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 | ✔ Door and roof-mounted grab handles | ☐ Arm rests | ☐ |
| ✓ Touchscreen / infotainment interface | ✔ Sun-visors | ☐ Centre console storage | ☐ |
| ✓ Steering wheel | ✔ Window buttons | ☐ Cup holders | ☐ |
| ✓ Steering wheel buttons | ✔ Seats including headrests | ☐ Rear-view mirror | ☐ |
| ✓ Indicators / stalks | ✔ Seat belt buckles / straps | ☐ Interior lights / Sunroof / SOS buttons | ☐ |
| ✓ Air vents | ✔ Seat adjustment controls | ☐ Rear centre arm rest & cup holders | ☐ |
| ✓ Gear lever / rotary | ✔ Seat memory buttons | ☐ Owner’s Manuals | ☐ |
| ✓ Start button | ✔ Seat pockets | ☐ Key(s) | ☐ |
| ✓ All driver controls | ✔ Door storage areas | ☐ | |
| ✓ Lights / wipers / handbrake etc. | ✔ Glovebox | ☐ | |
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](mailto:rachelm@fleetline.co.uk)