

Cleaning Procedures during Covid19 outbreak

Before each new activity wash your hands with soap and warm water for 20 seconds and dry thoroughly.

Throughout the cleaning, if you sneeze into your hands/a tissue, or blow your nose, wash your hands immediately afterwards.

At the start of each cleaning session, get a clean pair of rubber gloves and put these on when using disinfectant, (to protect your skin). Use disposable towels to dry items if necessary. Put used disposable towels into a plastic bag, and at the end of the cleaning put this in the green bin outside. Wash hands while still wearing the rubber gloves after each cleaning operation, to ensure the rubber gloves are clean.

Preparation prior to Changeover

Wash hands and put on a clean gown.

Disinfect a plastic box and put into it the necessary bed linen, mattress & pillow protectors, duvets & pillows, and towels. Leave on a shelf in the garage.

Disinfect the handles, switches and attachments of the vacuum cleaner if it has been used in the last 72 hours. (There are two vacuum cleaners, so store parts for each in separate boxes).

Prepare the spare toilet cassette with chemical & water.

Get out the garden hose and connect to the tap.

Get out the electrical charge cable and plug in and switch on.

On arrival, after Customer has vacated the motorhome

Check there is no damage, or any of Customer possessions left behind. Confirm it's OK for them to leave & wave them goodbye!

Connect up the electrical cable.

Fill the water tank with water.

Clearing things out of motorhome on arrival

Wash hands. Wear the gown used during pre-changeover preparation.

Remove bedlinen and mattress protector by folding edges towards centre to minimise shaking of items. Put into large black bin liner, then leave in garage.

Remove all items to be washed in the dishwasher that are on the Swap list. Put into cardboard boxes and leave in garage.

Remove all items to be swapped, but not washed, including seat covers on cab seats, and small cushions. Put in a cardboard boxes and leave in garage.

Remove rubbish bag(s), tie up and put into green bin. Put any recyclable items into the blue bin.

Remove the toilet cassette, check it's been emptied and rinsed. If this is not done, make a note on the Customer's Return Form, and empty/rinse it out in the ensuite toilet, using the outside tap to add water for rinsing.

If the weather is dry, leave the toilet cassette in the garden with the lid open and the cap off for 72 hours. If it's raining, leave it in the garage with the lid open and the cap off.

Remove gown and put in with the laundry. Wash hands.

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Cleaning inside the motorhome

Wash hands and put on a clean gown.

When using anti-viral disinfectant, put on rubber gloves. Spray it onto a clean disposable cloth to wipe surfaces and allow to dry naturally. Dispose of the used cloths in a plastic waste bag.

1. Vacuum all the floor areas, including the shower tray and behind the toilet and around the rim of it (provided they're dry).
2. Clean insides of all windows and main skylight with anti-viral disinfectant.
3. **Bathroom:** Using a new disposable cloth, first clean the toilet with anti-viral disinfectant, including the toilet opening lever and flush button, as per normal. Ensure you rinse the toilet seat down well and wipe dry. Also wipe the following items with a new cloth and disinfectant:
 - Bathroom door lock (inside)
 - Shower floor
 - Towel rails / hooks
 - Window catches
 - Skylight opener
 - Handwash bottle
 - Hairdryer
 - Shower door handles, both sides (Rover)
 - Shower head, hose, control lever, soap tray (Rover)
 - Handles of cupboards
 - Blinds & mosi-net plastic connectors
 - Tap & flexible hose (Prufski)
 - Plug
4. **Kitchen:** Using a new disposable cloth, clean the kitchen equipment, inside and out including all handles & control knobs/switches: oven, hob, sink, fridge Cif (if required) then wipe with anti-viral disinfectant. Also wipe the following items with disinfectant:
 - Worktops
 - Kitchen tap
 - Window catches
 - Cupboard openers
 - Strip-light switch over sink
 - Hooks for towels
 - Removeable sink cover
 - Small shelves & bars by sink
 - Blinds & mosi-net plastic connectors
 - Electrical socket over sink
 - Extract & Light switches over hob
5. **Living area:** Using a new disposable cloth, wipe all of the items below with anti-viral disinfectant:
 - Cupboard openers
 - Light switches
 - Window openers
 - Skylight winding handle
 - TV sides, frame & cover
 - Table top & legs/frame
 - Partition door
 - Heating control vents
 - Mesh holders on walls
 - Handrails by door (Rover)
 - Push open cupboards sides
 - Control panel switches
 - USB socket
 - Skylight mosi-net plastic slider, and blind slider
 - Seatbelt fasteners & webbing
 - Habitation door handle, lock and brass catches
 - Heater & hot water controls
 - Sofa bed additional parts
 - Awning pole
 - Faux-leather seat covers (Prufski)
6. **Cab:** wipe all of the following items with anti-viral disinfectant:
 - Dashboard & controls
 - Gear stick
 - Handbrake
 - Sunvisors
 - Seat adjustment levers
 - Steering wheel
 - Control stalks
 - Seatbelt fasteners & webbing
 - Internal door furniture/controls
 - Document folder
7. **External:** wipe all of the following items with anti-viral disinfectant:
 - Keys & Fob
 - Diesel filler cap
 - Gas bottle valves
 - Water filler cap
 - External door handles
 - External locker handles and inside edges
 - Electric connection flap & release lever

