

Rack and bin location signs

Write a bay code (like C1-04, W2-01, R3-12) big and dark. Use the same code on the wall, on every tire and on the paperwork.

BAY / LOCATION

Area (container / wall / room):

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Tire tags (one per tire)

Fill one tag for each tire in the set and tape it to the tread or sidewall. The bay code goes at the top, big.

BAY		LF RF LR RR
		Spare
Customer: _____		
Phone: _____		
Vehicle: _____		
Size / brand: _____		
DOT: _____		
Tread: _____		
Date in: _____		

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		Spare
Customer: _____		
Phone: _____		
Vehicle: _____		
Size / brand: _____		
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Seasonal changeover checklist

Before the rush

- ☐ Count your bays and number each one on the wall (C1-01, W1-01...)
- ☐ Print or draw a map of your storage and post it where techs can see it
- ☐ Check you have tags, tape, markers and tire bags
- ☐ Book changeovers by day so you know how many sets come out each day
- ☐ Clear out sets left past your pickup deadline (call the owners first)

At drop-off (each set)

- ☐ Customer name and phone
- ☐ Vehicle year / make / model
- ☐ Tire size, brand, model and DOT
- ☐ Tread depth, measured with a gauge
- ☐ Photo of each sidewall
- ☐ Count the tires (4? 5 with spare?) and rims on or off
- ☐ Tag every tire with the bay code and position (LF/RF/LR/RR)
- ☐ Put the set in the bay, and write the bay on the paperwork

The day before pickups

- ☐ Pull tomorrow's sets and stage them in bay order
- ☐ Check tags still match the paperwork

At pickup

- ☐ Check the tag and the customer name match
- ☐ Note the date out and who released it
- ☐ Mark the bay as empty

After the season

- ☐ Count every bay against your list
- ☐ Follow up on sets nobody picked up
- ☐ Write down what slowed you down, for next season

