

# A Checklist for Auto Repair Shops

This self-audit tool is designed to help auto repair shop owners achieve and maintain regulatory compliance. Municipal health, fire prevention, and building inspectors may also find it useful for preliminary screening and for assisting shops.

The requirements listed here are based on federal environmental and health and safety regulations, as well as nationally recognized fire code. While the checklist includes the primary concerns of regulatory inspections, it is not intended to be a comprehensive statement of compliance requirements.

The regulatory items listed on this form fall into two main categories: those in Section A relate to overall conditions at the site; those in Section B cover specific auto repair shop operations. Section C provides space to comment on any deficiencies observed during an inspection.

Also included with this compliance checklist is a list of tips for preventing pollution, fires, and health and safety hazards. While not required by law, following these practices helps to reduce compliance costs and ensure the well-being of employees.

Check only those items that require remedial action.

## Section A: General Walk-Through of Site

### 1. Materials and Waste Storage & Management

(Including oils, solvents, antifreeze and gasoline)

- ☐ Flammable and hazardous liquids are stored in containers that are either approved by the U.S. Department of Transportation or by the State Fire Marshall, or listed and labeled by the National Registration and Testing Laboratory (UL-listed).
- ☐ Cans are tight-fitting and sealed, and bungs are closed.
- ☐ Containers, tanks, and flammable cabinets are labeled with the name of the material they hold (for example, waste oil) and the type of hazard they present (e.g., flammable).
- ☐ Flammables are stored in an area (such as an air-tight metal cabinet, metal cabinet vented to the outside, or flammables storage room) approved by the local fire department.
- ☐ Waste storage area is labeled and limits of area are marked.
- ☐ Flammable liquids are grounded and bonded during transfer, and grounded during storage.
- ☐ There are no leaks or excessive spillage in chemical or waste storage areas, including around solvent tanks, pumps, pipes, hoses, couplings, fittings, and valves.
- ☐ Drums of materials and wastes stored outside of the building have secondary containment (e.g., berms). Otherwise, drums are empty and clean.

### 2. Building

- ☐ Building has two-hour firewalls (two walls of sheetrock or masonry) between repair garage and attached structures.
- ☐ Fire doors are equipped with automatic closures.
- ☐ All openings in walls and ceilings are sealed.
- ☐ A 40BC fire extinguisher is available, with 10BC extinguishers positioned every 50 feet. (Additional extinguishers may be necessary if the building is made of combustible materials.)
- ☐ Employees have been trained in the use of fire extinguishers.
- ☐ Signs are posted over each extinguisher.
- ☐ Aisles and emergency exits are clear, and exit signs are posted over doors.
- ☐ Smoking is prohibited where the repair work is done and allowed only in designated areas.
- ☐ Electrical receptacles have no open grounds or reverse polarity.
- ☐ Circuits are labeled and the circuit box is closed. Access to the circuit box is clear within 5-10 feet.
- ☐ Electrical outlets have cover plates. No wires are frayed, damaged, or taped off.
- ☐ Wiring is enclosed in Electrical Metallic Tubing (EMT) or rigid metal pipe.
- ☐ There is adequate central ventilation and adequate local ventilation for carbon monoxide from tailpipe exhaust systems.
- ☐ Lighting is adequate.

### 3. Floors

- ☐ Floor drains are connected to the sewer (with approval from sewer authority) or equipped with an approved oil-water separator or tight tank.
- ☐ There are no cracks in the floor that would allow leakage.
- ☐ Floors are made of noncombustible material, free of oil and grease, and sealed.

### 4. General Equipment

- ☐ Underground storage tank and above-ground storage tanks are permitted by appropriate state agency or local fire department (as required).
- ☐ Waste oil furnaces are permitted by appropriate state agency or local fire department (as required).
- ☐ There are no illegal furnaces or space heaters in use.
- ☐ Lifts have operable safety locks, and are tested and serviced monthly.
- ☐ Electrical cords are intact and have grounding prongs.
- ☐ Light bulbs are helium-coated (rough service).

### 5. Health & Safety

- ☐ The shop has written contingency plans for fire prevention, emergencies, and spill control.
- ☐ Spill control materials are available on site.
- ☐ Material Safety Data Sheets (MSDSs) are available for all toxic chemicals.
- ☐ No food is consumed in the shop area.
- ☐ Eyewash and showers providing 15 minutes of continuous flush are available in areas where acids and bases are used.
- ☐ Employees are trained in chemical hazard, safety, and emergency preparedness.

