

'HOW TO...'

Clean / Disinfect a vehicle upon handover from Customer

- ✓ Use a sanitiser which does not contain alcohol or isopropyl.
- ✓ Be thorough, particularly on uneven surfaces
- ✓ Work on all major contact points inside and outside of the vehicle

Personal Protective Equipment (PPE) Provided:

All required PPE will be made available in the Transport Department

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

Vehicle handover from customer cleaning checklist

Key	
✓ The vehicle key	<input type="checkbox"/>
Exterior	
✓ Door handles and door frames	<input type="checkbox"/>
✓ Luggage compartment handle - inside and out	<input type="checkbox"/>
Interior	
✓ AC/ventilation – spray air vents with Tunap 997	<input type="checkbox"/>
✓ Armrests	<input type="checkbox"/>
✓ Buttons and all switches - including air-con controls)	<input type="checkbox"/>
✓ Centre display	<input type="checkbox"/>
✓ Door handles	<input type="checkbox"/>
✓ Glovebox	<input type="checkbox"/>
✓ Rear-view mirror	<input type="checkbox"/>
✓ Safety belts	<input type="checkbox"/>
✓ Service booklet	<input type="checkbox"/>
✓ Steering Wheel & Shift knob	<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 me rachelm@fleetline.co.uk