

Operational Plan

GP Inspection Shop
521 West Marshall Drive
Lot Area: 15,625 S. F.
Building Area: 1,820 S.F.
Hours of operation
Monday – Saturday 8:00 am to 7:00 pm
Sundays 9:00 am to 5:00 pm

Employees

- 1.) There will be a total of 2 employees at the time of Opening. Each employee will have designated parking.
- 2.) We will have 1 employee assigned for each section of the Business
 - State Inspection
 - Oil Changes

Parking and Access:

- 1.) We will remove the canopy closes to Virginia Dr. for parking assignments.
- 2.) Parking will be facing Virginia Dr.
- 3.) We will be closing the two Conner entries from Virginia and Marshall.
- 4.) Employee's
 - 2 parking spaces will be assigned for employees.
- 5.) Customer's Parking
 - 5 parking spaces will be assigned for customers. Including a handicap parking.
 - After the customer is parked. Technician will drive the car into the Bay for service.
 - Customers are not allowed to park on the streets.
 - No parking will be assigned in-front of the building.
- 6.) Pick up & Delivery
 - Bay 2 will be assigned for Pick up & Delivery
 - All deliveries will be done before or after hours of Operation Designated truck will enter through West Conner of the building. Coming from W. Marshall Dr. And Exit through the East Side of the building. Through Virginia Dr.
 - This Bay door will be for any type of delivery
 - Oil
 - Inventory items

Bay 2 "State Inspection"

- Customer will pull up in-front of the Bay.
- Employee will pull up the car inside and proceed with the inspection of the vehicle.
- After completion the technician will pull the vehicle in front of the lobby. Customer will pick up and exit on to Virginia Dr.

Bay 3 "Oil Change and Lube"

- 1.) The designated technician will drive the vehicle inside the bay.
- 2.) Vehicle will be lifted by a 4 ton jack to proceed with the proper oil change.
 - Technician will use a special black tub container.
 - The bay will have an oil spill container underneath to cover any kind of splash.
 - After the oil is completely drain. The technician will take the old oil and dump it in a special 250 gallon container.
 - 250 gallon container will be place on the West left corner of bay 3.
 - The used oil filters will be placed in a 55 gallon container.
 - 55 gallon container will be placed besides the 250 gallon container.
 - 3 barrels will be kept along the West side left corner of Bay 3 wall.

New Oil

- 1 oil barrel will be kept on the West left hand corner of bay 3.

Note: We will not be working on heavy duty trucks or 18 wheelers

Pick-up

- Will be collected by Nilco Enterprises. They will also collect the old oil filters. Pick up is assigned the first Wednesday of every month.

Waste & Disposal

- Dumpster will be place on the East Side Back Conner of the building.
- Old oil will be kept in 250 gallon barrels and disposed: The first Wednesday of each month by Nilco Enterprises.