visible to customers/employees

Customer Water Sign is posted on the water cooler/fridge door

Self Health Assessment Posters are hung up in the following locations:
(1) manager's office, (1) break room, and (1) service area

Social Distancing Floor Decals are posted at 6 ft intervals from the podium towards the front door

Social Distancing Counter Posters are hung up at the following locations:
(1) near the front door; (2) on the two most heavily used showroom pods

— IMSAFE poster

— S.M.A.R.T poster