

- 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
6. Always clean top, inside, outside and bottom of all areas / equipment in this
- 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

SALOONS	Task Code	Heavy Clean	Chemical Heavy Clean	Precautions	Method of cleaning: Heavy Clean and Chemical Heavy Clean	Chemical	Equipment Required	Colour Code
Litter and Litter Bins	HS1	✓	✓	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 saloon area. 1. Remove bin from floor holder and remove bin liner. 2. Clean inside and outside of bin with steam cleaning equipment and wipe dry with correct colour coded cloth. 3. Clean the bin holder with Steam Cleaning Equipment and wipe dry with correct colour coded cloth. 4. Replace bin liner in the bin and refit neatly into the holder.	Blade QAC	Steam Cleaning Equipment BLUE micro fibre cloths. Clear refuse sacks for waste from bins. Litter bin liners.	
Graffiti, Chewing gum and Sticky labels.	HS2	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Remove any sticky labels or chewing gum using steam cleaner.	New Solv	Steam Cleaning Equipment BLUE micro fibre cloths. Plastic Scraper.	
Ceilings, light fittings and Walls	HS3	✓	✓	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 ceilings, light fittings and wall panels.	Surface Kleen	BLUE micro fibre cloth	
Overhead Luggage Racks	HS4	✓	✓	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	HS5	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Remove any stains and marks from upholstered panels using steam cleaner. 2. Spray and damp wipe all luggage rails.	Surface Kleen	BLUE micro fibre cloth Steam Cleaning Equipment	

Windows and Glass	HS6	✓	✓	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.	HS7	✓	✓	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.	Blade QAC Surface Kleen	BLUE micro fibre cloth Detail brush	
Tables and table wall bracket ledge	HS8	✓	✓	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 and side edges using smooth strokes. 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 attachments Metal pipe cleaner	
Window ledges and plastic ledge above ventilation grills	HS9			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.	HS10	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Vacuum and damp wipe window tracks. 2. Curtains should be checked for marks or damage. 3. Any marked or damaged curtains should be replaced.	Blade QAC Surface Kleen	BLUE micro fibre cloth Vacuum cleaner and attachments	
Heater and Ventilation panels.	HS11	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Vacuum all heater and ventilation grills. 2. Spray and damp wipe grills leaving them clean and free from food debris and stains.		BLUE micro fibre cloth Vacuum cleaner and attachments	
Anti-macassars.	HS12	✓	✓	Protective gloves and overshoes must be worn at all times.	1. Replace all anti-macassars on both Heavy Clean Cycle.			

Seating Upholstery	HS13	✓		Protective gloves and overshoes must be worn at all times.	<b>Heavy Clean:</b> 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 attachments. Steam Cleaning Equipment.	
Seating Upholstery	HS14		✓	Protective gloves and overshoes must be worn at all times.	<b>Chemical Heavy Clean:</b> 1. Brush down all seating area and chemically clean all upholstery. 2. Excessive dirt, grease or non-cleanable stains must be reported and logged.		BLUE micro fibre cloth Stiff Hand Brush Vacuum cleaner and attachments. Steam Cleaning Equipment.	
Carpets and Upholstery Panels	HS15	✓		Protective gloves and overshoes must be worn at all times.	<b>Heavy Clean:</b> 1. Spot clean all marks, stains, chewing gum etc on carpets and upholstered panels. 2. 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.	
Carpets and Upholstery Panels	HS16		✓	Protective gloves and overshoes must be worn at all times.	<b>Chemical Heavy Clean:</b> 1. Full chemical clean of all carpets and upholstered panels. 2. Excessive dirt, grease/ or non-cleanable stains must be reported and logged.	Blade QAC Surface Kleen	BLUE micro fibre cloth Vacuum Cleaner and Steam Cleaner. Dustpan/Brush.	
Biohazard Clean	HS17	✓	✓	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	HS18	✓	✓	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.	

