



Area	Item/Equipment	Process	Method/ procedure
General cleaning of the vehicle	Detergent and Warm water Mop Freshly Prepared Bleach Solution	Daily mopping	 Scrub floors with hot water and detergent with using minimal water. (Do not pour the water.) Allow to dry Freshly Prepared Bleach Solution and mopping can be done. Note: Recommend general cleaning procedure should be done twice a day
Door, Door Handles &Railings	Detergent/ Freshly prepared Bleach Solution	Damp cloth or sponge, squeeze mop	• Damp dust with warm water and detergent followed by disinfection with freshly prepared Bleach Solution.
Mirrors and Glasses	Warm water/Detergent	Damp cloth or sponge, squeeze mop	• Using warm water and a small quantity of detergent and using a damp cloth, wipe over the mirror and surround, then using a dry lint-free cloth, buff the mirror and glass to a clean dry finish.
Treatment of mop after using		Hot water /Detergent /Freshly prepared Bleach Solution	• Clean with hot water and detergent solution, disinfect it with freshly prepared Bleach Solution and keep for drying upside down.
How to Prepare Fresh Bleach Solution		 Mix 1 table spoon (16gms) of bleaching powder (with 30% active Chlorine) in 10 litres of Water. In Case of Unavailability of Bleaching Solution –Use 1 % Sodium Hypochlorite Solution or Commercial preparation of Phenol can be used. 	