

- 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.
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

### 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	Heavy Clean	Premier Heavy Clean	Precautions	Method of cleaning: Heavy Clean and Chemical Heavy Clean	Chemical	Equipment Required	Colour Code
Pick up Litter	HL1	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Pick up any litter from drivers cab.			
Litter Bins	HL2	✓	✓	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. Steam clean litter bins and holders using steam cleaning equipment. 4. Replace bin liner and close door ensuring it is securely fastened.	Blade QAC	BLUE micro fibre cloths. Clear refuse sacks for waste from bins. Litter bin liners. Dustpan/Brush.	
Graffiti, Chewing gum and Sticky labels.	HL3	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Remove sticky labels or chewing gum using steam cleaner.	New Solv	BLUE micro fibre cloths. Plastic Scraper. Steam Cleaning Equipment	
Telephone Handset, desk and instrument panel.	HL4	✓	✓	Protective gloves and overshoes must be worn at all times.	1. With colour coded cloth and cleaning solution in spray bottle, wipe over, desk and instrument panel. Clean telephone handset with telephone/VDU wipes.	Blade QAC Telephone VDU wipes	BLUE micro fibre cloth	
Doors, Ceilings and Non-upholstered Walls.	HL5	✓	✓	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	
Heater and Ventilation Grills.	HL6	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Vacuum all Grills. 2. Spray and damp wipe leaving grills clean and free from food debris fluff and hair.	Blade QAC	BLUE micro fibre cloth	

Window Glass and mirrors.	HL7	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Spray clean window glass and mirrors and polish dry with clean micro fibre cloth to remove streaks or residue.	Spray Vision	BLUE micro fibre cloth	
Guards Seats	HL8	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Drivers seats must be steam cleaned and left clean and free of dirt or stains.	Blade QAC Surface Kleen	BLUE micro fibre cloth Steam Cleaning Equipment. Dustpan/Brush.	
Hard Floors	HL9	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Floors to be cleaned using steam cleaner paying particular attention to edges and corners.	Blade QAC	Blue mop and mop bucket. Steam Cleaning Equipment.	
Biohazard Clean	HL10	✓	✓	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	HL11	✓	✓	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.	

