

# Facility Check Sheet

## Marine Industry Certified Dealership Program



Dealership Name: \_\_\_\_\_ Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

☐ Sales    ☐ Parts    ☐ Office  
☐ Service    ☐ Marina    ☐ Other \_\_\_\_\_

Rating Scale: 1 = Poor    2 = Fair\*    3 = Good    4 = Excellent

\* A rating of 2 or below requires an action that should be described in the "Comments" field.

	RATING	COMMENTS
<b>1. GENERAL EXTERIOR</b>		
a. Exterior areas of the building are free of damage, discoloration and stains.	1 2 3 4	
b. Fascia is maintained and well-lit.	1 2 3 4	
c. Landscaping is well-maintained (shrubs, grass, flowers, mulch, etc.)	1 2 3 4	
d. Exterior windows are clean and free from damage.	1 2 3 4	
e. Exterior signs provide clear directions to all departments and customer parking areas.	1 2 3 4	
f. Exterior signage reflects current dealership information (i.e. phone numbers, hours of operation by department, etc)	1 2 3 4	
g. Boat display, customer parking and service areas are paved/maintained and free of damage.	1 2 3 4	
h. Caution signage is posted at on-water locations.	1 2 3 4	
<b>2. GENERAL INTERIOR</b>		
a. Interior windows are clean and free of damage.	1 2 3 4	
b. All walls and ceilings are clean and free of damage, discoloration and stains.	1 2 3 4	
c. All hallways and aisles are clean and uncluttered.	1 2 3 4	
d. All customer areas are clearly identified.	1 2 3 4	
e. All signage/promotional displays are current and maintained.	1 2 3 4	
f. All furniture is clean and free of damage.	1 2 3 4	
g. All floor surfaces are clean and free of damage, discoloration and stains.	1 2 3 4	
h. Consumer Commitment is posted prominently in a customer-visible area of the dealership.	1 2 3 4	

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3. CUSTOMER PARKING		
a. Customer parking area is well-lit.	1 2 3 4	
b. Dealership provides adequate number of parking spaces for customers.	1 2 3 4	
4. PARTS/ACCESSORIES DEPARTMENT		
a. Customer and technician parts counters are clearly identified, clean and uncluttered.	1 2 3 4	
b. Floors are clean and free of damage, discoloration and stains.	1 2 3 4	
c. Parts aisles, bins and work areas are uncluttered and well organized.	1 2 3 4	
d. The accessories merchandising area is adequate, neat and clean.	1 2 3 4	
e. Customer and technician parts counters are clearly identified, clean and uncluttered.	1 2 3 4	
5. WAITING AREAS/CUSTOMER LOUNGE/RESTROOMS		
a. Areas are clean and well-maintained.	1 2 3 4	
b. Seating is clean, comfortable and well-maintained.	1 2 3 4	
c. There is sufficient customer seating available.	1 2 3 4	
d. Televisions, vending machines and coffee dispensers are clean and in good working condition.	1 2 3 4	
e. The cashier's area is clearly identified, neat and clean.	1 2 3 4	
f. Restrooms are clearly identified, clean, regularly maintained and in good working order.	1 2 3 4	
6. OVERALL DEALERSHIP		
a. Overall, how would you rate the appearance of the entire dealership?	1 2 3 4	
b. Team members are properly identified by company uniforms and/or name tags.	1 2 3 4	

### ADDITIONAL COMMENTS