Remove gown & put in with the laundry. Wash hands

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Replacing items in motorhome

Wash hands and put on a clean gown.

8. Make up fixed bed as required, with clean bedding. Put clean bedding for sofa bed (if required) into bag and leave on top of fixed bed.
9. Put out clean towels (personal) and in kitchen & bathroom.
10. Renew items: dishcloth, sponge-scourer, toilet roll, kitchen towel
11. Replace swapped items with clean set, as per checklist.
12. Steam clean the floor in the bathroom (Rover only), main area and cab.
13. Cleaning has now finished, so leave the skylights/windows slightly open to give good ventilation, as weather permits.
14. Clean the outside of the motorhome using hose and brush.

Cleaning items between changeovers

These activities should be carried out as soon as possible after the motorhome has been changed over, so items are ready for the next motorhome changeover.

1. Bedlinen, towels, tea-towels, pan covers, oven gloves and gowns.

All items except the mattress and pillow protectors to be washed at 60°C.

After wash has finished:

- Wash hands and put on a clean gown.
- Disinfect and dry the plastic laundry basket.
- Spray the door handle of the washing machine with disinfectant and wipe dry before opening the door.
- Put laundry into the laundry basket.
- Hang laundry on washing line, or put on airer in conservatory – depending on weather
- Wash hands before checking if laundry is dry and removing it from line/airer.
- Put laundry into the laundry basket to transfer it to the storage cupboard in the study. Put items on the bottoms of the piles in the cupboards.

2. Mattress and pillow protectors – these to be left for at least 24 hours between use. Hang on washing line outside, or put on airer in conservatory – depending on weather.

After the allotted time:

- Wash your hands and put on a clean gown.
- Disinfect the plastic laundry basket and dry using a piece of kitchen roll.
- Put laundry into the laundry basket to transfer it to the storage cupboard in the study. Put items on the bottoms of the piles in the cupboards.

3. Items to be washed in the dishwasher

Load items into the dishwasher, with the plastic items, especially the collapsible items, on the top shelf. Run the dishwasher at 60°C.

After wash and dry has finished:

- Wash hands.
- Disinfect a plastic box plus lid, and dry using a piece of kitchen roll.
- Unload the items into the plastic box. If any items are still wet, use a clean tea towel to dry them. Put the lid on the plastic box and store it in the garage on a shelf.

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4. Items to be swapped but not washed. There are three sets of these, colour coded red, blue and yellow, to facilitate checking that all items have been swapped over. These to be left for at least 72 hours between use, in the cardboard box. If any need to be used within 72 hours:
 - Wash hands.
 - Disinfect a plastic box plus lid, and dry using a piece of kitchen roll.
 - Wipe each item with disinfectant on a disposable cloth, dry using a piece of kitchen roll and store in the plastic box in the garage.

Extra Cleaning required if a Customer has displayed symptoms of Covid19 during their hire

Rover – remove covers on sofa seats and backs. Wash at 60°C and dry. Replace with the fluffy set.