

Dealership cleaning: what we clean

Follow the buyer's path through the store and tick what each visit should cover.

Dealership _____ Address _____
Walked by _____ Date _____

Showroom

- ☐ Inside of tall windows and entry doors
- ☐ Display podiums and brochure racks dusted
- ☐ Floor around each display car dusted and damp-mopped
- ☐ Tire marks and tracked-in grit lifted
- ☐ Sales desks and salesperson cubicles wiped
- ☐ Delivery bay tidied
- ☐ Display cars left where you parked them

Customer lounge and coffee bar

- ☐ Tables and chairs wiped
- ☐ Coffee bar counter, sink and appliances
- ☐ Bins emptied
- ☐ Beneath the seating cleaned
- ☐ Kids' corner and charging stations tidied

Restrooms

- ☐ Fixtures, partitions and sinks cleaned
- ☐ Mirrors polished
- ☐ Paper and soap topped up
- ☐ Checked every time the crew is in

Sales and finance offices

- ☐ Offices dusted and wiped
- ☐ Desks cleaned around paperwork left in place
- ☐ Bins emptied
- ☐ Closing rooms reset with clean tables and chairs

Service drive and parts

- ☐ Write-up desks
- ☐ Service waiting area and advisor offices
- ☐ Parts counter
- ☐ Technicians' break room and restrooms
- ☐ Write-up lanes swept and mopped
- ☐ Walk-off mats at the showroom doors vacuumed
- ☐ Bay floors machine scrubbed on a set cycle

Sale events and launches

- ☐ Visit the night before a sale event
- ☐ Visit once the event ends
- ☐ Day porter for restrooms and lounge during the event
- ☐ Pre-launch visit on glass, floors and lounge

Notes
