

Auto dealership cleaning: what we clean

After closing, walk the showroom and service side with your manager and tick each area.

Dealership _____ Address _____
Walked by _____ Date _____

Showroom

- ☐ Tall windows and entry doors cleaned on the inside
- ☐ Glass walls of offices facing the floor
- ☐ Display pedestals, turntables and signage dusted
- ☐ Floor cleaned around and between parked vehicles
- ☐ Delivery corner backdrop, seating, glass and floor
- ☐ Display floor burnished or scrubbed on a periodic night

Customer lounge and restrooms

- ☐ Coffee bar counters, machines, sink and cabinet fronts
- ☐ Floor in front of the coffee bar mopped
- ☐ Chairs, side tables and charging counters
- ☐ Kids' play area and TV wall dusted
- ☐ Restroom fixtures, partitions and floor scrubbed
- ☐ Mirrors polished and dispensers refilled

Sales and finance offices

- ☐ Sales desks wiped and chairs set straight
- ☐ Finance office desktops wiped around documents
- ☐ Office carpet vacuumed
- ☐ Trash and shredding bins emptied to the spot you choose
- ☐ Manager offices, conference rooms and internet sales room
- ☐ Staff break room counters, appliances, tables and sinks

Service drive and parts

- ☐ Advisor desks and write-up stations
- ☐ Cashier window and parts counter
- ☐ Service waiting room
- ☐ Door from the service drive kept free of dust and tire grit
- ☐ Technicians' break room and restrooms
- ☐ Service drive concrete machine-scrubbed while the bays are empty

Sales events

- ☐ Extra visits before and after a sales weekend
- ☐ Porter on site for the lounge, restrooms and coffee bar

Notes
