

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						