



'HOW TO...'

Collection Preparation - Base Level Vehicle Clean

The following should be completed for all vehicles prior to them being collected by a customer. This includes, but is not limited to;

- Customer vehicles following repair
- Courtesy vehicles

Personal Protective Equipment (PPE) Provided:

All required PPE will be made available in the Transport Department. If any items need replacing please contact Rachel McGuinness

- Disposable seat and steering wheel cover
- Latex/nitrile gloves

Basic vehicle cleaning checklist

Driver's Seat		Roof and Doors	
✓ Steering wheel	<input type="checkbox"/>	✓ Door handles and releases	<input type="checkbox"/>
✓ Control stalks	<input type="checkbox"/>	✓ Door Pocket	<input type="checkbox"/>
✓ Ignition and power button	<input type="checkbox"/>	✓ Window switches	<input type="checkbox"/>
✓ Keys	<input type="checkbox"/>	✓ Interior Lights	<input type="checkbox"/>
Dashboard		✓ Grab handles	<input type="checkbox"/>
✓ Air vents – passenger and central	<input type="checkbox"/>	Boot	
✓ Gear stick	<input type="checkbox"/>	✓ Parcel shelf	<input type="checkbox"/>
✓ Infotainment / radio	<input type="checkbox"/>	✓ Boot floor tab	<input type="checkbox"/>
✓ Heating Controls	<input type="checkbox"/>	Other	
All Seats		✓ Glove box	<input type="checkbox"/>
✓ Seatbelts and clips	<input type="checkbox"/>	✓ Central storage	<input type="checkbox"/>
✓ Seat adjust controls	<input type="checkbox"/>	✓ Cupholders	<input type="checkbox"/>
✓ Head rests	<input type="checkbox"/>	✓ Bonnet release lever	<input type="checkbox"/>
✓ Seat pockets	<input type="checkbox"/>		

Cleaning Product Information

Please ensure the correct products are used on surfaces. If in doubt, please consult with your line manager

- ✘ Bleach-based products should **NOT** be used on any exterior or interior vehicle surface



Leather / PU / PVC / TPO

- ✓ Use mild, neutral soap solutions
- ✓ Wipes and cloths used must be soft and non-abrasive
- ✘ **DO NOT** use any solution containing alcohol

Fabric cleaner

- ✓ Dilute the solutions with fabric cleaner in
- ✓ Fragranced fabric cleaners may be used
- ✘ **DO NOT** clean local spots as may get staining at edges but clean whole area.

Fabrics – other

- ✓ Use interior shampoo
- ✘ **DO NOT** clean local spots as may get staining at edges but clean whole area.

Plastics / Chrome plated parts / Veneers (not open pore) / Painted Plastics

- ✓ Use mild soap solutions
- ✓ Use alcohol solutions and wipes
- ✓ Use weak peroxide cleaners



If you have any questions or concerns, you should raise them with Rachelm@fleetline.co.uk