



CARWASH OPENING DAILY CHECKLIST – WAIPIO

(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 equipment loading area gate
- ___ Turn on Air Compressor (Loading Area)
- ___ Turn on Fan & Lights (Equipment room)
- ___ Open mirror rinse RO check valve on wall (check labels)
- ___ Check chemicals and notate levels:

- Q-Clean Full-----3/4-----1/2-----1/4 --- Empty
- Enhance High 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
- Rapid 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
- ___ 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/mittler 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 exit
- ___ Perimeter inspection – walk the facility perimeter and clean-up any trash
- ___ Test each vacuum for proper operation
- ___ Check that vacuum trash balls are empty and put-in trash bags
- ___ Water all plants
- ___ Remove exit driveway chains

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 COMPLETED DAILY CHECKLIST BINDER****