

Facility _____ Date _____ Completed by _____

Daily**Showroom floors**

- Scrub and mop floors to remove tire tracks and dirt
- Buff and polish hard floors to maintain high-gloss finish
- Vacuum and spot-treat carpeted office and lounge areas

Glass & vehicles

- Wipe all interior glass panels and windows streak-free
- Polish displayed vehicle surfaces to remove fingerprints and dust

Waiting & customer areas

- Disinfect chairs, tables and shared surfaces
- Tidy floors; empty and reline trash bins

Restrooms

- Disinfect toilets, sinks, handles and high-touch points
- Restock soap, paper towels and hand sanitizers

Periodic (Monthly & Quarterly)

- High-dust vents, light fixtures and overhead beams
- Steam-clean or shampoo carpets and rugs
- Detail service bays and inventory storage areas
- Pressure-wash exterior entryways and sidewalks