

- 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

SALOONS	Task Code	Overnight Cleans	Precautions	Method of Cleaning : Overnight Cleans	Chemical	Equipment Required	Colour Code
Litter and Litter Bins	S1	✓	Protective gloves and overshoes must be worn at all times. DO NOT PUT HANDS INTO THE WASTE BINS TO REMOVE RUBBISH	1. Pick up any litter from tables, seating and carriage floor. Recycle newspapers if possible. 2. Remove bin liner and dispose of. 3. Remove any dirt from bin, spray inside and outside of bin with cleaning chemical and wipe with correct colour coded cloth. 4. Replace bin liner and close door ensuring it is securely fastened.	Blade QAC	BLUE micro fibre cloths. Clear refuse sacks Litter bin liners.	
Graffiti, Chewing gum and Sticky labels.	S2	✓	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.	
Destination, Coach and Reservation labels	S3	✓	Protective gloves and overshoes must be worn at all times.	1. Remove old destination and reservation labels.			
Ceilings, light fittings and Walls	S4	✓	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.	Blade QAC	BLUE micro fibre cloth	
Overhead Luggage Racks	S5	✓	Protective gloves and overshoes must be worn at all times.	1. Spray and damp wipe overhead luggage racks.	Surface Kleen	Blue micro fibre cloth	

Luggage Rails	S6	✓	Protective gloves and overshoes must be worn at all times.	1. Vacuum all upholstered panels. 2. Spray and damp wipe all panels to remove any stains and marks. 3. Spray and damp wipe all luggage rails.	Blade QAC	BLUE micro fibre cloth	
Windows and Glass	S7	✓	Protective gloves and overshoes must be worn at all times.	1. Spay 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. 3. Ensure window glass and ledge behind luggage racks at end of carriages are cleaned.	Spray Vision	BLUE micro fibre cloth Feather duster	
Seat Tops, folding tables, arms, backs and frames.	S8	✓	Protective gloves and overshoes must be worn at all times.	1. Spray and damp wipe all plastic seat tops, tables, arms, backs and frames. Using detail brush pay particular attention to corners, crevices and edges of tables.	Blade QAC Surface Kleen	BLUE micro fibre cloth brush Detail	
Tables and table wall bracket ledge	S9	✓	Protective gloves and overshoes must be worn at all times.	1. Using a damp cloth wrung almost dry, spray cloth and wipe all table tops, sides, table leg and leg base. As necessary ,rinse cloth in clean water and wring out until almost dry. 2. Clean the ledge on the table wall bracket removing all litter and crumbs. 3. Spray and damp wipe leaving ledge clean and free from any crumbs or litter.	Blade QAC Surface Kleen	BLUE micro fibre cloth Vacuum cleaner and tools pipe cleaner metal	
Window ledges and plastic ledge above ventilation grills	S10	✓	Protective gloves and overshoes must be worn at all times.	1. Using a damp cloth wrung almost dry, spray cloth and wipe all grey plastic strips above ventilation grills removing all dirt and foot marks. 2. Spay cloth and damp wipe window ledges ensuring the full length of the ledge is cleaned especially behind curtains. Clean any window ledges behind luggage rails (accessible from side using feather duster)	Blade QAC Surface Kleen	BLUE micro fibre cloth	
Window Tracks and Curtains.	S11	✓	Protective gloves and overshoes must be worn at all times.	1. Vacuum and damp wipe window tracks.	Blade QAC Surface Kleen	BLUE micro fibre cloth Vacuum cleaner and attachments	
Anti-macassars.	S12	✓	Protective gloves and overshoes must be worn at all times.	1. Replace any anti-macassars that are dirty or marked.			
Seating Upholstery	S13	✓	Protective gloves and overshoes must be worn at all times.	1. Brush down and vacuum all seating area and spot clean any stains or marks on upholstery. 2. Excessive dirt, grease, or non cleanable stains must be reported and logged.		BLUE micro fibre cloth Stiff Hand Brush Vacuum cleaner and tools. Steam Cleaning Equipment.	

Carpets and Upholstery Panels	S14	✓	Protective gloves and overshoes must be worn at all times.	1. Vacuum all carpets and upholstered panels. 2. Spot clean all marks, stains, chewing gum etc on carpets and upholstered panels. 3. Excessive dirt, grease or non-cleanable stains must be reported and logged.	Blade QAC Surface Kleen	BLUE micro fibre cloth Vacuum Cleaner or Steam Cleaner. Dustpan/Brush.	
Biohazard Clean	S15	✓	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	
All Sharp objects / Needles	S16	✓	Protective gloves and overshoes must be worn at all times.	All sharp objects/needles must be carefully disposed of using the kit. Follow local depot procedures.		Sharps Kit.	

