SF Janitorial

PRINTABLE CHECKLIST

Car dealerships: what we clean

Walk the store from the curb to the shop floor and mark each area for night visits.

Dealership _____ **Address** _____

Walked by _____ **Date** _____

Showroom glass and display floor

- ☐ Inside of the street-facing window walls
- ☐ Entry doors and glass-walled offices
- ☐ Outside street-level glass, if added
- ☐ Display floor dust-mopped and cleaned car by car
- ☐ Tire marks and scuffs from moving inventory lifted
- ☐ Pedestals, brochure stands and reception desk
- ☐ Burnishing and periodic refinishing of finished floors

Customer lounge and restrooms

- ☐ Lounge chairs and side tables wiped
- ☐ Work counter and charging outlets
- ☐ Coffee-bar spills cleared
- ☐ Water cooler, snack shelf and TV frames dusted
- ☐ Restroom sinks, toilets and counters cleaned and disinfected
- ☐ Mirrors polished and floor mopped dry
- ☐ Soap and paper towel holders filled

Sales desks, finance and staff rooms

- ☐ Closing tables wiped around contracts left in place
- ☐ Keyboards, phones and chair arms
- ☐ Finance office door glass, desktops and guest chairs
- ☐ Finance office carpet vacuumed
- ☐ Sales meeting room and manager offices
- ☐ Staff kitchen appliance fronts, sinks and tables
- ☐ Employee restrooms, trash and recycling

Service drive and shop

- ☐ Advisor desks, write-up tablets and key drop boxes
- ☐ Both faces of the parts counter and cashier window
- ☐ Corridor from service to the showroom mopped
- ☐ Service-drive and shop concrete machine-scrubbed
- ☐ Technicians' break room and restrooms

Timing and events

- ☐ Cleaning nights chosen
- ☐ Service side first if it opens early
- ☐ Extra night before a launch or weekend sale
- ☐ Day porter on the floor during the event
- ☐ Follow-up visit once the event ends

Notes