

Issue Date: 16-04-2020 Revision: 0	 COVID-19 Daily Vehicle Cleaning Routine	J McCann & Co Limited SAFE OPERATING PROCEDURE SOP24
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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"> 1. Door handles 2. Roof above handle 3. Inner door release 4. Window switches 5. Inner door handle 6. Door pocket 7. Seatbelts 8. Seatbelt clips 9. Seat adjusting controls 10. Steering wheel 11. Horn 12. Control Stalks 13. Driver air vents 14. Dashboard 15. Power button 16. Gear shift 17. Multimedia screen 18. Central air vents 19. Heating controls 20. Glovebox | <ol style="list-style-type: none"> 21. Log book / Document Wallet 22. Central storage compartment 23. Cupholders 24. Rear-view mirror 25. Interior lights and switches 26. Grab handle 27. Key 28. Head rests 29. Seat pockets 30. Rear central tab 31. Fuel cap 32. Wheel valves 33. Boot lid 34. Parcel shelf 35. Boot floor tabs 36. Boot close button or handles 37. Bonnet lid 38. Washer cap 39. Dipstick 40. Oil cap |
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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.