

# Auto service checklist

Use this checklist to consider ways you can better protect your property and your customers.

## Property

- Are sidewalks and parking lots in good condition?
- Are utilities (gas meters, electric transformers, etc.) protected with physical barriers?
- Are procedures in place for the prompt removal of ice and snow?
- Are the parking and vehicle storage areas fenced, with “No Trespassing” signs posted?
- Do you have surveillance equipment to monitor exterior grounds? Is it recorded?
- Is dusk-to-dawn lighting provided for the exterior of the building(s) and vehicle storage area(s)?
- Are signs clearly posted indicating where tilt-bed and tow truck drivers should unload any damaged or disabled vehicles during non-business hours?
- Are dogs housed on-site or utilized for security?

## Buildings

- Are “Authorized Personnel Only” or “Employees Only” signs posted at entrances to restricted areas?
- Are all open pits protected by temporary guard railings or nets, with signs posted warning of potential hazards?
- Are “wet floor” signs used in recently cleaned areas?

- If you have coffee machines, are signs posted asking customers not to operate them?
- If a children’s play area is provided, are all toys in good condition and free of small parts that could be pulled off and swallowed?

## Operations

- Do you let customers drive their own vehicles into repair bays? If so, are customers required to remain inside the vehicle while it is being serviced?
- Are delivery personnel clearly directed to areas that have been designated specifically for the loading and unloading of shipments?
- Are signs posted in reception and customer waiting areas stating you will “assume no responsibility for any items left inside vehicles dropped off for service or repair?”
- Have key control procedures been established and proper training provided to employees?
- Are all keys (customer and company vehicles) stored in a secure location overnight?

**For more information, contact your Allied Insurance loss control representative.**

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