

Dealership cleaning: what we clean

Carry this from the showroom door to the service counter and tick each stop.

Store _____ Address _____
Walked by _____ Date _____

Showroom

- ☐ Inside of windows and entry doors free of prints
- ☐ Display platforms and pedestals dusted
- ☐ Floor cleaned around every display vehicle
- ☐ Brochure racks, kiosks and sales desks wiped
- ☐ Reception counter, chairs and side tables straightened
- ☐ Bins emptied throughout
- ☐ Delivery area floor, backdrop wall, glass and seating

Lounge and coffee bar

- ☐ Coffee machines, counters and sink
- ☐ Floor in front of the coffee bar
- ☐ Seating, side tables and charging stations
- ☐ Kids' corner cleaned
- ☐ TV area and magazine racks dusted

Restrooms

- ☐ Customer restroom fixtures, mirrors and partitions
- ☐ Floors cleaned
- ☐ Paper, soap and liners topped up
- ☐ Technicians' restrooms on the same visit

Sales, finance and staff rooms

- ☐ Finance office desks, chairs and glass partitions
- ☐ Door handles wiped
- ☐ Carpet vacuumed edge to edge, papers left in place
- ☐ GM office and conference rooms
- ☐ Break rooms, bullpen and back offices

Service side

- ☐ Write-up desks and advisor stations
- ☐ Service waiting area and cashier window
- ☐ Parts counter
- ☐ Entry from the drive-through lane kept free of grit
- ☐ Service drive and shop concrete on a scrubbing schedule

Scheduling notes

- ☐ Service side first, showroom last
- ☐ Showroom floor burnishing nights set
- ☐ Extra visits around sales weekends
- ☐ Pre-owned building added with its own hours

Notes
