



Types of Questions: Binary, Free Text, Yes/No/NA, No Issue/Fix Now/Quote (Please see the explanation of each option in next columns)

When "Fix now" is selected, the partial selection is: Action needed: Repair, Replace. Mandatory fields:
 - Description of Service Needed
 - Total labor hours
 - Material set: Material Name, Material QTY, UOM (Drop down list), this can have more than one set

1. When "Quote" is selected, the partial selections is: Action Needed: Repair, Replace, Contractor Needed
 2. When Repair or replace is selected, same with the partial selection of "Fix now"
 3. When Contractor Needed is selected, the "Description of Service Needed" is mandatory field. Hide Total labor hours and Material set.

REPAIR IN ADVANCE - LOCATION PROFILE		Type of Question	If Binary Question, list options	Photo Required?	Comments
Location Profile	Brand	Binary	Advance, Carquest	No	The check-in photo will be taken when the technicians check in the survey
	Name of the Store Manager or Manager on Duty during visit (please list first and last name).	Open Text		No	
	Does location have a paint booth?	Yes/No		No	
	Does location mix paint?	Yes/No		No	
	Does location have a machine shop?	Yes/No		No	
	Does location have forklift?	Yes/No		No	
	If the location has a forklift, what is the method of power?	Binary	Propane, Electric, NA	No	
Sales Operating System?	Binary	Apex, Exploris, Uncertain	No		

REPAIR-IN-ADVANCE - FACILITY CHECKLIST							
Checklist Area	Short Description	Items of concern	Type of Question	If Binary Question, list options	Photo Required?	Photo Label	Notes and actions taken
Lighting/Electrical - Sales Floor	Emergency and Exit Lighting - Inspect for outages	Visually inspect and document/photograph Emergency and Exit lighting. Document/photograph any outages	No Issue/Fix Now/Quote		Photo Required	EmergLight SF	
Lighting/Electrical - Parts Bay	Emergency and Exit Lighting - Inspect for outages	Visually inspect and document/photograph Emergency and Exit lighting. Document/photograph any outages	No Issue/Fix Now/Quote		Photo required	EmergLight PB	
	Outlets & Covers	Confirm proper operation of all outlets, tighten/replace any covers if needed	No Issue/Fix Now/Quote		If repairs needed	Outlet PB	
Doors / Windows	Entrance/Exit Door Operation	Verify proper operation of all entrance/exit doors	No Issue/Fix Now/Quote		Photo required	Ex/EnDoor	
	Roll up Door Operation	Verify proper operation of roll up door(s). Document/photograph any damage or issues.	No Issue/Fix Now/Quote		Photo required	RollUpDoor	
General Plumbing	Bathroom Fixtures	Inspect and document/photograph bathroom fixtures (mirrors, paper towel dispenser, hand dryer, etc.)	No Issue/Fix Now/Quote		If repairs needed	BathFixture	
	Water Heater & Hot Water Supply	Check water heater to ensure it is in good condition and supplies the store with hot water	No Issue/Fix Now/Quote		Photo required	WaterHeat	
Sinks	Sink Water Supply	Are there issues with the sink water running?	No Issue/Fix Now/Quote		Photo required	SinkWater	
Toilets	Toilet Water Supply	Does the toilet have water supply issues?	No Issue/Fix Now/Quote		Photo required	ToiletWater	
Parking Lot	Parking Lot Condition	Inspect overall parking lot condition and document/photograph any damages (pot holes, dips, cracks, debris, etc.)	No Issue/Fix Now/Quote		Photo required	ParkingLot	
Light HVAC	HVAC Filters Condition	Inspect HVAC filter(s) condition	No Issue/Fix Now/Quote/No Access		Photo required	HVAC Filters	
	HVAC Unit Damage	Report any visible damage to units	No Issue/Fix Now/Quote/No Access		Photo required	HVAC Damage	
	Units Numbered	Ensure units are numbered	No Issue/Fix Now/Quote/No Access		Photo required	HVAC Numbers	
	Leaks/Gaps around Units	Report any leaks or gaps around units	No Issue/Fix Now/Quote/No Access		Photo required	HVAC Gaps	

