



CHECK LIST ((AUTO DETAILING))

1. Check in at office for MAP & NEEDED SUPPLIES.
Note: No Excuses for forgetting tools and supplies.
2. Inspect vehicle for damages (Dents, Chips, Scratches, etc), inform client before starting.
3. Park vehicle over the provided blue tarp.
4. Remove and bag customer's personnel items left in the vehicle.
5. Remove all trash and debris.
6. Wash and Dry vehicle
7. Cleaning:
 - Interior:
 - ___a. Visors
 - ___b. Door Panels
 - ___c. All Door Jams
 - ___d. Interior Windows
 - ___e. Ash Trays
 - ___f. All Seats
 - ___g. Carpets
Note: cover with floor paper
 - ___h. Mats
 - ___i. Seats
 - ___j. All other surfaces
 - Exterior:
 - ___a. Clean & apply dressing to tires
 - ___b. Clean and brush rims (polish)
 - ___c. Clean exterior and wheel wells
 - ___d. Dress molding ___
 - ___e. Windows
 - ___f. Mirrors
 - ___g. Lube windshield wipers
 - ___h. Prep surface as you know
 - ___i. Polish and wax exterior.
 - ___j. Buff & hand detail light scratches
 - ___k. Check tire pressure, radiator
windshield wiper fluids.
8. Inspect vehicle, double check your work, (Use the Check List).
9. Roll down Windows (3 inches) and inform customer to leave open for 6 to 8 hours.