# BOD Checklist

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| | |
|---|---|
| ☐ | Call leads |
| ☐ | Restock accessory wall |
| ☐ | Take out trash |
| ☐ | Check store e-mail |
| ☐ | Ensure work orders are in correct statuses |
| ☐ | Generate MOTP / Confirm Engineer |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |

**This list is in addition to the standard Portal BOD Checklist.**

**To be completed by 11 AM**

# Midday Checklist

__ / __ / __

| | |
|---|---|
| ☐ | Call leads |
| ☐ | Receive parts |
| ☐ | Contact customers if parts arrived |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |

This list is in addition to the assigned Store Roles.

# EOD Checklist

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| | |
|---|---|
| ☐ | Call leads |
| ☐ | Update Todays |
| ☐ | Receive parts (if any) |
| ☐ | Complete EOD Notes |
| ☐ | Empty trash cans (1/2 full or more) |
| ☐ | Clean FOH |
| ☐ | Sweep FOH |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |

This list is in addition to the standard Portal EOD Checklist.

To be started at 5 PM

# EOD Notes

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# Weekly Checklist

| | |
|---|---|
| ☐ | Mop FOH |
| ☐ | Mop BOH |
| ☐ | Complete bathroom checklist |
| ☐ | Close / update active WO's |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |
| ☐ | |