Dealership showroom and service: what we clean

Walk the store with your general manager using this sheet and mark each area on the route.

Store _____ **Address** _____

Walked by _____ **Date** _____

Showroom and delivery spot

- ☐ Inside of tall window panels and entry doors
- ☐ Display areas and pedestals dusted
- ☐ Sales desks, kiosks and reception counter wiped
- ☐ Chairs set back and desk trash cleared
- ☐ Showroom floor dust-mopped and cleaned to suit its finish
- ☐ Periodic scrub and burnish of the showroom floor
- ☐ Delivery spot floor, backdrop and glass

Customer lounge and restrooms

- ☐ Coffee station counters, machines and sink
- ☐ Lounge seating and tables wiped
- ☐ TV screens and charging spots dusted
- ☐ Floor under the chairs cleaned
- ☐ Customer restrooms cleaned from fixtures to floor
- ☐ Mirrors polished; paper, soap and liners refilled

Sales and finance offices

- ☐ Desks, chairs and glass walls wiped
- ☐ Door handles, printers and signature pads
- ☐ Carpet vacuumed corner to corner, bins emptied
- ☐ Sales bullpen and manager offices
- ☐ Staff break room and meeting room counters, appliances and tables

Service side

- ☐ Advisor desks and write-up stations
- ☐ Cashier window and service waiting area
- ☐ Parts counter and display shelves
- ☐ Mats at the service doors vacuumed
- ☐ Technician break room, service offices and shop restrooms
- ☐ Back hallways and employee restrooms

Periodic and event work

- [ ] Service lane concrete machine-scrubbed when bays are quiet
- [ ] Outside walkways and entrances pressure washed
- [ ] Extra visits before and after a sales event
- [ ] Day porter for lounge, restrooms and coffee bar during events
- [ ] Pre-owned building or detached service center on its own checklist

Notes