

5S DAILY CHECKLIST

WEEK OF: / /

| Task to Complete | | M | T | W | Th | F | S |
|--|--|---|---|---|----|---------------|---|
| Air Check Station | | | | | | Owners | |
| OPEN | Set out cones to define traffic pattern | | | | | | |
| | Clear parking area of debris | | | | | | |
| | Set up A-frame and Bollard signage | | | | | | |
| | Confirm that Air Check banner is visible from street | | | | | | |
| Stock and check: | | | | | | | |
| | • Business Cards | | | | | | |
| | • Air Checks Cards | | | | | | |
| | • Valve Caps | | | | | | |
| | • Pens | | | | | | |
| CLOSE | Check Leak Detector and bottle | | | | | | |
| | Bring all equipment and signage inside the bays | | | | | | |
| Lifts / Jacks | | | | | | Owners | |
| CLOSE | Wipe down jacks and lift pads | | | | | | |
| | Line up jacks in first or last bay | | | | | | |
| | Store and stack lift blocks at base of tool stand | | | | | | |
| CSL Station | | | | | | Owners | |
| | Collect all work order sleeves | | | | | | |
| | Log off CSL computer (keep on) | | | | | | |
| | Ensure Bartec 400 Pro is in cradle and charging | | | | | | |
| Specialty & Essential Bay Tools | | | | | | Owners | |
| | Check 3/4" impact storage and tools | | | | | | |
| | Check and refill tire bags | | | | | | |
| | Account for all spare tire tools and return to bracket | | | | | | |
| Floor & Trash | | | | | | Owners | |
| | Recycle all wheel weights from floor | | | | | | |
| | Sweep and mop all debris, spills, and stains | | | | | | |
| | Take out all trash, refill trash bags, and wipe down trash cans | | | | | | |
| Tire Changers | | | | | | Owners | |
| | Restock valve stems, TPMS rebuild kits, and DT universal mounting paste | | | | | | |
| | Wipe down Tire Changer | | | | | | |
| | Account for hand tools and put back into place | | | | | | |
| Inflation Station | | | | | | Owners | |
| | Restock wheel weights in the cabinet and balancer tray | | | | | | |
| | Wipe down Inflation Cage and Auto-Flate | | | | | | |
| Balancing Station | | | | | | Owners | |
| | Restock wheel weights in the cabinet and balancer tray | | | | | | |
| | Wipe down balancers | | | | | | |
| | Clear wheel weight tray of debris and organize (wheel weights, valve caps, and TPMS) | | | | | | |
| | Account for hand tools and put back into place | | | | | | |
| | Check and restock valve cap tray | | | | | | |
| | Clean spindle hub face | | | | | | |
| | Clean tire lift of debris | | | | | | |
| Tool Stands | | | | | | Owners | |
| | Wipe down stands and trays | | | | | | |
| | Hand tools are put back into place | | | | | | |
| CLOSE | Take all work order sleeves back to the showroom | | | | | | |
| Repair Station | | | | | | Owners | |
| | Organize and wipe down repair cabinet/stands | | | | | | |
| | Account for hand tools and put back into place | | | | | | |
| | Check and restock all repair chemicals | | | | | | |
| | Check and empty the wet/dry vac | | | | | | |