

 <small>KLUANE DRILLING LTD.</small>	<b>VEHICLE CLEANING</b>			
<b>CODE:</b>	<b>Revision:</b>	<b>Approval Date:</b>	<b>Author</b>	<b>Page:</b>
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**1. PURPOSE OF THE PROCEDURE (PLAN):**

- Clean the vehicles.

**2. RESPONSIBILITIES (PLAN):**

JOB POSITION	RESPONSABILITIES IN THIS PROCEDURE
Cleaner	To clean and report to Fleet and Maintenance Manager
Fleet and Maintenance Manager	Supervise

**3. PROCEDURE STEPS (DO - CHECK):**

Drill Trucks need to be cleaned/serviced every time they return from field, other vehicles check oil change sticker or if concern has been reported. Clean non-Drill trucks as necessary.

Use gloves any time working with chemicals when pressure washing wear coveralls, safety glasses, gloves.

- Fuel vehicle, drop off at blue shop if to be serviced - Leave keys on blue shop tool box
- Remove anything not vehicle related – drill parts, personal belongings etc. have staff at yellow shop help you with this as necessary.
- Wash outside and undercarriage (pressure washer, Car soap/brush, degreaser as necessary)
- Clean windows (glass cleaner)
- Clean Dash and doors, be careful to not get cleaner in switches – power windows, radio etc. (soap + water, spray nine, brush)
- Clean seats (spray nine on vinyl, upholstery cleaner, brake clean or degreaser on cloth)
- Sweep, vacuum floors (shop vac, broom)
- Clean out center console, door pockets etc.
- Remove dirt from box (broom, shovel)
- Wipe down door jambs

**4. REFERENCE DOCUMENTS:**

Cleaning Product Safety Data Sheets

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<b>Author</b>	<b>Description of changes:</b>	<b>Version Control:</b>	<b>Date:</b>
Robert Kunde	Version 1.0	1.0	23/11/22