**EXTERIOR PROCEDURES**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| * Remove Tar/Road Grime
 | * Leve the Paint
 | * Remove Sealant or Wax
 | * Step Back / View Car
 |
| * Mask Off Trim/Uneven Panels
 | * Remove Buffer Swirls
 | * Detail Crevices / Emblems
 | * Remove Dust / Smears
 |
| * Cover Wipers/Windshield
 | * Polish to Shine
 | * Microfiber wipe Down
 | * Inspection Checklist
 |
| * Check for Loose Items
 | * Apply Sealant or Wax
 | * Polish Chrome /Wheels
 | * Cover Vehicle
 |
| * Determine Pads/Polishes
 | * Dress Tires / Trim / Engine
 | * Windows / Tips /Mirrors
 | * Call Customer
 |
|  |  |  |  |

**INTERIOR PROCEDURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Remove Loose Items/Secure** |  Clean Door Panels/Trim |  Clean Consoles | Dress Vinyl/Cond Seats |  Dispense Fragrance |
| Remove Mats |  Clean & Detail Dash |  Clean In Between Seats | Wax Door Jambs |  Insert Mats/Seat Cover |
| Empty Ash Trays/Soak |  Clean AC Vents/Crevices |  Clean Glove Box | Dress Weather Stripping |  Place Loose Items Bags |
| **Vacuum/Air Purge/Pet Hair** |  Clean Buttons/Handles |  Clean Seats/Seat Belts | Glass/Gauges/Mirrors |  Inspection Checklist |
| Check Headliner/Clean |  Clean Tires/Trim/Engine |  Clean Mats/Carpets | Wipe Plastic Trim |  **Crack Windows/Call Customer** |
|  |  |  |  |  |

**WASH UP & DETAIL PREP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **METHODS & PROCEDURES**Comments / Additional Services |  |  |  |  |
| **SHAMPOO-RINSE-CLAY** | **SCRUB TRIM-BODY-JAMBS** |  **WHEELS-WELLS-TIRES** |  **WASH & PREP** |
| Rinse Vehicle/Apply Shampoo | Wet the Component | Rinse Wells, Wheels, Tires | Check for Damage |
| Use Mitt or Brush to Scrub Top | Apply Special Force | Apply Chemical to Wells | Determine Tools Needed |
| To Bottom than Rinse | Scrub with Proper Brushes | Apply Chemical to Wheels | Determine Chems Needed |
| Apply Wonder Lube/Clay Bar byHand or Porter Cable Polisher | Scrub Chrome with Steel Wool | Scrub Wheel Wells/Rinse | Cover Engine Components |
| Rinse & Dry-Top to Bottom | Rinse All Components | Scrub Wheels/ Rinse | Wet Engine/Spray Citrus |
| Jelly Blade. Microfiber, Chamois | Scrub/Rinse Gas Cap Area | Apply Tire & WW Cleaner | Scrub Engine Compartment |
| Blow Old Cracks & Crevices | Scrub/Rinse Lower Panels | Scrub Tires/Rinse | Rinse Engine Compart/Start |
| Remove Tar Lower Body Panels | Scrub/ Rinse Door Jambs | Scrub Mud Flaps/Rinse | Spray Bug Off Chemical |
|  | Scrub/Rinse Convertible Tops |  | Bug Sponge / Rinse |