Car dealership cleaning: what we clean

Walk the store with your manager and tick each department you want on the night route.

Dealership _____ **Address** _____

Walked by _____ **Date** _____

Showroom

- ☐ Interior glass, entry doors and push bars
- ☐ Extra passes on panes near the display cars
- ☐ Display platforms, pedestals and sign stands dusted
- ☐ Floor mopped between display cars and along aisles
- ☐ Delivery corner cleaned at every visit
- ☐ Tile and resilient floors burnished periodically
- ☐ Worn finish stripped and refinished on a booked night

Sales and finance offices

- ☐ Sales stations, guest chairs, monitors and phones wiped
- ☐ Glass fronts of finance and closing offices
- ☐ Deal jackets, paperwork and key tags left in place
- ☐ Accounting and general manager offices emptied and vacuumed
- ☐ Conference and sales meeting rooms

Customer lounge

- ☐ Seats, sofas and side tables
- ☐ Charging counters and television wall dusted
- ☐ Kids' area tidied
- ☐ Brewer, cup dispensers, sink and coffee counter wiped
- ☐ Tile under the coffee station mopped
- ☐ Waste and recycling taken out

Restrooms

- ☐ Customer and employee restrooms cleaned and disinfected
- ☐ Toilets, sinks, partitions, mirrors and fixtures
- ☐ Paper and soap refilled from your supply or ours
- ☐ Floor left dry

Service side

- [ ] Advisor podiums and write-up terminals
- [ ] Self-service key boxes
- [ ] Service waiting area
- [ ] Cashier window, parts counter and the floor in front
- [ ] Service advisor and service manager offices
- [ ] Technicians' break room tables, counters and appliance handles

Extras to book

- [ ] Deeper carpet cleaning for sales office traffic lanes
- [ ] Extra visit the night before a launch or sale
- [ ] Reset the morning after an event
- [ ] Porter hours for the lounge, coffee station and restrooms

Notes