

TOPHAM DRIVE - COVID-19
DAILY CLEANING ROUTINE

	Friday		Saturday		Notes
	LESSON 1	LESSON 2	LESSON 1	LESSON 2	
WEEK START DATE / /					
END OF LESSON ROUTINE					
DOORS – INTERNAL AND EXTERNAL					
HANDBRAKE					
SEAT ADJUSTERS					
STEERING WHEEL					
SEAT BELT					
MIRRORS & ADJUSTER SWITCHES					
GEAR STICK					
WINDOWS AND ADJUSTER SWITCHES					
WIPERS STALK					
INDICATORS STALK					
LIGHTS STALK					
CRUISE CONTROL STALK					
SATNAV					
RADIO REMOTE STALK					
ALL OTHER DASHBOARD SURFACES					
END OF TRAINING DAY / RECORD KEEPING					
WHOLE CAR CLEAN - COCKPIT AREA					
WHOLE CAR CLEAN - BOOT AREA					
WHOLE BOOT AREA - EXTERNAL HANDLES					
MATERIALS USED					
PAPER TOWELS					
ANTI-BAC SANITISER - VINES BIOCRIN					
ISOPROPYL ALCOHOL SPRAY					
BIN BAGS - BLACK					
BIN BAGS - WHITE					
OTHER					
ALL USED MATERIAL DISPOSED OF					
					End of week Instructor Sign off.