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GMC
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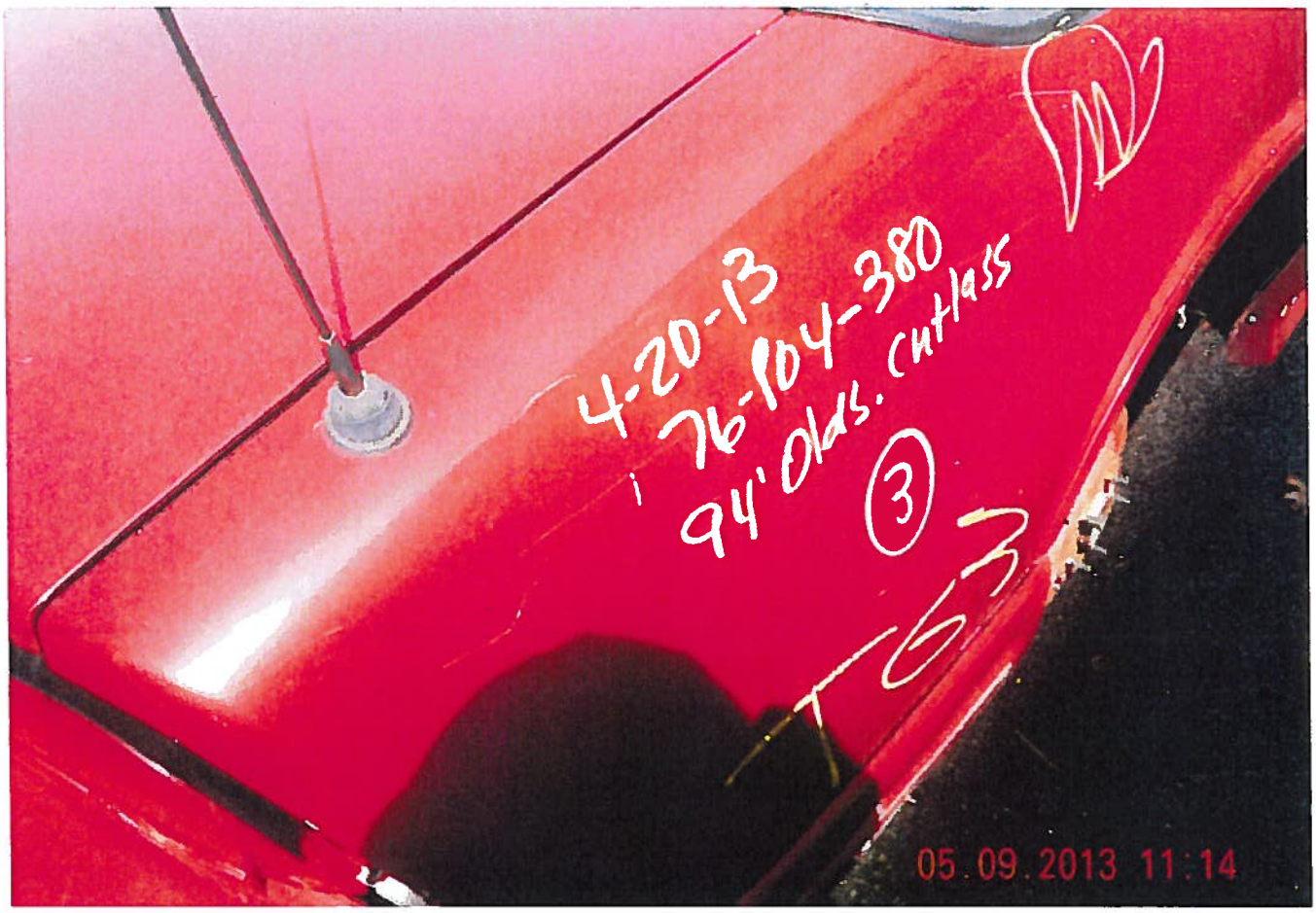
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76-104-380
94' Olds. Cutlass
3
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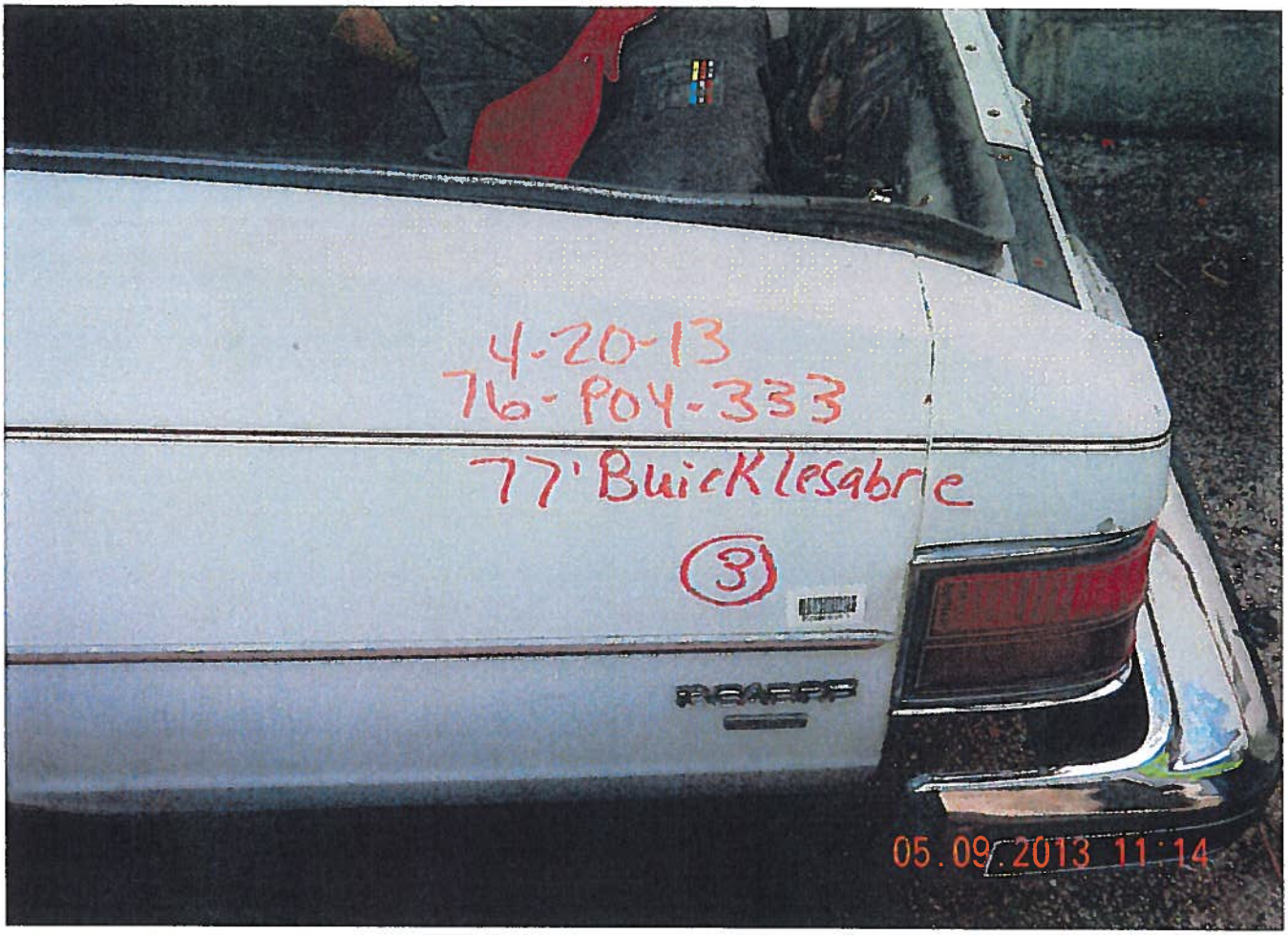
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76-P04-333
77' Buick Lesabre
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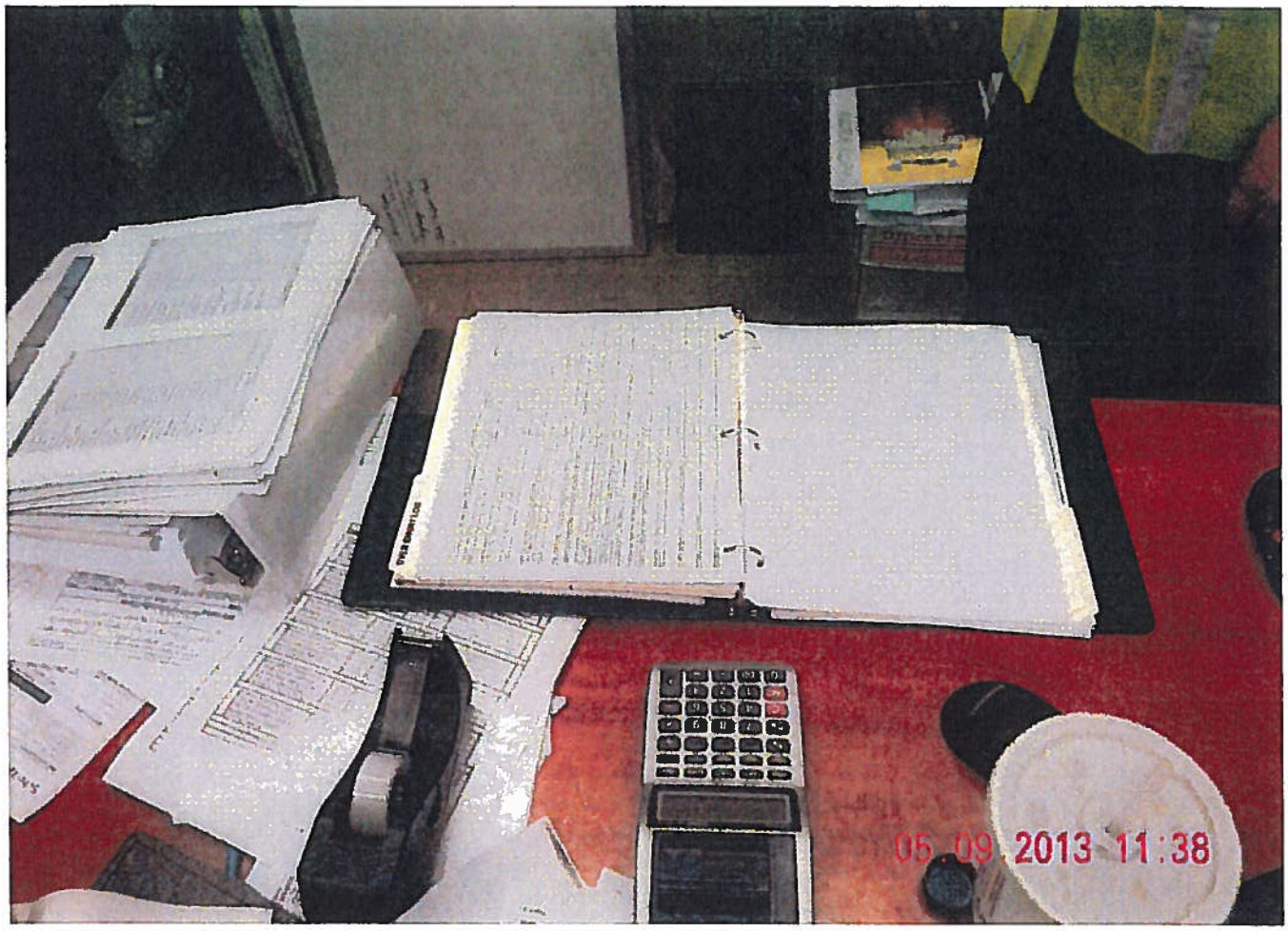
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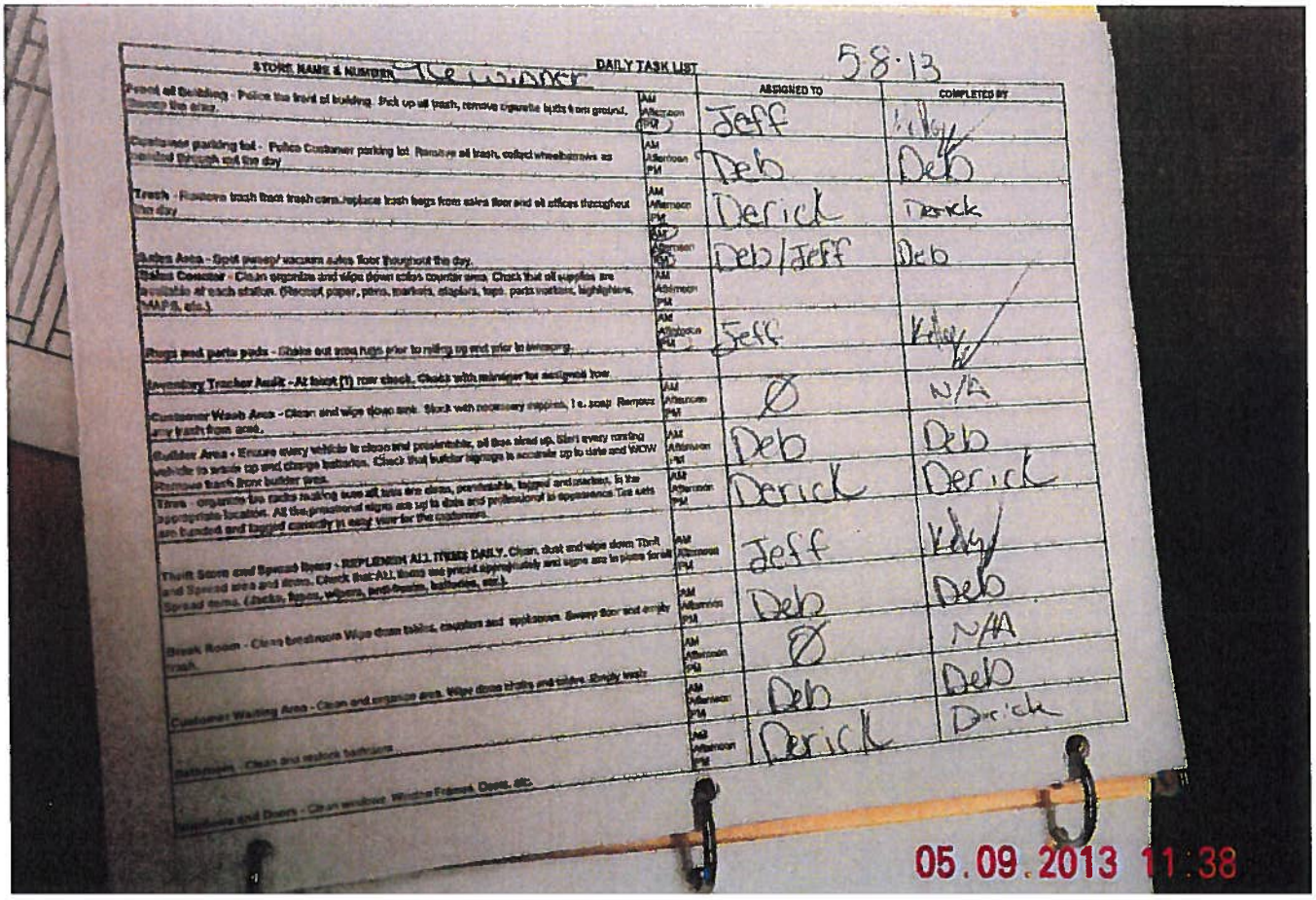
