

Dealership walkthrough: what we clean

Check off each area your store needs as you walk sales, service and offices.

Store _____ Address _____

Walked by _____ Date _____

Showroom and delivery bay

- ☐ Inside of windows and entry doors
- ☐ Display platforms and brand signage dusted
- ☐ Floor cleaned around every tire
- ☐ Reception counters and sales pods
- ☐ Brochure stands and kiosk screens
- ☐ Bins emptied and seating set back in line
- ☐ Delivery bay floor, backdrop and glass

Customer lounge and restrooms

- ☐ Coffee bar counters, machines and sink
- ☐ Floor in front of the coffee bar
- ☐ Tables and charging counters
- ☐ Upholstered seating vacuumed
- ☐ Children's corner and TV area
- ☐ Restroom fixtures, mirrors and partitions
- ☐ Towel and soap dispensers filled

Sales and finance offices

- ☐ Desks, chairs and glass partitions
- ☐ Door hardware
- ☐ Carpet vacuumed
- ☐ Trash and shredding bins emptied
- ☐ Paperwork left where your team put it
- ☐ Conference rooms and the general manager's office
- ☐ Break room counters, appliances and tables

Service side

- ☐ Advisor stations and write-up desks
- ☐ Cashier window and parts counter
- ☐ Service waiting area
- ☐ Grit cleared at the service lane doorway
- ☐ Technicians' lunchroom and restrooms

Floors and event extras

- ☐ Showroom floor burnished and scrubbed
- ☐ Service lane concrete scrubbed when bays are empty
- ☐ Office carpet cleaned on a slow night
- ☐ Walkways and showroom approach pressure washed
- ☐ Added visits around sales events
- ☐ Day porter for lounge, coffee bar and restrooms

Notes
