



‘HOW TO...’

Collection Preparation Vehicle Exterior 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:

The following PPE will be made available as follows;

- Latex/nitrile gloves

Vehicle exterior cleaning checklist

- ❖ Ensure that prior to use any disinfectant is tested on suitable test samples to ensure no damage to visible surfaces.
- ❖ Then utilising a suitable disinfectant, wipe down the following areas

✓ Exterior door handles	<input type="checkbox"/>	✓ Bonnet safety catch	<input type="checkbox"/>
✓ Roof rails	<input type="checkbox"/>	✓ Dipstick	<input type="checkbox"/>
✓ Fuel filler flap, aperture and door	<input type="checkbox"/>	✓ Washer fluid reservoir cap	<input type="checkbox"/>
✓ Fixed or deployable side steps	<input type="checkbox"/>	✓ DEF Fluid reservoir cap	<input type="checkbox"/>
✓ BEV / PHEV Charging port, door and cable	<input type="checkbox"/>	✓ Boot release switch	<input type="checkbox"/>
✓ Tyre valve cap	<input type="checkbox"/>	✓ Load-space cover	<input type="checkbox"/>

- ❖ Ensure you dispose of your gloves and wash your hands for minimum 20 seconds following the car cleaning process.
- ❖ Always avoid touching your eyes, nose and mouth

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