Car dealership showroom and service side: what we clean

Tick each line on your walk; crews start at the service drive and finish in the showroom.

Dealership _____ **Address** _____

Walked by _____ **Date** _____

Showroom and display floor

- ☐ Inside of window walls cleaned streak-free
- ☐ Entry doors and glass offices cleaned, door pulls polished
- ☐ Display pedestals and brochure racks dusted
- ☐ Reception counter wiped
- ☐ Floor cleaned around each vehicle, up to the tires
- ☐ Scuffs and tire marks lifted from tile and polished concrete
- ☐ Hard floors burnished between deeper scrubs

Customer lounge and restrooms

- ☐ Lounge tables, chairs and charging counters wiped
- ☐ TV wall dusted
- ☐ Coffee bar cleaned from machine to cabinet fronts
- ☐ Snack area and kids' corner reset
- ☐ Customer restroom fixtures scrubbed and disinfected
- ☐ Mirrors, partitions and tile cleaned, dispensers refilled

Sales and finance offices

- ☐ Sales desks and closing tables wiped, paperwork left in place
- ☐ Finance office desktops, guest chairs and door glass cleaned
- ☐ Finance office carpet vacuumed
- ☐ Conference room set for the morning meeting

Service drive and parts

- ☐ Advisor desks, write-up kiosks and key drop wiped
- ☐ Cashier window and service waiting area reset
- ☐ Parts counter cleaned on both sides, shelves dusted
- ☐ Drive and shop concrete machine-scrubbed when bays are empty

Staff areas

- ☐ Staff break room counters, sink and appliance fronts cleaned
- ☐ Technician lockers and restrooms cleaned
- ☐ Back offices and service manager's office dusted, trash out

Rain and event weeks

- [ ] Door mats vacuumed and rolled back, threshold cleaned
- [ ] Extra visit the night before a sale event
- [ ] Porter hours added during packed weekends

Notes