

# Staging Vehicles Checklist

## Cleanliness

### Inspect the interior of the car.

pay extra attention to the area the driver will interact with including the following:

- a. Smells; body odor, tobacco, marijuana
- b. Spilled liquids; coffee, water, alcohol
- c. Food crumbs
- d. Trash

### Check underneath and around seats.

### Check the glove box, console, visors, and trunk.

### Vacuum the entire interior thoroughly.

### Wipe the inside and outside of the glass and mirrors.

### Foot pedals and footrest should also be kept as clean as possible.

### Apply disinfectant on all contact surfaces.

- a. Steering wheel and column
- b. Seat belts, buckles, and latches
- c. MMI controls and screen
- d. Door interior panels
- e. Door handles
- f. Cupholders and all open compartments
- g. Rearview mirror
- h. Gear shifter
- i. Dashboard and vents
- j. Key fob

## Multi-Media Interface (MMI) and Vehicle Reset

### Reset MMI to manufacturer's default.

- a. Return address is programmed
- b. Phone features are ready to connect
- c. Wifi is set up and configured correctly

### Set the HVAC controls to Auto and the temp to 72 degrees.

### All vents must be adjusted and centered.

### Lower all headrests.

### Tilt the steering wheel all the way up and forward.

## Vehicle Exterior

### Wash and inspect for damage and document in Dealerware Web.

Rain and snow road grime will require a full car wash.

### Dry off car completely

## Damage, Maintenance, and Lost Items

### Look for items left behind

Contact customer immediately to let them know of their lost item

### Look for missing interior parts

Volume knobs, MMI navigation buttons etc

## Vehicle Equipment and Information

### Make sure every vehicle has the following: (if applicable)

Windshield toll pass, Current registration cards, [Connected Car Device](#)