Dealership cleaning: what we clean

Take this list through the store with your manager and mark each customer and staff area.

Store _____ **Address** _____

Walked by _____ **Date** _____

Showroom

- ☐ Showroom floor dust mopped and damp mopped
- ☐ Glass walls and entry doors
- ☐ Stainless trim on counters and displays
- ☐ Delivery bays where owners collect vehicles
- ☐ Reception counter

Customer lounge and service waiting

- ☐ Seating and tables
- ☐ Coffee-counter surfaces
- ☐ Waste emptied
- ☐ Lounge floor
- ☐ Service write-up counter

Sales and finance offices

- ☐ Desk surfaces cleaned with deal files left in place
- ☐ Waste collected

Parts and service side

- ☐ Parts counter
- ☐ Parts storage rooms and shop offices dusted, lighter rotation
- ☐ Service-drive and bay floors swept and scrubbed
- ☐ Service-building concrete scrubbed when bays are empty

Staff rooms and restrooms

- ☐ Technician breakroom fixtures, counters and floor
- ☐ Restrooms shared by customers and technicians on the busiest rotation
- ☐ Shared restrooms: _____
- ☐ Public restrooms near the showroom

Timing and periodic work

- ☐ Showroom closing time and service lane opening: _____
- ☐ Showroom floor burnished, scrubbed or stripped and waxed after close
- ☐ Visit late in the week for weekend-heavy stores
- ☐ Saturday porter rounds for the lounge and restrooms
- ☐ Parking and entrance swept or pressure washed through exterior services

Notes