Please complete these daily procedures and leave notes (if applicable) for other team members.

**Forecourt**

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| ✓ | **task** |
|  | Remove all litter from site (car wash bays, vacuum islands, dog wash area) |
|  | Empty all outside/wheelie bins |
|  | Clean and tidy vacuums and vacuum bay/s, check and hang vacuum hoses |
|  | Clean and tidy dog wash bay/s |
|  | Take curb signage / flags to street |
|  | Clean wash bays and bay controller and remove debris, mud, rubbish etc. |
|  | Ensure all coin mechs are clear of any obstructions |
|  | Watch a vehicle go through the automatic car wash to spot any leaks or other problems |
|  | Rinse all foam brush heads and make sure that they are tight on the handle |
|  | Clean and restock vending machine/s |
|  | Ensure all lighting is functional and make sure all signage is intact |

**Office / Plantroom**

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| ✓ | **task** |
|  | Empty office bin |
|  | Listen to and document voicemail |
|  | Respond to voicemail |
|  | Check chemical levels and top up if required |
|  | Perform stocktake / prepare stock order / submit for approval / place order (weekly) |

**Notes**

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