

# Car Wash Advisors

## Self-Service Maintenance Checklist

Date \_\_\_\_\_ Location \_\_\_\_\_

### DAILY CHECKLIST ITEMS

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___	___	___	___	___	___	___	1. SWEEP DOWN LOT
___	___	___	___	___	___	___	2. EMPTY GARBAGE
___	___	___	___	___	___	___	3. CHECK FOR GRAFFITI AND REMOVE
___	___	___	___	___	___	___	4. INSPECT AND CLEAN WASH BAYS - Inspect equipment for wear/ hazards/operating correctly
___	___	___	___	___	___	___	5. INSPECT VACS - hoses/hozzles/suction/clean
___	___	___	___	___	___	___	6. CHECK AND FILL VENDING MACHINES
___	___	___	___	___	___	___	7. INSPECT EQUIPMENT ROOM FOR WATER LEAKS
___	___	___	___	___	___	___	8. CHECK CHANGERS - clean/operating correctly
___	___	___	___	___	___	___	9. CHECK EACH FUNCTION OF EACH BAY to ensure all are working properly
___	___	___	___	___	___	___	10. CHECK BAY - floor/walls, bay hoses, gun handles, vacuum hoses for grease or oil that can get on someone's clothes or shoes
___	___	___	___	___	___	___	11. INSPECT BAYS - for leaks or frayed hoses - repair as needed
___	___	___	___	___	___	___	12. CHECK VACUUMS - for proper suction - no obstructions or motors out
___	___	___	___	___	___	___	13. CHECK COMPLAINT BOX - address issues immediately
___	___	___	___	___	___	___	14. REFILL COMPLAINT BOX FORMS

### WEEKLY

- \_\_\_ Check salt level for softener
- \_\_\_ Clean and shine signage/meter faces/vending machines
- \_\_\_ Clean vacuums – bags/canister/decals/machine
- \_\_\_ Check chemical solutions and clean/inspect batching tank
- \_\_\_ Check supplies
- \_\_\_ Clean dumpster area
- \_\_\_ Check pits/trenches and clean out if necessary
- \_\_\_ Use cleaning cards on changers/clean hoppers
- \_\_\_ Drain water from air compressor tank
- \_\_\_ Drop coins and tokens in each vacuum and bay (Vendor to ensure working properly)

NOTES \_\_\_\_\_

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**MONTHLY**

- Add oil to pumps/check oil levels
- Check oil level in air compressor
- Check water heater – working properly
- Check seals on vacuums
- Check lighting – replace burnt out bulbs
- Check irrigation system
- Check inventory of spare parts and supplies
- Check pressure on pumps
- Clean bay walls
- Inspect spot free rinse system – check TDS
- Inspect water softener – check water softness
- Clean mechanical room – floors, pumps, workbench, supply shelves, etc.
- Check lights in vacuum domes
- Check vacuum claws and replace as needed
- Check timers or eyes on lights
- Inspect prep gun spray pattern, replace nozzles as pattern grows or pressure drops - recommend 25 degree nozzles
- Wash your car to make sure that all products are working correctly

**QUARTERLY**

- Check prep gun spray nozzles - automatically should be done in a busy self serve

**SEMI-ANNUALLY**

- Change oil in pumps
- Inspect belts for wear and replace or tighten
- Lubricate locks/vaults
- Lubricate/inspect booms
- Inspect and clean chemical filters/screens
- Inspect vacuum bags and vacuum motor brushes and seals/clean or replace if necessary
- Inspect and empty sludge pits

**ANNUALLY**

- Inspect pump seals/valves
- Inspect building and property – schedule repairs or improvements
- Clean softeners' brine tank
- Clean light fixtures
- Change air compressor oil and check compressor air filter
- IN COLD WEATHER** - Check floor heating systems and sweep systems prior to it getting cold
- Repair ballards and vacuum islands if needed

**NOTES:**

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