Auto dealership: what our crew cleans

Walk the store with this sheet and tick each area once you confirm it is on the plan.

Store _____ **Address** _____

Walked by _____ **Date** _____

Showroom glass and display floor

- ☐ Tall panes and entry doors cleaned on the inside
- ☐ Handprints and smudges taken off display-side glass
- ☐ Display pedestals and turntables dusted
- ☐ Floor cleaned right up to the tires of each display car
- ☐ Sales desks, kiosks and brochure stands wiped
- ☐ Reception counter and the chairs where buyers sit
- ☐ Showroom bins emptied

Customer lounge

- ☐ Coffee bar: machine, counter, cabinet fronts and the tile beneath
- ☐ Lounge tables, chairs and charging counters
- ☐ TV wall dusted
- ☐ Kids' play corner left tidy

Customer restrooms

- ☐ Fixtures, mirrors and partitions done top to bottom
- ☐ Dispensers refilled, from our stock or the store's
- ☐ Restroom floors cleaned on every visit

Sales, finance and back offices

- ☐ Finance office desks, chairs, glass walls and door hardware
- ☐ Deal jackets and paperwork left exactly where they sit
- ☐ General manager's office, conference room and sales offices
- ☐ Bullpen, staff break room and BDC area: counters, appliances, tables
- ☐ Office carpet vacuumed and trash cleared

Service drive and parts

- ☐ Advisor desks on the drive and the cashier window
- ☐ Parts counter and the service waiting area
- ☐ Doorway from the drive lane kept free of road film
- ☐ Technicians' break room and restrooms
- ☐ Service manager's office

Deeper and event work

- [ ] Periodic burnish and scrub for hard showroom floors
- [ ] Office carpet extraction booked midweek
- [ ] Shop and drive concrete machine-scrubbed overnight
- [ ] Added visit the night before a sales event, recovery clean after
- [ ] Day porter for the lounge, coffee bar and restrooms on busy days

Notes