Car dealership: what we clean

Walk the store with your managers and check off what goes on the after-close route.

Dealership _____ **Address** _____

Walked by _____ **Date** _____

Showroom

- [ ] Street-side windows and entry doors, inside face
- [ ] Door hardware and frames wiped
- [ ] Display floor dust-mopped, then damp-cleaned
- [ ] Display platforms and spec-sheet holders dusted
- [ ] Signs and sales desks wiped
- [ ] Guest chairs, tabletops and the play corner
- [ ] Every desk bin emptied

Customer lounge and coffee station

- [ ] Seating, side tables and charging counters
- [ ] TV shelves dusted
- [ ] Lounge carpet or tile cleaned
- [ ] Lounge windows cleared of smudges
- [ ] Coffee counter, sink and machine exterior
- [ ] Snack area wiped and its bins emptied

Restrooms

- [ ] Customer restroom fixtures, counters, mirrors and partitions
- [ ] Advisor and technician restrooms by the service department
- [ ] Paper and soap refilled, our stock or yours

Sales and finance offices

- [ ] Open desk surfaces wiped
- [ ] Glass partitions polished
- [ ] Chairs and phones dusted
- [ ] Deal jackets and paperwork left where they sit

Service drive and parts

- [ ] Write-up counters and advisor desks
- [ ] Key drop and cashier window
- [ ] Glass around the drive
- [ ] Service waiting area matched to the main lounge
- [ ] Parts counter and service offices
- [ ] Staff break room counters, tables, sink and fridge doors

Entrances and outside

- [ ] Walk-off mats at each entrance vacuumed
- [ ] Litter along the frontage and customer parking (porter)
- [ ] Entry walks and service apron pressure washed
- [ ] Showroom hard floors burnished or scrubbed as needed

Notes