Dealership showroom and service drive: what we clean

Take this sheet on an after-hours walk of the store and tick each area.

Dealership _____ **Address** _____

Walked by _____ **Date** _____

Showroom

- ☐ Windows and entry doors cleaned inside at reach
- ☐ Handprints gone from the glass doors
- ☐ Display pedestals and brand walls dusted
- ☐ Floor dust-mopped, then damp-mopped or auto-scrubbed
- ☐ Tire marks and tracked-in grime lifted
- ☐ Floor under display cars reached when vehicles move
- ☐ Scrub and burnish booked on a night with no event setup

Customer lounge and restrooms

- ☐ Coffee bar wiped and drip trays emptied
- ☐ Sugar packets and stir sticks cleared
- ☐ Tables, chairs and charging stations cleaned
- ☐ Kids' corner given its own pass
- ☐ Restrooms cleaned from fixtures to floor
- ☐ Paper and soap restocked

Sales, finance and delivery

- ☐ Desktops, phones and keyboards wiped around paperwork
- ☐ Customer chairs at sales and finance desks wiped
- ☐ Carpets vacuumed
- ☐ Glass office fronts polished
- ☐ Delivery bay floor and seating cleaned
- ☐ Break and meeting room counters, sinks and tables cleaned
- ☐ Trash and recycling taken out

Service department

- [ ] Write-up podiums and advisor desks wiped
- [ ] Service waiting area and cashier window cleaned
- [ ] Mats between the shop and customer side vacuumed
- [ ] Parts counter and parts office cleaned
- [ ] Service manager's office cleaned
- [ ] Extra floor attention on the path from drive to lounge
- [ ] Concrete shop floor machine-scrubbed on a set schedule

EV showroom extras

- [ ] Display screens dusted with dry microfiber
- [ ] Indoor charging bays swept and mopped

Notes