

Closing

Objective To verify completion of all end-of-day tasks and properly secure service center before leaving.

Duration: 30 - 45 minutes

Frequency: Daily

Timing: End of day

Performed by: Closing manager and one technician

Materials needed:

- Spray cleaner
- Access to POS (password current)
- Alarm Code
- Building keys
- Push broom
- Mop, bucket, floor cleaner
- Trash bags
- Glass cleaner and towels

Safety:

- Oil / slip resistant shoes
- Safety glasses
- Bump cap (if needed)
- Nitrile gloves

Activity Steps:

1. Turn off "open" sign(s).
2. Verify that all trash cans are empty and have been cleaned (upper bay, lower bay, office, lounge, restrooms and outside trash/cigarette cans).
3. Bring all ancillary service equipment, driveway bell and directional cones into bay.
4. Walk the lot, pick up any trash or debris and check security lighting.
5. Close and lock all bay doors, exterior doors, windows and roof hatches (as applicable).
6. Check and fill the following labeled containers:
 - Battery water bottles
 - Coolant dispensers
 - Spray bottles
 - Paper towel dispensers
7. Re-stock oil and air filters, bottled oil, power steering fluid and any other podium supplies.
8. Remove all dirty shop towels from work areas. Place them in an approved container.
9. Clean and organize hand tools. Ensure all hand tools are properly stored on tool boards.

Turn over

11. Check all equipment and air lines for damage.
12. Turn off compressor.
13. Open compressor drain valve.
14. Connect and drain oil drain pans. Wipe down pans, shelves and railings.
15. Wipe up any oil spills.
16. Sweep and mop all floors (upper bay, lower bay, office, lounge, restroom and stockroom).
17. Review and verify the completion of individually assigned duties on the Daily Activity Board (refer to Tools for Excellence A)
18. Close POS
19. Secure the deposit per entity guidelines.
20. Lock the safe.
21. Prepare communications for the next day's opening manager as needed.
22. Adjust thermostat, turn off appropriate lights, set the alarm before exiting the building.
23. Lock door after exiting the building.

All SOP are applied where applicable. The Standard Operating Procedures may vary based on the design of the facility.