

## **Employee Use of the Shop Policy and Procedure**

- 1 Request permission.
- 2 Enter the date and time into the “employee shop use reservations” Slack channel like you enter days off reservations.
- 3 Two or more people must be present at all times.
- 4 If during business hours, punch OUT before starting work.
- 5 If during business hours, it must occur in a bay that we are sure won't be needed when the car is in the bay.
- 6 Attempt to coordinate with other employees so reservations occur at the same time.
- 7 Safety first.
- 8 Create a counter sale RO for all parts.
- 9 When finished, make sure everything is as clean and organized as when you started.