

2008 Toyota Facilities Standards

- Minimum standards are based on projections for the year 2011.
- The 2013 Vision projection is added for future planning purposes.

Building

- Showroom and Office minimum standards are based on the greater of the dealer's:
 1. 2007 NVS reported sales or
 2. 100% sales efficiency at the forecasted planning volume using September 2007 rolling 12-month registrations.
- Service & Parts minimum standards are based on a forecasted 7-year UIO using Toyota UIO from the December 2007 Toyota CCK database.

SALES / ADMINISTRATION	
Interior Vehicle Display	350 sq. ft. per vehicle, 4-10 vehicle displays
Sales Office	Sales = 350-5,999 PG: 100 sq. ft. 6,000-6,999 PG: 90 sq. ft. 7,000-8,999 PG: 80 sq. ft. 9,000+ PG: 75 sq. ft. Sales Manager – 120 sf per associate General Manager = 120 sf per associate F&I = 120 sf per associate Receptionist = 200 sf New Car Delivery = 450 sf per vehicle Restrooms = 420 sf
Other Office & Administration, varies by PG	Dealer Admin = 120 sq. ft. Dealer Office = 220 sq. ft. BDC = 100 sf minimum General Offices = 360 sq. ft. minimum Locker Room = 80 sq. ft. minimum Training/Conference Room = 400 sq. ft. minimum Copier/Fax Workroom = 80 sq. ft. minimum Employee Lunchroom = 300 sq. ft. minimum
PARTS DEPARTMENT	
Parts Storage	160 sq. ft. per stall
Retail Parts/Cashier	340 sq. ft. minimum, varies by number of stalls
Other Parts	300 sq. ft. minimum, varies by number of stalls
SERVICE DEPARTMENT	
Stalls 525 sq. ft. per stall, (14' x 37.5' half driveway)	400 UIO per stall, min. 8 stalls
Enclosed Write-Up Area	2,400 sq. ft. minimum, varies by number of stalls
Customer Lounge	1,040 sq. ft. minimum, varies by number of stalls
Other Service	1,430 sq. ft. minimum, varies by number of stalls
Assistant Service Managers (ASM)	1 ASM per 5 stalls
IMAGE USA II	
Image USA II Building Flow & Circulation	Add to Total Building sq. ft.: Dealer PG < 1,500 = +23% sq. ft. Dealer PG ≥ 1,500 = +18% sq. ft.

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Land

- Land minimum standards are based on required parking spaces at the forecasted planning volume/UIO for 2011. (Set-backs, retention ponds, easements, landscape and driveways are additional)

PARKING SPACES – 293 sf per space (9'x20' space plus 9'x12.5' half driveway)											
New Vehicle	350-5,999 PG: 1 sp. per veh. at a 45 day supply 6,000-6,999 PG: 1 sp. per veh. at a 38 day supply 7,000-7,999 PG: 1 sp. per veh. at a 32 day supply 8,000-8,999 PG: 1 sp. per veh. at a 28 day supply 9,000-9,999 PG: 1 sp. per veh. at a 25 day supply 10,000+ PG: 1 sp. per veh. at a 22 day supply										
Used Vehicle	1 space per vehicle at a 45 day supply <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>New Veh Sales</u></th> <th style="text-align: center;"><u>UV:NV Ratio</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 – 600</td> <td style="text-align: center;">1:1</td> </tr> <tr> <td style="text-align: center;">601 – 1,200</td> <td style="text-align: center;">0.62:1</td> </tr> <tr> <td style="text-align: center;">1,201 – 1,800</td> <td style="text-align: center;">0.55:1</td> </tr> <tr> <td style="text-align: center;">1,801 +</td> <td style="text-align: center;">0.45:1</td> </tr> </tbody> </table>	<u>New Veh Sales</u>	<u>UV:NV Ratio</u>	0 – 600	1:1	601 – 1,200	0.62:1	1,201 – 1,800	0.55:1	1,801 +	0.45:1
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Customer (Sales/Parts/Service)	Sales: 1 space per customer at 25% of daily sales at a 20% closing ratio Service: 3 spaces per stall Parts: 15-25 spaces, varies by number of stalls										
Employee	350-4,999 PG: 1 sp. per employee 5,000-5,999 PG: .95 sp. per employee 6,000-8,999 PG: .90 sp. per employee 9,000+ PG: .80 sp. per employee										

Additional Areas

- BDC: 200 square foot minimum (4 sales stations + 1 mgr.) Allow 25 sq.ft. for each additional person.
- Child's Play Area: 80 square foot minimum.
- Customer Lounge w/Child's Play Area and Business Center: 200 square foot minimum (8-10 people). Allow 15 sq.ft. for each additional person. Allow 80 sq.ft. minimum for Children's Play area. Allow 25sq.ft. min. for each Bus. Center station.
- Express Lube: Drive-thru stall w/pit and 1 dedicated stall and 1 dedicated oil change tech/7500 Toyota UIO in PMA. If parts storage more than 30 ft. from designated Express Lube stall, add in-bay parts cabinets.
- TPC: 350 sq.ft. min.
- TQFM Lounge: 100 sq.ft. min. (4-6 people). Allow 15 sq.ft. for each additional person over the min. Allow additional sq.ft. for children's play area.
- TRAC: 100 sq.ft. min. plus 25% allowance for fleet storage.
- Training/Multi-Purpose Room: 175 sq.ft. min. (8-10 people). Allow 15 sq.ft. for each additional person.
- Vehicle Delivery: 350 sq.ft./vehicle