

Issue Date: 16-04-2020 Revision: 0	 <b>COVID-19</b> <b>Daily Vehicle Cleaning Routine</b>	J McCann & Co Limited SAFE OPERATING PROCEDURE <b>SOP24</b>
Approved by: B. Feltham		Page 1 of 1

### **Keeping Safe and Stopping the spread of COVID-19**

Keeping your vehicles clean is a key part of preventing the spread of COVID-19. The video produced by Toyota <https://player.vimeo.com/video/404542763>, shows 40 key touch points that should be cleaned daily. This document is a reminder of those key touch points.

Any operative cleaning a vehicle must first put on their disposable gloves, and use cleaning wipes or disinfectant spray to clean the key touch points.

Removing clutter, litter and obsolete paperwork from the vehicle will help keep the vehicle clean and make cleaning it quicker and easier.

#### **Key touch points to be cleaned include:**

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| <ol style="list-style-type: none"> <li>1. Door handles</li> <li>2. Roof above handle</li> <li>3. Inner door release</li> <li>4. Window switches</li> <li>5. Inner door handle</li> <li>6. Door pocket</li> <li>7. Seatbelts</li> <li>8. Seatbelt clips</li> <li>9. Seat adjusting controls</li> <li>10. Steering wheel</li> <li>11. Horn</li> <li>12. Control Stalks</li> <li>13. Driver air vents</li> <li>14. Dashboard</li> <li>15. Power button</li> <li>16. Gear shift</li> <li>17. Multimedia screen</li> <li>18. Central air vents</li> <li>19. Heating controls</li> <li>20. Glovebox</li> </ol> | <ol style="list-style-type: none"> <li>21. Log book / Document Wallet</li> <li>22. Central storage compartment</li> <li>23. Cupholders</li> <li>24. Rear-view mirror</li> <li>25. Interior lights and switches</li> <li>26. Grab handle</li> <li>27. Key</li> <li>28. Head rests</li> <li>29. Seat pockets</li> <li>30. Rear central tab</li> <li>31. Fuel cap</li> <li>32. Wheel valves</li> <li>33. Boot lid</li> <li>34. Parcel shelf</li> <li>35. Boot floor tabs</li> <li>36. Boot close button or handles</li> <li>37. Bonnet lid</li> <li>38. Washer cap</li> <li>39. Dipstick</li> <li>40. Oil cap</li> </ol> |
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Additional items fitted to vehicles such as: grab handles, CCTV controls, PTO switches, control panels, remote control units etc must also be cleaned as part of your daily vehicle cleaning routine.

All used gloves, wipes and towels must be disposed of immediately after use in the bin bag provided.

All waste and bin bags must be removed from vehicles daily.