



SOP 12-18CW September 3, 2018

Car Wash Closing Procedures

Through the course of the day there are many policies and procedures we must follow. The following is an outline of steps to be taken at the end of the day when closing the facility. It is necessary to familiarize yourself with all the details of this SOP.

CLOSING PROCEDURES:

1. Close entrance gate at 7:00pm. Exit gate remains open until last customer exits the property.
2. Retrieve bill acceptors from Washify KIOSK and replace with empty bill acceptors. Keep receipts for bill acceptors with appropriate acceptor. Place bill acceptors in safe.
3. Print Shift Detail report. Identify and circle Total Sales, Total Credit Cards, and Cash from Operations totals.
4. At the Point of Sale terminal (POS) under Touch POS tab select Close Shift. Enter \$300 for Ending Bank under Express Close. Locate Cash from Operations on the Shift Detail report and enter dollar amount for Deposit to Bank under Express Deposit. Select Close Shift with Reports. Note: On the following screen you will need to check the box "Print End of Day Reports" before selecting the OK button to close the shift. Identify and circle Total Sales, Total Credit Cards and Cash from Operations numbers on the final report. Place both reports in safe with bill acceptors for opening manager. It is the opening managers responsibility to complete end of day paperwork and daily deposit.
5. Turn off both switches to Auto Sentry stations located on the Flight Deck. Push Wash Stop button also located on the Flight Deck before cleaning wash tunnel.
6. Begin tunnel cleaning procedures. See (SOP) (Tunnel Cleaning Standard Operating Procedure)
7. Empty all vacuum cleaners and brush off filters. See SOP 07-18CW (Vacuum Station Cleaning & Maintenance).
8. Remove trash with bags from vacuum area. Do not place new bags in red balls. Opening crew will install all trash bags before opening shift the following morning.

1034A Kilani Ave. # 102 Wahiawa, HI 96786 - Office: (808) 621-0899 – Fax: (808) 622-4448

www.carwash808.express



9. Use leaf blower to clean vacuum area. Start at the tunnel exit side of the lot and blow debris toward the tunnel entrance or vacuums 1,2 and 3. Use broom and dust pan to clean up debris.
10. In the Pump Room turn off Air Valve to Hydra Flex marked with blue tape. Turn off reject water valve located on the top left corner of the High-Pressure Pump Station.
11. Check all chemical levels and take note. Reorder as necessary.
12. Turn off vacuum switch located in the electrical room. Lock loading area gate.
13. Lower and lock tunnel entrance and exit gates. Lock glass door to loading area.
14. Turn off tunnel entrance screen. Button is located behind the screen on the entrance module.
15. Inventory head set transmitters - ensure a total of six (6) units are neatly stowed on the rear counter on the Flight Deck. Each Customer Service Representative (CSR) is responsible for removing disposal "cover" before turning the head set in at end of the day.
16. Remove all trash from office, bathroom and flight deck and replace with new bags. Wipe down all counters and sinks. Clean and stock bathroom. Sweep floors and mop if necessary.
17. Check to ensure amplifier is set to SA- CD/CD and volume is set to 70 for NETWATCH Security Monitoring. Locate the two volume control switches to the right of amplifier. It is important to ensure volume control switch is set to the 2 o'clock position. This allows NETWATCH to issue verbal audio warnings to unauthorized persons entering the lot after hours.
18. Print Employee Time Clock Detail Report. Verify hours for each employee, initial and place report in administration folder along with other daily paperwork. Logout of Wash Connect and turn off computer screens located on the Flight Deck.
19. Turn off A/C unit and set alarm. Turn off lights and lock front office door.

Ricky e Price

Ricky E. Price
Owner/Chairman

1034A Kilani Ave. # 102 Wahiawa, HI 96786 - Office: (808) 621-0899 – Fax: (808) 622-4448

www.carwash808.express

