CARWASH OPENING DAILY CHECKLIST – KAPOLEI

(Initial each, as completed – Also, if a task wasn't done, DON'T INITIAL IT!)) DATE:_____

Supervisor/Manager: (6:30am Start)

_____Open/Unlock all doors to the Operations Room
_____Disarm alarm
_____Turn on A/C (Set to 73°)
_____Log in to POS and clock in
_____Turn on all HEPA filters
_____Open tunnel Entrance/Exit roll-up gates
_____Unlock (but do not open) loading area gate
_____Close the Air Compressor drain valve (Equipment room)
_____Turn on Fan & Lights (Equipment room)
_____Check chemicals and notate levels:

- Q-Clean Full------3/4------1/2------1/4 ---- Empty
- Enhance 2X Full------3/4------1/2------1/4 ----Empty
- Boost Full------3/4------1/2------1/4 ---- Empty
- Nano Nuba Full------3/4------1/2------1/4----- Empty
- Enhance Low Full-------3/4------1/2------1/4------Empty
- TF Dry Full------3/4------1/2------1/4------Empty
- Luminaura Full------3/4------1/2------1/4 ---- Empty
- Fragrance Full------3/4------1/2------1/4----- Empty

_____Ensure all chemical container identification labels are visible and facing outward
_____Turn on Air Compressor (Mezzanine)
_____Clear all "STOPS" on the iPad, then press "START" to start belt.
_____Run "ghost" car or test vehicle through wash. Walk the tunnel to ensure all applications and brushes are functioning properly. Check all blower dryers are operational
_____Soak all brushes/mitter cloths using the fire hose & check that all chemicals are flowing
_____Turn on Music (Approved playlists only/rotate playlist selection daily)
_____At 6:45am, Manager/Supervisor to perform proper uniform check of all concierges.
_____Concierge cell phones are placed in their locker, not carried on them
_____Change Kiosk setting to store open/running
_____Check Kiosk currency, load bills if needed

Concierges: (6:45am Start)

_____Bring out bins/supplies for greeter podiums
_____Clean any trash/debris in tunnel entrance, middle and exi
_____Perimeter inspection – walk the facility perimeter and clean-up any trash
_____Test each vacuum for proper operation
_____Check that vacuum trash balls are empty

Ready to open:

_____At 6:58am, remove front driveway entrance chains
_____At 6:59am, concierges in position, ready for the first customer
_____At 7:00am, first customer is in the wash

AM Shift Supervisor/Manager in charge: _____ _____
(PRINT NAME) (SIGNATURE)

****PLACE COMPLETED FORM IN THE *COMPLETED DAILY CHECKLIST BINDER***** Rev. 11/21