REPAIR IN ADVANCE - AP INSPECTION

Inspection Items	Short Description	Items of concern	Type of Question	If Binary Question, list options	Photo Required?	Photo Label	Notes and actions taken
Security Systems	Does the store have any issues with the alarm system? (Technician should work with Manager on Duty to confirm if the store has error messages on the keypad or experiencing any issues with arming or disarming.)	Does the store have any issues with the alarm system? (Technician should work with Manager on Duty to confirm if the store has error messages on the keypad or experiencing any issues with arming or disarming.)	No Issue/Fix Now/Quote		If repairs needed	AlarmSystem	
	Confirm the emergency exit alarm sounds when opened. Are repairs needed?	Confirm the emergency exit alarm sounds when opened. Are repairs needed?	No Issue/Fix Now/Quote		If repairs needed	AlarmSound	
	Do any locks need to be repaired or replaced? (Please make sure to inspect the back entrance and roll up doors.)	Do any locks need to be repaired or replaced? (Please make sure to inspect the back entrance and roll up doors.)	No Issue/Fix Now/Quote		Photo required	Locks	
	Does the store have any issues with the Back Commercial Door system?	Does the store have any issues with the Back Commercial Door system?	No Issue/Fix Now/Quote		Photo required	BackDoorSys	
	Does the store have any issues with the Code Lock on the back door?	Does the store have any issues with the Code Lock on the back door?	No Issue/Fix Now/Quote		If repairs needed	CodeLock	
	Confirm with MoD if the safe is in proper working order.	Confirm with MoD if the safe is in proper working order.	No Issue/Fix Now/Quote		If repairs needed	Safe	
Camera Systems	Please ensure the store has a camera system. If the store needs to install a camera system, mark "Quote – Contractor Needed".	Please ensure the store has a camera system. If the store needs to install a camera system, mark "Quote – Contractor Needed".	No Issue/Fix Now/Quote		If repairs needed	CameraSystem	
	Does the camera system need repairs or have issues to document? If repairs are needed, please mark "Quote – Contractor Needed" and specify what is not working in the comments below.	Does the camera system need repairs or have issues to document? If repairs are needed, please mark "Quote – Contractor Needed" and specify what is not working in the comments below.	No Issue/Fix Now/Quote		If repairs needed	CameraRepair	
	Does the store have an interior and exterior camera system?	Does the store have an interior and exterior camera system?	No System/Only Interior/Only Exterior/Both Interior and Exterior		photo is optional	IntExtCameras	
	Does the store have any issues with the Customer View Monitor at the entry door?	Does the store have any issues with the Customer View Monitor at the entry door?	No Issue/Fix Now/Quote		If repairs needed	CustMonitor	
	Does the Manager's office monitor have issues cycling thru all cameras or have any other problems to document?	Does the Manager's office monitor have issues cycling thru all cameras or have any other problems to document?	No Issue/Fix Now/Quote		If repairs needed	MGR Monitor	
	Does the DVR or Digital system have problems capturing data or any general issues?	Does the DVR or Digital system have problems capturing data or any general issues?	No Issue/Fix Now/Quote		If repairs needed	DigitalSystem	

REPAIR IN ADVANCE - SAFETY INSPECTION

Inspection Item	Short Description	Items of concern	Type of Question	If Binary Question, list options	Photo Required?	Photo Label	Notes and actions taken
Doors and Exits	Doors Clear/Not Blocked?	Are all doors clear and not blocked	No Issue/Fix Now/Quote		If repairs needed	DoorsBlocked	
	Exit Quick Release Bar	Are all Locked doors equipped with an Exit Quick Release Bar? Choose "Quote" if they are missing or repairs are needed.	No Issue/Fix Now/Quote		If repairs needed	ExitReleaseBar	
Battery Charging Station	Please confirm Battery Fast charger is mounted in the Gray cart that encloses the battery during charging. Are repairs needed?	Please confirm Battery Fast charger is mounted in the Gray cart that encloses the battery during charging. Are repairs needed?	No Issue/Fix Now/Quote		If repairs needed	BattFCharger	
Battery Floor Rack and Backstock Area	Are battery shelves damaged or bent?	Are Battery shelves damaged or bent?	No Issue/Fix Now/Quote		If repairs needed	BattShelves	
	Are batteries leaking or damaged?	Are Batteries leaking or damaged?	No Issue/Fix Now/Quote		If repairs needed	Batteries	
Battery Cart	Please ensure the Battery Cart is stocked. Does the store need gloves, safety glasses, an apron, or a vehicle protection pad?	Please ensure the Battery Cart is stocked. Does the store need gloves, safety glasses, an apron, or a vehicle protection pad?	No Issue/Fix Now/Quote		If repairs needed	BattCart	
Electrical Review	Are there any missing power box knock outs on the power boxes?	Are there any missing power box knock outs on the power boxes?	No Issue/Fix Now/Quote		If repairs needed	PowerBox	
	Are there missing or open breakers?	Are there missing or open breakers?	No Issue/Fix Now/Quote		If repairs needed	Breakers	
	Is there Conduit or Electrical Box Damage?	Inspect conduits and Electrical boxes for Damages	No Issue/Fix Now/Quote		If repairs needed	ElecBoxes	
	Remove instances of 2 Power Strips being linked together	Remove any instances of 2 power strips being linked together	No Issue/Fix Now/Quote		If repairs needed	PwrStripLink	
	Move power strips being used in wet conditions	Move power strips being used in wet conditions	No Issue/Fix Now/Quote		If repairs needed	WetPwrStrip	

