

## **CESHIRE WEST AND CHESTER COUNCIL**

### **VEHICLE CLEANING**

#### **PROTOCOLS – Updated 28.5.2020**

##### **Equipment**

- Disposable Cloths.
- Supplied cleaning products (detergent), with a spray bottle for application.
- Disposable gloves & bags

##### **Method**

- Check area is clear and safe to enter.
- Put on PPE (gloves provided)
- Ventilate area- Open windows.
- Use cleaning product (detergent) provided.
- Spray solution onto surface and leave for 5 minutes.
- Clean surface with disposable cloths/paper towel.
- Remove PPE, place cloths & gloves in bag.
- Dispose of bag safely in waste.
- Wash hands thoroughly with soap and water for 20 seconds on completion.

##### **Cleaning procedure in between routes**

As you may be required to carry out multiple routes, even where a vehicle has been cleaned at the end of your previous shift, you must:

- Ventilate the vehicle by opening all windows.
- Put on disposable gloves

Ensure cleaned ALL the vehicle touchpoints as follows using cleaning product provided and disposable cloths:

- Door handles, doors and windows (inside and out)
- Backs of seats
- Wipe seats where possible
- Wipe headrests
- Wipe dashboard where passengers have used the front seat
- Dispose of gloves and disposable cloths safely in a bag which should be deposited into the bin prior to commencing travel.
- Wash hands thoroughly for 20 seconds with soap and water or hand sanitizer gel.

You must not commence onto your next route until the cleaning procedure has been carried out.

### **Cleaning procedure at the end of each shift**

All Vehicles require to be cleaned internally after use (so at the end of each shift). You must ensure that surfaces such as the steering wheel, door handles (inside & out), handbrake levers, gear stick, dashboard, light switches, wiper switches and mirror casings are thoroughly wiped down, including ignition keys, by using the supplied cleaning materials, which will be COSHH assessed and contain the recommended ingredients as per government guidelines.



Minibuses will also require handrails, tail lift handle rails, windows and seats all cleaned at the end of each shift.



Procedure as follows:

- Driver has completed journey.
- Driver will wipe down all of the cab area's including ignition key as detailed above with the suitable cleaner provided.

- Once completed – Driver will provide time of cleaning on vehicle log sheet with the date, and signature.
- All cloths and disposable gloves which are used must be bagged and disposed of appropriately.