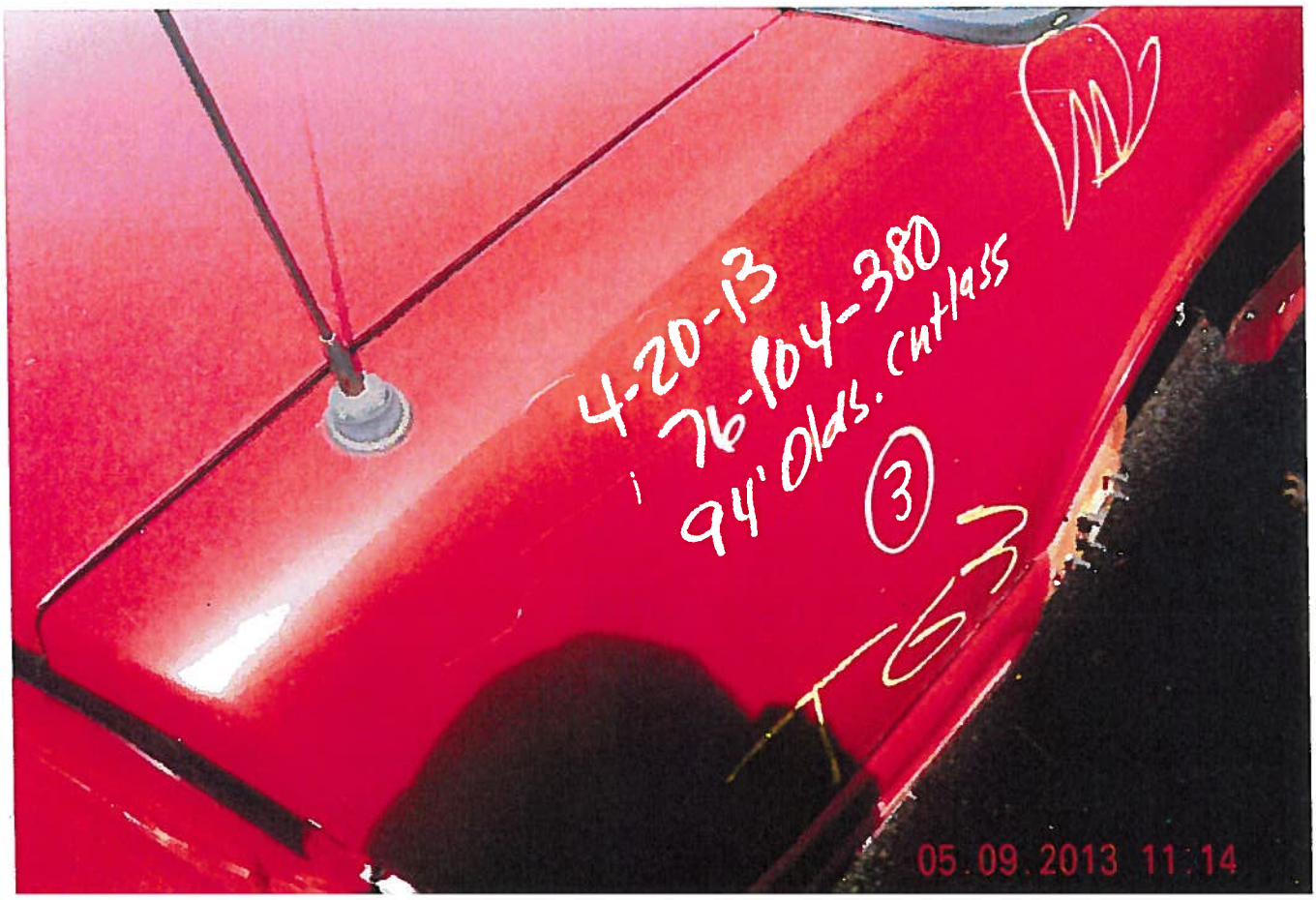

DAILY TASK LIST
5-8-13
STORE NAME & NUMBER
ASSIGNED TO
COMPLETED BY
Front of Building - Police the front of building. Pick up all trash, remove cigarette butts from ground, sweep the area.
AM Afternoon PM
Jeff
Customer parking lot - Police Customer parking lot. Remove all trash, collect wheelbarrows as needed through out the day
AM Afternoon PM
Deb
Deb
Trash - Remove trash from trash cans, replace trash bags from sales floor and all offices throughout the day
AM Afternoon PM
Derick
Derick
Sales Area - Spot sweep/ vacuum sales floor throughout the day.
AM Afternoon PM
Deb/Jeff
Deb
