

- 1 To avoid the risk of cross contamination always use the correct colour coded cloths and equipment
2. At all times appropriate attire should be worn i.e. cleaning overalls.
3. All cleaning should commence from the First class entrance of the service vehicle and work towards the Buffet end.
4. All cleaning tasks should be completed on a high to low level task basis.
5. Ensure all surfaces are cleaned with special consideration to edges, sides and corners. This is where most dirt will harbour.
6. Always clean top, inside, outside and bottom of all areas / equipment in this order.
7. Ensure that all areas are completely free of litter and all surfaces are clean and free of marks, streaks, staining or residue following cleaning.

### COLOUR CODING FOR HYGIENE

Always use two colours  
within the washroom



#### BLUE

General lower risk areas  
(excluding food areas)



#### GREEN

General food & bar  
areas



#### RED




Sanitary appliances  
& washroom floors



#### YELLOW

Wash basins & other  
washroom surfaces

GUARDS OFFICE	Task Code	Overnight Cleans	Precautions	Method of Cleaning : Overnight Cleans	Chemical	Equipment Required	Colour Code
Pick up Litter	L1	✓	Protective gloves and overshoes must be worn at all times.	1. Pick up any litter from drivers cab.			
Litter and Litter Bins	L2	✓	Protective gloves and overshoes must be worn at all times. DO NOT PUT HANDS INTO THE WASTE BINS TO REMOVE RUBBISH	1. Remove bin liner and dispose of. 2. Remove any dirt from bin, spray inside and outside of bin with cleaning chemical and wipe with correct colour coded cloth. 3. Replace bin liner and close door ensuring it is securely fastened.	Blade QAC	BLUE micro fibre cloths. Clear refuse sacks Litter bin liners. Dustpan/Brush.	
Graffiti, Chewing gum and Sticky labels.	L3	✓	Protective gloves and overshoes must be worn at all times.	1. To remove stickers or labels spray chemical on label, wait 3 minutes then peel and wipe with micro fibre cloth to remove residue. 2. To remove chewing gum spray affected area wait 5 minutes then remove with scraper.	New Solv	BLUE micro fibre cloths. Plastic Scraper.	
Telephone Handset, desk and instrument panel.	L4	✓	Protective gloves and overshoes must be worn at all times.	1. With colour coded cloth and cleaning solution in spray bottle, wipe over telephone handset, desk and instrument panel.	Blade QAC Telephone VDU wiper	BLUE micro fibre cloth	
Doors, Ceilings and Non-upholstered Walls.	L5	✓	Protective gloves and overshoes must be worn at all times.	1. With colour coded cloth and cleaning solution in spray bottle spray and damp wipe any marks on doors, ceilings and walls.	Blade QAC	BLUE micro fibre cloth	

Window Glass and mirrors.	L6	✓	Protective gloves and overshoes must be worn at all times.	1. Spray clean windows and glass 2. Spray cleaning solution onto micro fibre cloth and wipe any stains or marks on windows and glass leaving windows free from streaks or residue after cleaning.	Spray Vision	BLUE micro fibre cloth	
Guards Seats	L7	✓	Protective gloves and overshoes must be worn at all times.	1. Brush down seats. 2. Spray and damp wipe seats if marked. 3. Seats must be left clean and free from food debris, fluff and hair.	Blade QAC Surface Kleen	BLUE micro fibre cloth Vacuum Cleaner or Steam Cleaner. Dustpan/Brush.	
Hard Floors	L8	✓	Protective gloves and overshoes must be worn at all times.	1. Floor to be mopped thoroughly paying particular attention to edges and corners.	Blade QAC	Blue mop and mop bucket.	
Biohazard Clean	L9	✓	Protective gloves and overshoes must be worn at all times.	Any traces of blood, vomit, excrement and urine must be removed and the area sterilised. Follow local depot procedures.	Super Zorb	Bio Hazard Kit	
Sharp Objects / Needles	L10	✓	Protective gloves and overshoes must be worn at all times.	All sharp objects / needles must be carefully disposed of using the sharps kit. Follow local depot procedures.		Sharps Kit.	

