

‘HOW TO...’

Collection Preparation Vehicle Interior 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 interior 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

✓ Dashboard surface	<input type="checkbox"/>	✓ Door and roof-mounted grab handles	<input type="checkbox"/>	✓ Arm rests	<input type="checkbox"/>
✓ Touchscreen / infotainment interface	<input type="checkbox"/>	✓ Sun-visors	<input type="checkbox"/>	✓ Centre console storage	<input type="checkbox"/>
✓ Steering wheel	<input type="checkbox"/>	✓ Window buttons	<input type="checkbox"/>	✓ Cup holders	<input type="checkbox"/>
✓ Steering wheel buttons	<input type="checkbox"/>	✓ Seats including headrests	<input type="checkbox"/>	✓ Rear-view mirror	<input type="checkbox"/>
✓ Indicators / stalks	<input type="checkbox"/>	✓ Seat belt buckles / straps	<input type="checkbox"/>	✓ Interior lights / Sunroof / SOS buttons	<input type="checkbox"/>
✓ Air vents	<input type="checkbox"/>	✓ Seat adjustment controls	<input type="checkbox"/>	✓ Rear centre arm rest & cup holders	<input type="checkbox"/>
✓ Gear lever / rotary	<input type="checkbox"/>	✓ Seat memory buttons	<input type="checkbox"/>	✓ Owner’s Manuals	<input type="checkbox"/>
✓ Start button	<input type="checkbox"/>	✓ Seat pockets	<input type="checkbox"/>	✓ Key(s)	<input type="checkbox"/>
✓ All driver controls	<input type="checkbox"/>	✓ Door storage areas	<input type="checkbox"/>		
✓ Lights / wipers / handbrake etc.	<input type="checkbox"/>	✓ Glovebox	<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