Car dealership cleaning: what we clean

Walk from the service lane to the showroom and tick each area on the overnight plan.

Dealership _____ **Address** _____

Walked by _____ **Date** _____

Showroom and handover bay

- ☐ Inside of window walls and entry doors cleaned
- ☐ Push plates and sales office glass fronts wiped
- ☐ Fingerprints taken off display screens and touch kiosks
- ☐ Pedestals, spec boards and brochure racks dusted
- ☐ Reception desk and sales desk seats wiped and straightened
- ☐ Showroom floor cleaned with a neutral product
- ☐ Tire marks lifted around display cars
- ☐ Handover bay floor, glass and branded walls cleaned nightly

Customer lounge and restrooms

- ☐ Espresso and drip machines wiped
- ☐ Counters, sinks and snack area wiped
- ☐ Tables and charging counters cleaned
- ☐ Play area tidied
- ☐ Upholstered seating vacuumed
- ☐ Lounge and showroom restrooms cleaned, disinfected and restocked

Offices and staff rooms

- ☐ Finance desks dusted around deal jackets, paperwork untouched
- ☐ Glass partitions and handles wiped
- ☐ Manager offices, business office and conference room on the route
- ☐ Break room sinks, counters, fridges, microwaves and tables cleaned
- ☐ Trash and recycling emptied nightly

Service lane and back rooms

- ☐ Advisor stations, write-up podiums and cashier counter wiped
- ☐ Lane waiting chairs wiped
- ☐ Glass between the lane and the lounge cleaned
- ☐ Customer side of the parts counter mopped
- ☐ Technician restrooms, shop break room and service offices cleaned
- ☐ Bay and lane concrete machine-scrubbed at set intervals

Periodic and event work

- [ ] Office carpet deep-extracted from time to time
- [ ] Back hallway vinyl tile stripped and refinished
- [ ] Drive apron and walks pressure washed
- [ ] Extra visits booked around sales events
- [ ] Porter on hand during event weekends

Notes