

# Site and Building Inspection

Location #

Date

Time In

Time Out

## Lot & Building - Condition

Comments

Pole Signs Lightup and are working

OK  Not OK

Building Signs Working?

OK  Not OK

Exterior building clean, painted and undamaged

OK  Not OK

Lot Uncluttered/Swept/Litter Removed

OK  Not OK

Clear entrance + asphalt condition

OK  Not OK

Grass cut / Weeds removed

OK  Not OK

Snow removed from lot / sidewalks

OK  Not OK

Garbage contained/clean around container

OK  Not OK

Rear of building clear of debris

OK  Not OK

Car parking organized / no junkers

OK  Not OK

Company vehicles clean & maintained

OK  Not OK

Scrap tires stored properly

OK  Not OK

Tire displays/racks organized and attractive

OK  Not OK

Current A-Boards + Other Signs

OK  Not OK

All exterior building windows clean & in good condition

OK  Not OK

Other

## Interior Showroom

Preventative Maintenance Board Visible from seating area

OK  Not OK

Proper tires on display for season with marketing centres inside them

OK  Not OK

Floors & walls clean and in good repair

OK  Not OK

Posted Hours	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Open Sign	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Key Drop / Mailbox Signs	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
All showroom lights working and clean	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Shelves and displays clean and free of dust	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Products on display clean and properly displayed	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Current POS material on display	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Customer washroom clean/paper/hot water	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Customer washroom lights/walls/ceiling	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Tire racks/boards filled and neat	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Waiting area chairs condtion and table clean	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Service counters and work area clean and uncluttered	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Licenses/permits properly displayed	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Business License (if applicable)	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
MVIS Station License	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Municipal License (if applicable)	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Consumer Protection Act Document	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Technicians License	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Work order racks uncluttered	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Newspapers and/or Reading Material Visible and Available	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Garbage cans accessible to customers	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Media screen working and current content	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	
Wireless Internet Working	<input type="checkbox"/> OK <input type="checkbox"/> Not OK	

On Hold Message current?  OK  Not OK

Other

Service Bays

Shop Floor clean / uncluttered  OK  Not OK

Exit Signs Illuminated  OK  Not OK

All exit doors unlocked & accessible  OK  Not OK

Lights Working  OK  Not OK

Walls clean / paint as necessary  OK  Not OK

Equipment clean / maintained  OK  Not OK

Work bench/work area clean & organized  OK  Not OK

Overhead doors & windows  
clean in & out/operating  OK  Not OK

Waste oil/fluid drainers clean / waste oil  
properly contained  OK  Not OK

Tire machine / balancer clean  OK  Not OK

Alignment Machine / Alignment Hoist Clean  OK  Not OK

Interceptor/Catch Basin serviced annually  OK  Not OK

Other

Stock room / Tire Storage

Hard parts well organized / clean  OK  Not OK

Authorized Suppliers list adhered to?  
(Parts, Oil, Tires, Battery, Chemical, Uniforms, Etc.)  OK  Not OK

Tires organized and put away  OK  Not OK

Stock room lights working  OK  Not OK

Stock room floors clean  OK  Not OK

Seat covers, floor mats & tire bags in stock  OK  Not OK

All Environmental waste contained within the shop walls? (oil totes, waste drums etc)  OK  Not OK

Staff Area/ Staff Washroom

Staff Washroom & Fixtures clean/paper/hot water  OK  Not OK

Staff washroom light/walls/ceiling  OK  Not OK

Staff room lights/clean/tidy  OK  Not OK

All staff in uniform (Counter & Shop)  OK  Not OK

Clean uniforms supplied/supplier

Document any Dealer Issues or Company Concerns

Other

Other

Dealer / Manager Signature

Coach Signature

