

Dealership showroom and service: what we clean

Go level by level with your manager and check off each area the plan includes.

Dealership _____ Address _____
Walked by _____ Date _____

Display floor and showroom glass

- ☐ Floor dry-dusted, then mopped with a cleaner suited to the finish
- ☐ Scuffs and tire marks lifted
- ☐ Floor around each display vehicle detailed by hand
- ☐ Entry doors and inside of window walls
- ☐ Glass offices and reachable partitions
- ☐ Door hardware polished
- ☐ Reception desk, brochure stands and accessory displays
- ☐ Mezzanine rails and stair glass

Customer lounge and restrooms

- ☐ Seating, work counters, charging stations and side tables
- ☐ Coffee station and cabinets cleared of grounds
- ☐ Screens and frames dusted
- ☐ Kids' corner cleaned from toy shelf to floor
- ☐ Customer restrooms cleaned and disinfected
- ☐ Mirrors polished
- ☐ Towels, tissue and soap refilled

Sales and finance offices

- ☐ Sales desks and closing tables wiped around paperwork
- ☐ Phones and keyboards cleaned
- ☐ Chairs and floors vacuumed
- ☐ Finance office door glass, desks and visitor chairs

Back of house

- ☐ Break room counters, sinks, appliance fronts and tables
- ☐ Sales meeting room
- ☐ Staff restrooms and locker areas
- ☐ Trash removed

Service lane and parts

- ☐ Advisor desks and kiosks wiped
- ☐ Service waiting room reset
- ☐ Parts counter cleaned on both sides
- ☐ Cashier windows and key drops
- ☐ Elevator lobbies and connecting corridors
- ☐ Service lane concrete machine scrubbed on a closed day

Outside and event days

- ☐ Entries, walkways and service aprons pressure washed
- ☐ Customer lots and parking decks swept
- ☐ Extra showroom reset before a sales event
- ☐ Porter hours for restrooms and coffee during events

Notes
