**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 by  Hand 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 |