

Store Cleaning Checklist

Month: _____

Cleaning tasks	Excellent	Good	Average	Poor	Comments
Points	4	3	2	1	
Store					
Parts are dusted and clean					
Surfaces Dusted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inventory is faced and neat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No parts or Stock is on the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors are swept/washed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Displays replenished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows are washed and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall the store is presentable for customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bathroom					
shower/bathtubs, sinks, toilets backsplashes and mirrors are clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clean and disinfect countertops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors are washed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toiletries are replenished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total					

UNITED AUTO SUPPLY STORE MANAGER

DAILY REQUIRED TASKS

1. Run All Customer return credits the day they are brought in before close. NO EXCEPTIONS
2. Pick out daily New, Core, Defective returns. Process all RES during the day. Pack and have ready for the daily truck.
3. Log into "OVERFLOW" in Avaya and answer overflow when possible.
4. Run "WARNING" list every morning. Take proper actions to assure no account goes RED on the AR report. Revise notes daily with comments.
5. Run location customer backorders
6. View transfer screen and make sure all transfers are cleared (report any unhandled issues)
Acceptable days on open transfers are 7 day for RETURN transfer and TWO days for all others.
7. View and fix any Zero picks throughout the day. Enter action taken to fix inventory in the note field immediately.
8. Pick you grids 100% daily before the location closes.
9. ODT grid needs 100% of the data completed. Signature, photo and ETA fields.
10. Receive all of your incoming freight for the day (transfers and or ASN, including RES, OVR, Core, defects) before close.
11. Run your cash out report and process your day's business.
12. Look at Pinnacle time clock, www.pinnaclepays.com and check accuracy of ALL employee punches. Make corrections if needed.
13. ALL Customer payments (checks) need to be deposited (scanned) immediately when received
14. View & Fix any "negative" inventories throughout the day; making sure there are no "negatives" at closing time - UPDATE SEQUEL NOTES
15. Look at your core banking reports daily. Make sure all accounts are in compliance. Note any exceptions in the note field daily.

For directions on how to perform any of these processes refer to manager guide posted on the website

If you have any issues, or concerns with completing any of the tasks above please report them to your supervisor immediately.

These processes are expected to be done on a daily basis. Failure to do so will result in disciplinary action up to and including employment separation. No variations in these processes for any reason will be accepted by management.

Instruction on how to us the Tablet for Deliveries

Step 1: log into app. UAS/DQ

Step 2: Choose location and vehicle number

Step 3: click Delivery Tracking

Step 4: click Start Trip and then click yes

Step 5: click the **blue** location button on the right of your first trip (this will give you turn by turn directions to your destination) PAY ATTENTION TO TRAFFIC ALERTS (YELLOW OR RED) ON YOUR ROUTE MEANS HEAVY OR STOPPED TRAFFIC. FIND ALTERNANT ROUTE.

Step 6: When you arrive at your destination. Click on your first trip

Step 7: click on your invoice or if you have multiple invoices for the same location click Select All and then click next

Step 8: click arrived and then click the name of the stop you are at again

Step 9: Repeat step 7

Step 10: click delivered with signatures/pictures or COD or Customer Declined whichever applies

Step 11: click take picture (COD does not have the option for picture, may change in near future)

Step 12: Click the **green** camera button on the bottom left and you will see PICTURE TAKEN flash at bottom of screen and once you are done taken picture/pictures click the checkmark and your pictures will show on the screen and if you are done taking pictures click next

Step13: Have customer sign tablet and click done, next you will type customers name in the box and hit submit

Step14: Repeat steps 1-13 for the rest of your deliveries.

Step16: When you have completed all your deliveries click the settings button on top left and click delivery tracking and then click end trip. You have completed your run and are now ready to return to your Store.

ALL employees need to understand. By signing this form your stating, you understand all of these instructions.

