Car dealership cleaning: what we clean

Walk the store, showroom to service drive, and tick each area for the night list.

Dealership _____ **Address** _____

Walked by _____ **Date** _____

Showroom

- [ ] Inside of showroom windows and glass doors
- [ ] Door frames and push bars
- [ ] Display pads and spec boards dusted
- [ ] Reception and sales desks wiped
- [ ] Floor cleaned around and between display vehicles
- [ ] Tire marks lifted from tile or polished concrete
- [ ] Brochure stands tidied, chairs straightened
- [ ] Wheel, accessory and merchandise shelves dusted
- [ ] Delivery area floor, seating and feature wall

Customer lounge

- [ ] Coffee machine front, counters, sink and floor below
- [ ] Tables, seats and charging stations wiped
- [ ] Kids' area
- [ ] TVs, shelves and window ledges dusted
- [ ] Lounge side of the shop viewing glass

Restrooms

- [ ] Customer restrooms cleaned fixture to floor, mirrors polished
- [ ] Towels, soap and liners refilled
- [ ] Service department staff restrooms

Finance, sales and staff rooms

- [ ] Finance office desks, chairs, glass and door handles
- [ ] Paperwork left where it lies
- [ ] Sales offices and manager desks
- [ ] Conference rooms and employee break room
- [ ] Carpet vacuumed; extraction cycle for carpeted rooms

Service drive and parts

- [ ] Write-up desks and advisor stations wiped
- [ ] Cashier window and parts counter
- [ ] Service drive floor on the floor care schedule
- [ ] Service offices and technician break room

Periodic and event work

- [ ] Showroom floor scrubbed and burnished
- [ ] Entry walks and service approach pressure washed
- [ ] Added visits around sales events
- [ ] Day porter for lounge and restrooms during events

Notes