












- 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.

SALOONS / VESTIBULES / TOILETS / EXTERNAL	Short Turnaround Clean at Leeds under 15 mins	Precautions	Method of Cleaning : Short Turnaround Cleans at Leeds Station	Chemical	Equipment Required	Colour Code
Litter and Litter Bins	✓	Protective gloves 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. Replace bin liner and close door ensuring it is securely fastened. 3. Wipe front of bins to remove any marks or spillage stains. 4. Remove all newspapers and litter from tables and floor and place in correct refuse sacks. 5. Ensure every effort is made to segregate recyclable materials from general waste.	Surface Kleen	BLUE micro fibre cloths. Clear refuse sacks for waste from bins. Litter bin liners. Dustpan/Brush.	
Graffiti, Chewing gum and Sticky labels.		Protective gloves 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	✓	Protective gloves must be worn at all times.	1. Remove old destination and reservation labels.			
Pull down seat tables.	✓	Protective gloves must be worn at all times.	1. Using a damp clean blue micro fibre cloth wrung almost dry, spray cloth with cleaning solution and wipe clean all pull down table tops using smooth strokes. As necessary, rinse cloth in clean water and wring out until almost dry.	Surface Kleen	BLUE micro fibre cloth	
Tables tops and grey edging plus table wall bracket ledge	✓	Protective gloves must be worn at all times.	1. Using a damp clean blue micro fibre cloth wrung almost dry, spray cloth with cleaning solution and wipe all table tops and edges using smooth strokes. As necessary, rinse cloth in clean water and wring out until almost dry. 2. Remove any rubbish or litter from the table wall bracket	Surface Kleen	BLUE micro fibre cloth Vacuum cleaner and attachments	
Window Curtain Tracks		Protective gloves must be worn at all times.	2. Remove any visible rubbish or litter from the curtain tracks.	Surface Kleen	BLUE micro fibre cloth Vacuum cleaner and attachments	

Anti-macassars.		Protective gloves must be worn at all times.	1. Replace any anti-macassars that are dirty or marked.			
Seating Upholstery	✓	Protective gloves must be worn at all times.	1. Brush any crumbs or litter from seating upholstery with a stiff brush. 2. Ensure seat arms are in the upright position.		BLUE micro fibre cloth Stiff Hand Brush Vacuum cleaner and attachments.	
Carpets & Upholstery Panels: VESTIBULES	✓	Protective gloves must be worn at all times. Ensure vacuum bag is not full and pipe is not blocked prior to going on board.	1. Vacuum all vestibule carpets thoroughly. 2. Remove any marks or spillage stains from upholstery panels on walls or around bin area. 3. Apply air freshener on vestibule carpets.	Surface Kleen Spray Coast - Aroma	BLUE micro fibre cloth Vacuum Cleaner or Steam Cleaner. Dustpan/Brush.	
Carpets & Upholstery Panels: FIRST CLASS SALOONS	✓	Protective gloves must be worn at all times. Ensure vacuum bag is not full and pipe is not blocked prior to going on board.	1. Spot vacuum all First Class Saloons. 2. Remove any marks or spillage stains from upholstery panels in First Class Saloons.	Surface Kleen Spray Coast - Aroma	BLUE micro fibre cloth Vacuum Cleaner or Steam Cleaner. Dustpan/Brush.	
Carpets & Upholstery Panels: STANDARD CLASS SALOONS		Protective gloves must be worn at all times. Ensure vacuum bag is not full and pipe is not blocked prior to going on board.	1. Time permitting spot vacuum carpets in standard class. 2. Remove any marks or spillage marks from upholstery panels in vestibules and saloons.	Surface Kleen Spray Coast - Aroma	BLUE micro fibre cloth Vacuum Cleaner or Steam Cleaner. Dustpan/Brush.	
Carriage door window glass and top opener lip on HST's		Protective gloves must be worn at all times.	1. Clean any marks or stains from carriage window glass. 2. Wipe clean top lip of window opener ensuring it is clean and free of dirt.	Spray Vision	Blue micro fibre cloth	
Stainless Steel internal footplate below carriage door		Protective gloves must be worn at all times.	1. Clean any marks or stains from carriage door internal footplate.	Spray Vision	Blue micro fibre cloth	
Toilet Bowls/Seat	✓	Protective gloves must be worn at all times.	1. Apply toilet cleaner to inside of bowl including under the rim and allow to soak. 2. Using spray cleaner and colour coded cloth, spray and wipe outside and around toilet bowl, toilet roll holder and handle, toilet seat lid, top, underneath and around hinges, working from clean to dirty. (The inside of the WC is the dirtiest area). 3. Scrub inside toilet bowl with toilet brush, particularly any stains, water lines and under rim. 4. Dry toilet seat and lid with cloth. 5. Ensure toilets are left with the lids up and seats down on completion of cleaning.	Washroom Kleen	RED micro fibre cloth Toilet Brush	
Hand Basin, Baby Change table and surrounding vanity unit surface.	✓	Protective gloves must be worn at all times.	1. With colour coded cloth and cleaning solution in spray bottle, wipe around inside of basin and surrounding vanity unit top including overflow. 2. Check baby change table and wipe clean if required.	Washroom Kleen	YELLOW micro fibre cloth	

Hand Contact Points: Grab rail/Seat rail/Litter bin front/all buttons/Signage etc.		Protective gloves must be worn at all times.	1. With colour coded cloth and cleaning solution in spray bottle, wipe over seat rail, grab rail, litter bin front,all buttons and signage etc.	Washroom Kleen	YELLOW micro fibre cloth	
Mirror	✓	Protective gloves must be worn at all times.	1. Spray clean mirrors and polish dry with clean micro fibre cloth.	Spray Vision	YELLOW micro fibre cloth	
Top up all Toilet Tissue, Hand Soap and Paper Towel dispensers	✓	Protective gloves must be worn at all times.	1. Check all dispensers and ensure they are all topped up before train departure.	N/A	Toilet Tissue / Paper Towels / Hand soap.	
Clean Toilet Floors and toilet door runner track.	✓	Protective gloves must be worn at all times.	1. Mop floors using washroom kleen trigger spray bottle and micro fibre flat mopping system with abrasive strips and RED identifying tab. 2. Pay particular attention to edges,sides and corners remove any debris from the door runner. 3. Use abrasive pad to remove stubborn marks. 4. Change flat mop pad at regular intervals. 5. Leave floor as dry as possible.	Washroom Kleen	RED micro fibre cloths , RED mops and mop buckets or Red Flat Mopping System Abrasive Pad.	
Hand Contact Points: Door entry button Door handle Grab rail		Protective gloves must be worn at all times.	1. Clean all hand contact points with blue micro fibre cloth and Surface Kleen	Surface Kleen	BLUE micro fibre cloths.	
Water Tanking Toilets/Service Vehicle.	✓	Protective gloves must be worn at all times.	Ensure water tanks are full of water before leaving the station.			
Biohazard Clean	✓	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	✓	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	