SUPERVISOR _____ DATE

DRIVER _____ DATE

United Auto Supply

Corporate Office: 450 Tracy Street – Syracuse, NY 13204

800.772.1667 – Corporate Fax 315.836.4857 – www.unitedautosupply.com

Foreign, Domestic & Heavy Duty Parts Specialists

9/25/12

Attn: United Auto Supply Drivers:

Before you leave for a run, please make sure you understand and know to do all the following:

- Make sure everything on your run and you are scanned out
 - If there is an issue you must notify a supervisor and get this resolved before leaving
- Be patient with scanning
 - You must make sure your orders are all on the screen
 - You must make sure you have the right van
 - You must make sure your name is attached to the vehicle you scan out
- While scanning, make sure the orders are in the right order of your delivery

Remember, absolutely nothing is to go out on a deliver without being scanned out.

Please sign below and return to your supervisor

Employee Signature: _____ Date _____

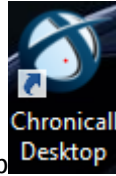
Employee (printed) _____

Supervisor Signature: _____ Date _____

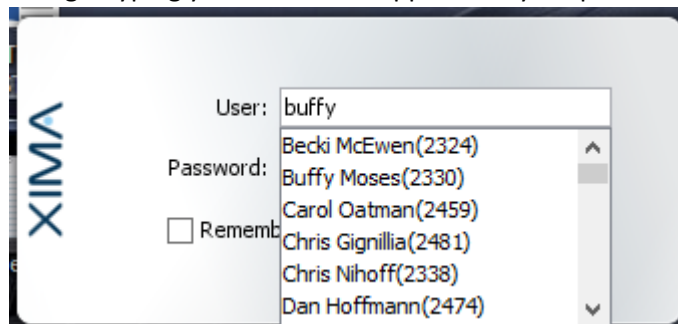
Supervisor's, please return this completed form to Human Resources.

Xima Chronical Desktop Agent

1. Login



- a. Click the Icon on your desktop
- b. Begin typing your name as it appears on your phone:



- c. Enter your extension number as your password

2. DND

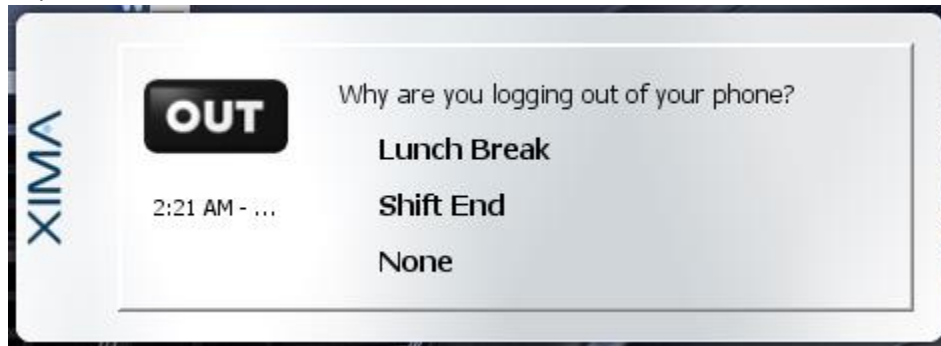
- a. If you need to go on Not Ready or DND select the button on your phone and the following window will appear on your PC. Select one and hurry back. If you would like a field added please make a request to Loren and he will report it to the IT department.



3. Logging out

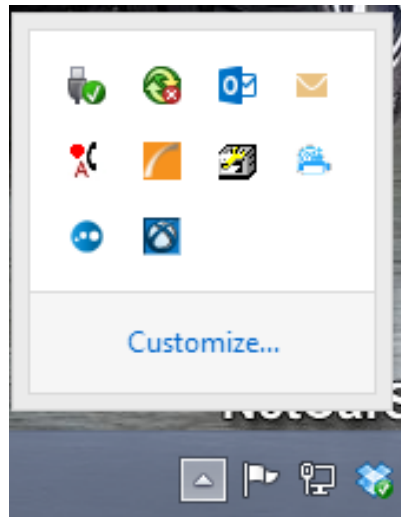
- a. When you go to lunch or complete your shift you should log out of your phone and not just go on DND or Not Ready. To do so hit *36 on your phones keypad. That will bring the following window up on your workstation. Select one and enjoy your break. If you would like a field added please make a request to Loren and he will report it to the IT

department.