	Any long term use of extension cords?	Any obvious long term use of extension cords that should be addressed?/ Is store using extension cord(s) as primary source of power?	No Issue/Fix Now/Quote		If repairs needed	ExtCords	
	Are there damaged Power Plugs?	Are there damaged power plugs?	No Issue/Fix Now/Quote		If repairs needed	PowerPlugs	
	Are there missing ground prongs?	Are there missing ground prongs?	No Issue/Fix Now/Quote		If repairs needed	GroundProng	
	Are there other Electrical issues to note?	Note any other obvious Electrical issues that should be addressed	No Issue/Fix Now/Quote		If repairs needed	Electrical	
Used Oil Collection Area	Inspect Oil Tank for leaks. Are there leaks or any oil residue on the floor?	Inspect Oil Tank for leaks. Are there leaks or any oil residue on the floor?	No Issue/Fix Now/Quote		If repairs needed	Oil Tank	
	Is the "Used Oil" sign missing?	Ensure "Used Oil" Signage present. Is a replacement needed?	No Issue/Fix Now/Quote		If repairs needed	UsedOilSign	
Rolling Ladders	Are there ladders with bent frames or bent/broken steps? Does the ladder have 4, 6, or 8 steps?	Are there ladders with bent frames or bent or broken steps? Does the ladder have a total of 4, 6, or 8 steps.	No Issue/Fix Now/Quote		If repairs needed	Ladder	
	Are Repairs or Replacement needed for missing rubber stoppers on ladders? How many missing or broken stoppers?	Are Repairs or Replacement needed for missing rubber stoppers on ladders? How many missing or broken stoppers?	No Issue/Fix Now/Quote		If repairs needed	LadderStopper	
	Are Repairs or Replacement needed for ladders with missing or damaged wheels?	Are Repairs or Replacement needed for ladders with missing or damaged wheels?	No Issue/Fix Now/Quote		If repairs needed	LadderWheels	
	Ensure ladders are properly stickered. Are there ladders in violation?	Ensure ladders are properly stickered for safety. Are there ladders in violation?	No Issue/Fix Now/Quote		If repairs needed	LadderSticker	
Eyewash	Does the store have an Eyewash station?	Does the store have an Eyewash station? Choose "Quote" if store does not have an eyewash station.	No Issue/Fix Now/Quote		Photo Required	Eyewash	
	What type of Eyewash Station?	What type of Eyewash station is it?	Binary	Plumed, Tank on wall, Hose wand style, NA	photo is optional	EyewashType	
	Ensure Eyewash Functions	Does the Eyewash Work?	No Issue/Fix Now/Quote		If repairs needed	EyewashWorks	
	Eyewash Drain	Does the eyewash station drain properly?	No Issue/Fix Now/Quote		If repairs needed	EyewashDrain	
	If tank style, does store need solution to keep the water fresh?	If the eyewash is a tank style, does the store need solution to keep the water fresh?	No Issue/Fix Now/Quote		If repairs needed	TankSolution	
	If tank style, is it logged with dates they change water	If the eyewash is a tank style, ensure the store is logging when they change the water. Are they in violation?	No Issue/Fix Now/Quote		If repairs needed	EyewashLog	
First Aid Kit	Does store need a new first aid kit?	Ensure the store has a first aid kit. Do they need a replacement?	No Issue/Fix Now/Quote		If repairs needed	FirstAidKit	
	Does the first aid kit need to be resupplied?	Does the first aid kit need to be resupplied?	No Issue/Fix Now/Quote		If repairs needed	FirstAidSupply	
Fire Extinguishers	Do any Extinguishers need to be labeled and mounted on the wall?	Do any Extinguishers need to be labeled and mounted on the wall?	No Issue/Fix Now/Quote		Photo Required	FireEXT	
	Are any Extinguishers missing monthly check?	Are any Extinguishers missing monthly check?	No Issue/Fix Now/Quote		Photo Required	FireEXT Tag	
	Are there any Discharged Extinguishers that need to be replaced?	Any discharged extinguishers that need to be replaced?	No Issue/Fix Now/Quote		If repairs needed	FireEXT Dis	
Store Entrance	Is the store missing their entrance mats?	Is the store missing their entrance mats?	No Issue/Fix Now/Quote		If repairs needed	EntMat	
	If applicable, are the Entrance Mats Damaged?	If applicable, are the Entrance Mats Damaged?	No Issue/Fix Now/Quote		If repairs needed	MatDamage	
	If applicable, do the entrance mats present a trip hazard?	If applicable, do the entrance mats present a trip hazard?	No Issue/Fix Now/Quote		If repairs needed	MatTripHaz	
	Does the store need "Slippery when Wet Signs"?	Ensure the store has "slippery when wet signs" available in the store. Does the store need new signs?	No Issue/Fix Now/Quote		If repairs needed	WetFloorSign	
	Is the threshold and/or door area uneven?	Is the threshold and/or door area uneven?	No Issue/Fix Now/Quote		If repairs needed	Threshold	
	If threshold is uneven, does it present trip hazard?	If the threshold and/or door area is uneven, does it present a trip hazard?	No Issue/Fix Now/Quote		Photo Required	ThresholdHaz	

CHECK OUT QUESTIONS

Inspection Item	Items of concern	Type of Question	If Binary Question, list options	Photo Required?	Photo Label	Notes and actions taken
Manager Comments	Please list any manager requests or additional callouts. (You will be required to take photos of issues that need to be fixed.)	Paragraph free text		Yes	MOD Req	
	Please ask the manager for feedback regarding the Repair in Advance Program.	Paragraph free text		No	n/a	