

fender mender

collision repair specialists

Vehicle "Touch Surface" Sanitizing Checklist

Incoming to Shop (Blue Ink)

Final for Delivery (Red Ink)

Use Clean gloves and micro-fiber towels. Remove keys from envelope, place envelope in glove box for reuse at delivery. Clean Leather* with Ivory Soap All else use 91% Isopropyl Alcohol

Clean these before entering vehicle

- Keys & Key-fob
- Outer Door Handles
 - outside & underneath
- Outside Mirrors
- Steering Wheel*
- Front Door Panels*, Handle, Arm Rest/ Grab Bar*, and Controls
- Rear Door Panels*, Handle, Arm Rest/ Grab Bar*, and Controls.
- Tailgate or Trunk Opener
 - outside & underneath
- Front Seats*
- Seat Adjusters
- _____
- _____

Clean these while seated in vehicle

- Shifter*, Console* & Cupholder
- Steering Column Controls
- Air Vents
- Upper Console
- Inside Mirror
- Glove Box & Handle
- Switches, Controls & Release Knobs
- Start Button or Ignition
- Seat Belt Buckle Assemblies
- _____
- _____

Clean these last

- Hood Safety Release
- Fuel Door and Cap

RO#: _____ Vehicle Description: _____

Job Manager: _____ Cleaned By: _____

Arrival: Copy/scan completed checklist into file, then place on dash. Reuse checklist for final cleaning. **Completion:** Copy/scan fully completed checklist into file, place on dash, lock car.