



Topham Drive

Be a safer driver for life

Covid-19
Cleaning
routine

TOPHAM DRIVE - COVID-19 DAILY CLEANING ROUTINE

		LESSON 1	LESSON 2	LESSON 3	LESSON 4	LESSON 5	LESSON 6
DATE							
END OF LESSON ROUTINE							
1	DOORS – INTERNAL AND EXTERNAL						
2	HANDBRAKE						
3	SEAT ADJUSTERS						
4	STEERING WHEEL						
5	SEAT BELT						
6	MIRRORS & ADJUSTER SWITCHES						
7	GEAR STICK						
8	WINDOWS AND ADJUSTER SWITCHES						
9	WIPERS STALK						
10	INDICATORS STALK						
11	LIGHTS STALK						
12	CRUISE CONTROL STALK						
13	SATNAV						
14	RADIO REMOTE STALK						
15	ALL OTHER DASHBOARD SURFACES						
	Instructor Sign						
END OF TRAINING DAY / RECORD KEEPING							
1	WHOLE CAR CLEAN - COCKPIT AREA						
2	WHOLE CAR CLEAN - BOOT AREA						
3	WHOLE BOOT AREA - EXTERNAL HANDLES						
	Instructor Sign						
MATERIALS USED							
	PAPER TOWELS						
	ANTI-BAC SANITISER - VINES BIOCRIN						
	ISOPROPYL ALCOHOL SPRAY						
	BIN BAGS - BLACK						
	BIN BAGS - WHITE						
	OTHER						
	ALL USED MATERIAL DISPOSED OF						
	Instructor Sign						

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