4. Presence

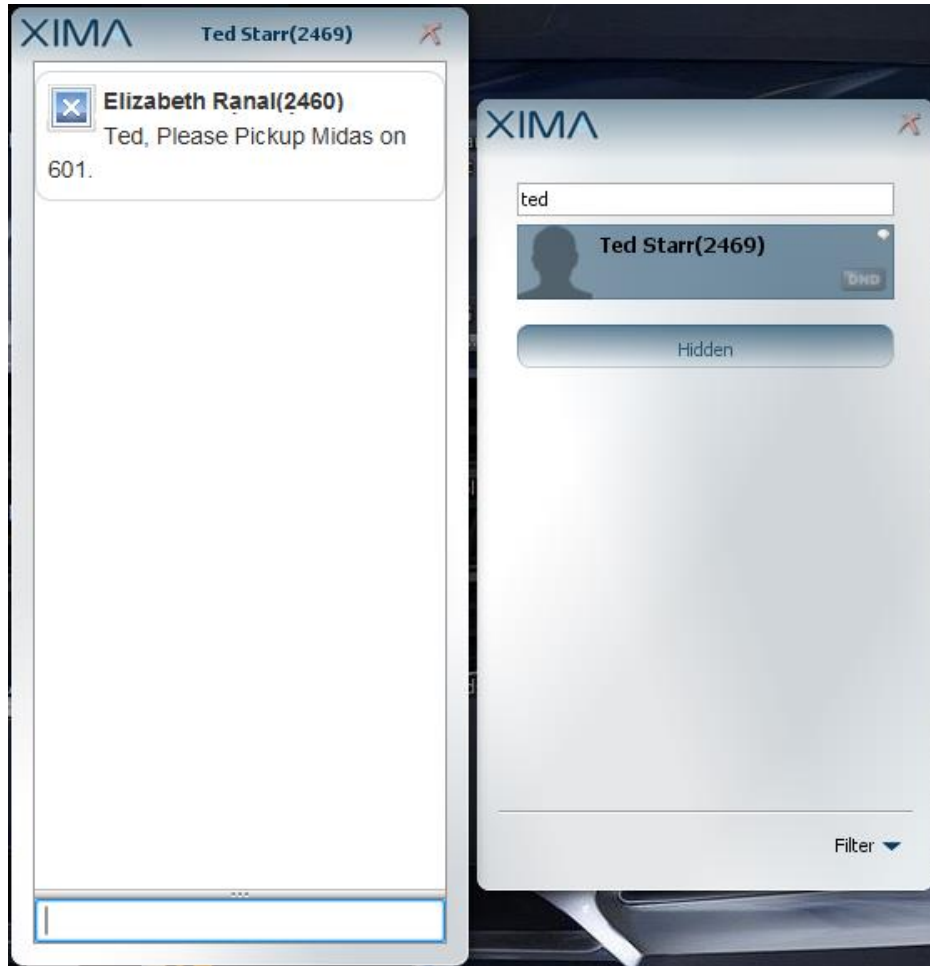
- a. In your system tray you will notice a small Chronical icon. Right click it with your mouse.



- b. Select Presence with your mouse. If you login to the system twice you will notice two Chronical icons on your tray. Close one of them by selecting close.


Presence	
Recent Calls	▶
Widgets	▶
Popups	▶
Dashboard	▶
Demo	▶
User	▶
Close	

- c. Once in Presence you can message a logged in agent using the Instant messaging feature. Simply double click their name and send a friendly work related message.



5. DND Code / Logout Code reporting

- a. If you would like to know why someone isn't logged in you need to login to Chronticall.

Once you are logged in select Agent Timeline under Realtime. After that click  to sort the screen.

Realtime

- Agent Timeline

- b. Once the screen is sorted find the individual in question. If we are researching Mary Burghardt in this case you would hover your cursor over her user. You can then see her reason code.