## Section B: Auto Shop Operations

### 6. Routine Car Maintenance

(Managing waste oil, oily rags, and absorbents)

- ☐ Drained waste fluids such as waste oil, antifreeze, and solvents are stored in separate drums or tanks.
- ☐ Waste oil is removed by a licensed transporter or burned on-site in an approved heater.
- ☐ Oil filters are punctured and hot drained over waste oil drums for the required amount of time, and then recycled or disposed properly.
- ☐ Only shop rags are placed in sealed, labeled metal containers and are managed properly.
- ☐ Only absorbents are disposed according to state regulations.

### 7. Solvent Parts Cleaning

- ☐ Solvent parts cleaner is closed.
- ☐ A licensed transporter picks up and recycles solvents or disposes solvents as hazardous waste.
- ☐ Parts cleaner is labeled with material name and hazard type.
- ☐ If a flammable solvent is used, the parts cleaner has a fusible link that locks shut in the case of fire.
- ☐ Parts cleaner is registered with the state environmental agency (if required).

### 8. Exhaust System Repair

- ☐ Welding/cutting is permitted by the local fire department.
- ☐ Compressed gas cylinders are firmly installed by chaining to a portable dolly or to the wall in an upright position.
- ☐ Fire extinguishers are available in the welding/cutting area.
- ☐ Employees wear protective clothing and welding helmets with shields.
- ☐ Flammables are not used or stored nearby.
- ☐ Machinery is grounded.
- ☐ Local ventilation is adequate.

### 9. Brake Repair (Grinding drums and turning rotors)

- ☐ Employees wear safety glasses with side shields.
- ☐ Equipment is bolted into the floor.
- ☐ Pulleys on the grinder are covered with a safety guard.
- ☐ The grinding wheel offset is no greater than 1/8 inch.
- ☐ Shop uses HEPA filtered vacuum system or a wet method of grinding to prevent asbestos exposure.

### 10. Air Conditioner and Radiator Servicing

- ☐ Refrigerant recovery machines are licensed by U.S. EPA.
- ☐ Refrigerant recovery operators are certified by U.S. EPA.
- ☐ Antifreeze is labeled and recycled or disposed properly.
- ☐ If radiator repair includes brazing, procedures are in place to control and monitor lead.

### 11. Battery and Tire Storage

- ☐ Batteries are stored in a single layer on pallets or shelving with an impermeable base, and are properly recycled.
- ☐ Tires stored outside are covered and properly disposed.

## Section C: Deficiencies and Recommended Actions

Use this section to note areas where the shop is out of compliance, and to provide information about how to correct deficiencies or any other comments.

Comments:

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The information in this document is based on regulations of the National Fire Protection Code (NFPA), Occupational Safety and Health Administration (OSHA), and U.S. Environmental Protection Agency (EPA). Compliance with this document does not constitute full compliance with NFPA, OSHA, or US EPA laws and regulations.

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The Entrepreneur's Guide Philip Clark Holland, 1986

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## **Table of Contents Checklist Form For Auto Repair**

1. Understanding the eBook Checklist Form For Auto Repair
  - The Rise of Digital Reading Checklist Form For Auto Repair
  - Advantages of eBooks Over Traditional Books
2. Identifying Checklist Form For Auto Repair
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Checklist Form For Auto Repair
  - User-Friendly Interface
4. Exploring eBook Recommendations from Checklist Form For Auto Repair
  - Personalized Recommendations
  - Checklist Form For Auto Repair User Reviews and Ratings
  - Checklist Form For Auto Repair and Bestseller Lists
5. Accessing Checklist Form For Auto Repair Free and Paid eBooks
  - Checklist Form For Auto Repair Public Domain eBooks

- Checklist Form For Auto Repair eBook Subscription Services
- Checklist Form For Auto Repair Budget-Friendly Options
- 6. Navigating Checklist Form For Auto Repair eBook Formats
  - ePub, PDF, MOBI, and More
  - Checklist Form For Auto Repair Compatibility with Devices
  - Checklist Form For Auto Repair Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Checklist Form For Auto Repair
  - Highlighting and Note-Taking Checklist Form For Auto Repair
  - Interactive Elements Checklist Form For Auto Repair
- 8. Staying Engaged with Checklist Form For Auto Repair
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Checklist Form For Auto Repair
- 9. Balancing eBooks and Physical Books Checklist Form For Auto Repair
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Checklist Form For Auto Repair
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Checklist Form For Auto Repair
  - Setting Reading Goals Checklist Form For Auto Repair
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Checklist Form For Auto Repair
  - Fact-Checking eBook Content of Checklist Form For Auto Repair
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

## 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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