

Car dealership cleaning: what we clean

Walk the showroom, lounge and service drive with this sheet and tick each stop.

Store _____ Address _____

Walked by _____ Date _____

Showroom

- ☐ Inside of the street-facing glass
- ☐ Entry doors and push bars
- ☐ Display podiums and spec-sheet stands
- ☐ Window ledges dusted
- ☐ Floor cleaned around and between display vehicles
- ☐ Tire marks lifted from tile and polished concrete
- ☐ High-gloss tile burnished

Service lounge and coffee station

- ☐ Chairs, side tables and charging counters
- ☐ TV wall wiped
- ☐ Coffee counter, sink and machine exterior
- ☐ Floor under the coffee station
- ☐ Trash and recycling bins emptied and relined

Customer restrooms

- ☐ Fixtures and partitions cleaned
- ☐ Mirrors and floor
- ☐ Paper and soap refilled
- ☐ Extra passes on the hallway floor from the shop

Sales and finance offices

- ☐ Sales desks and the manager's tower wiped
- ☐ Deal jackets and papers left where they sit
- ☐ Glass office fronts cleaned
- ☐ Carpet vacuumed corner to corner
- ☐ Conference rooms and title clerks' space
- ☐ Break room counters, microwave and refrigerator fronts

Service drive and shop support

- ☐ Advisor write-up stations and cashier window
- ☐ Key drop and parts counter
- ☐ Service waiting chairs and floor
- ☐ Technician break room, lockers and restrooms
- ☐ Service manager's office
- ☐ Drive and shop concrete degreased and machine-scrubbed

Event and periodic work

- ☐ Visit before and after a sales event
- ☐ Porter hours on the busiest days
- ☐ Worn VCT stripped and refinished
- ☐ Office carpet deep cleaned in a slow week

Notes
