Dealership cleaning, stop by stop: what we clean

Follow a buyer's route through the store and mark each stop as you pass it.

Store _____ **Address** _____

Walked by _____ **Date** _____

Front glass and display floor

- ☐ Inside of every showroom pane free of handprints
- ☐ Door glass and pulls polished
- ☐ Window ledges behind display cars dusted
- ☐ Spec stands, brand displays and screens wiped
- ☐ Display floor dust-mopped, cleaned and dried around each tire

Delivery spot

- ☐ Delivery floor and backdrop wall
- ☐ Delivery seating wiped
- ☐ Ribbons and confetti from handovers picked up

Sales and finance

- ☐ Sales desks, phones and keyboards wiped
- ☐ Chair mats cleared; wastebaskets emptied
- ☐ Interior glass walls polished
- ☐ Reception counter and greeter stand
- ☐ Customer seating near the sales desks vacuumed
- ☐ Finance desk, guest chairs, glass, door hardware and carpet

Service lane, lounge and cashier

- ☐ Advisor podiums, tablet stands and key cabinets wiped
- ☐ Lane entry doors cleaned
- ☐ Lane floor scrubbed where customers step out
- ☐ Lounge seating vacuumed and wiped; charging counters cleaned
- ☐ Refreshment area cleared; cups and napkins refilled
- ☐ Lounge restrooms cleaned and restocked
- ☐ Cashier counter wiped

Parts and back of house

- [ ] Parts counter and catalog terminals
- [ ] Customer side of the parts floor
- [ ] Technician break rooms and locker areas
- [ ] Reconditioning office and admin rooms
- [ ] Trash and cardboard taken out

Event weekends

- [ ] Extra visits booked before and after the event
- [ ] Porter covering restrooms, glass and lounge during crowds

Notes