Sales Counter - Clean organize and wipe down sales counter area. Check that all supplies are available at each station. (Receipt paper, pens, markers, staplers, tape, parts markers, highlighters, MAPS, etc.)
AM Afternoon PM
Rugs and parts pads - Shake out area rugs prior to rolling up and prior to sweeping.
AM Afternoon PM
Jeff
Inventory Tracker Audit - At least (1) row check. Check with manager for assigned row.
Customer Wash Area - Clean and wipe down sink. Stock with necessary supplies, i.e. soap. Remove any trash from area.
AM Afternoon PM
Ø
N/A
Builder Area - Ensure every vehicle is clean and presentable, all tires aired up. Start every running vehicle to warm up and charge batteries. Check that builder signage is accurate up to date and WOW. Remove trash from builder area.
AM Afternoon PM
Deb
Deb
Tires - organize tire racks making sure all tires are clean, presentable, tagged and marked, in the appropriate location. All the promotional signs are up to date and professional in appearance. Tire sets are bundled and tagged correctly in easy view for the customers.
AM Afternoon PM
Derick
Derick
Thrift Store and Spread Items - REPLENISH ALL ITEMS DAILY. Clean, dust and wipe down Thrift and Spread area and items. Check that ALL items are priced appropriately and signs are in place for all Spread items. (Jacks, fuses, wipers, anti-freeze, batteries, etc.)
AM Afternoon PM
Jeff
Deb
Break Room - Clean breakroom Wipe down tables, counters and appliances. Sweep floor and empty trash.
AM Afternoon PM
Ø
N/A
Customer Waiting Area - Clean and organize area. Wipe down chairs and tables. Empty trash
AM Afternoon PM
Deb
Deb
Bathroom - Clean and restock bathroom
AM Afternoon PM
Derick
Derick
Windows and Doors - Clean windows, Window Frames, Doors, etc.
05.09.2013 11:38

Oldsmobile
05.09.2013 11:14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