

Car Dealership Cleaning Checklist

A dealership inspection by area: showroom, customer lounge, sales and F&I offices, service drive, parts counter, restrooms and staff areas

Site _____ Date _____ Inspector _____

Showroom Floor

	Pass	Fail	N/A
Floor scrubbed or dust mopped edge to edge, tire marks removed where display vehicles were moved	☐	☐	☐
Floor under and around each display vehicle cleaned to the tires without touching the vehicle	☐	☐	☐
Display vehicles left to the dealership's lot porters or detailers, nothing wiped on the paint or glass	☐	☐	☐
Glass walls and entry doors cleaned on the inside face, fingerprints at child and adult height gone	☐	☐	☐
Brand signage, display stands and brochure racks dusted, brochures squared	☐	☐	☐
Planters and the soil surface free of cups, wrappers and dust	☐	☐	☐
Baseboards and the base of the glass wall free of grit lines	☐	☐	☐

Customer Lounge and Coffee Bar

	Pass	Fail	N/A
Coffee machine exterior, drip tray and the counter around it cleaned, grounds and sugar spills removed	☐	☐	☐
Fridge and snack area wiped, expired items reported rather than discarded	☐	☐	☐
Seating cleaned including arms and the gap between seat and back, crumbs vacuumed	☐	☐	☐
Work counters and charging stations wiped, cables left plugged in where the dealership leaves them	☐	☐	☐
Kids' area toys and table wiped, floor under the play mat cleaned	☐	☐	☐
TV screens dusted dry, remote controls disinfected	☐	☐	☐
Waste and recycling emptied, bin interiors clean	☐	☐	☐

Sales Desks, Towers and F&I Offices

	Pass	Fail	N/A
Sales desks and the customer side of each desk wiped where clear, deal jackets and papers untouched	☐	☐	☐
Chairs on both sides of each desk cleaned, customer chairs checked for stains	☐	☐	☐
F&I office desks dusted where clear, nothing moved on the desk or the printer	☐	☐	☐
Phones, keyboards, door handles and light switches disinfected	☐	☐	☐
Glass office fronts cleaned on both faces	☐	☐	☐
Wastebaskets emptied, shred bins left to the dealership's shredding service	☐	☐	☐

Service Drive and Write-Up Area

	Pass	Fail	N/A
Service drive floor swept and scrubbed, oil spots treated and reported if they will not lift	☐	☐	☐
Trench drains and grates clear of leaves, cups and grit on the surface	☐	☐	☐
Service advisor counter and write-up podiums wiped, key drop box exterior cleaned	☐	☐	☐
Customer-facing doors and the waiting chairs by the service desk cleaned	☐	☐	☐
Walk-off mats at the drive doors vacuumed and lifted, grit swept from underneath	☐	☐	☐

Parts Counter and Back of House

	Pass	Fail	N/A
Parts counter front and top wiped, catalogue stations and screens dusted dry	☐	☐	☐
Floor in front of the parts counter cleaned to the wall, no tracked grease	☐	☐	☐
Technician break room tables, microwave, sink and fridge exterior cleaned	☐	☐	☐
Technician restrooms and locker room cleaned to the same standard as customer restrooms	☐	☐	☐
Shop floor and bays left to the dealership unless the contract lists them	☐	☐	☐

Customer Restrooms

Pass Fail N/A

Toilets and urinals cleaned inside, outside and at the base where they meet the floor	☐	☐	☐
Sinks, counters and mirrors spotless, no water marks on chrome	☐	☐	☐
Soap, paper towel and toilet paper restocked to full	☐	☐	☐
Baby change station cleaned and disinfected	☐	☐	☐
Floor mopped to the corners and behind the fixtures	☐	☐	☐
Odour neutral at the door, air freshener at the brand's standard if supplied	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Showroom, lounge and customer restrooms inspected before the store opens	☐	☐	☐
Cleaning crew never moves, starts or wipes a vehicle, and reports any vehicle left in a cleaning path	☐	☐	☐
Keys, key machines and key drop boxes left untouched	☐	☐	☐
Every door the crew unlocked is locked again and the alarm set on the way out	☐	☐	☐
Damage, burnt-out lights, leaks and spills from vehicles reported to the service or sales manager the same visit	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Daily	Showroom floor, glass at entry, lounge, coffee bar, customer and staff restrooms, waste, service drive sweep
Weekly	Full glass wall interior, baseboards, office chairs, break room appliances, service drive scrub
Monthly	High dusting of signage and light fixtures within reach, vent covers, trench drain surfaces, upholstery spot clean
Quarterly	Showroom floor machine scrub or refinish as contracted, carpet extraction in offices and lounge

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