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“Resources for the Single Shop Owner

Fill All the Bays at the End of the Day – Procedure

1 We have the lighting in our shop on a program where the shop lights turn on between 6:00 AM and 11:00 PM seven days a week. They serve as a visual advertisement for Auto Centric. This attracts attention from people driving by and looks very cool at night, especially since all the bay doors are glass. It looks best if all the bays are full.

2 You will see a Slack message at 4:30 daily on the UPDATES channel to remind you to ensure your two assigned bays have cars in them. (These may or may not be the bays you normally work in – it is just for this procedure.)

3 Use loaner cars and customer cars to fill the bays.

4 The cars do not have to be cars that you are working on or assigned to. They can be any cars at our shop.

NOTE: Make sure the customers’ cars are scheduled to stay at the shop overnight and are NOT supposed to be picked up overnight.

Bay assignments:

1 and 2 _____ (employee name)

3 and 4 _____ (employee name)

5 and 6 _____ (employee name)

7 and 8 _____ (employee name)