



‘HOW TO...’

Clean touch-points following customer visit to site

The following should be completed by the colleague responsible for the customer during their time on site.

Personal Protective Equipment (PPE) Provided:

The PPE required for this task is as follows;

- Latex/nitrile gloves

Basic touch-point cleaning checklist

Your Desk		Toilets	
✓ Hygiene screen	<input type="checkbox"/>	✓ Taps, flushers and dispensers	<input type="checkbox"/>
✓ Desk top and any other surfaces	<input type="checkbox"/>	Vehicles - Driver’s Door / Seat	
✓ Telephone equipment including headsets where used	<input type="checkbox"/>	✓ Door handles and releases	<input type="checkbox"/>
✓ Keyboard	<input type="checkbox"/>	✓ Steering wheel, including horn	<input type="checkbox"/>
✓ Mouse	<input type="checkbox"/>	✓ Infotainment / radio	<input type="checkbox"/>
✓ Chair arms and controls	<input type="checkbox"/>	✓ Control stalks	<input type="checkbox"/>
Shared items		✓ Ignition and power button	<input type="checkbox"/>
✓ PDQ machines must be cleaned before use and again before returning it to the base unit by the colleague using it for each transaction.	<input type="checkbox"/>	✓ Keys	<input type="checkbox"/>
✓ Tablets and digital devices	<input type="checkbox"/>	✓ Seatbelts and clips	<input type="checkbox"/>
Around the site	<input type="checkbox"/>	✓ Seat adjust controls	<input type="checkbox"/>
✓ Any internal and external door knobs, handles, push plates or rails used by the customer	<input type="checkbox"/>	✓ Head rests	<input type="checkbox"/>
✓ Handrails and railings on staircases and mezzanine floors		Vehicles - Dashboard	<input type="checkbox"/>
✓ Lift call and internal control buttons	<input type="checkbox"/>	✓ Gear stick	<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