

Standard Operating Procedure

SOP No.:	SOP2018-006
SOP Name:	Cleaning of Municipal Vehicles & Equipment
Effective Date:	August 14, 2018
Revision Date:	
Related SOP, Management Directive, Council Policy, Forms	CP2016-012 Non-Emergency Fleet Policy, MD2016-015 Non-Emergency Fleet Services Management Directive, MD2018-019 Municipal Vehicle & Equipment Use Management Directive

Corporate Standard Operating Procedure

General Introduction

This procedure is developed in conjunction with Council Policies, Management Directives and collective agreements and is considered the procedure to be followed by every employee of the City of Kawartha Lakes.

Authority

This procedure and its resulting processes have been developed as a result of a decision and commitment by the City of Kawartha Lakes to function more consistently as a Team. In the event a specific procedure references applicable legislation or existing Council Policy or Management Directive, those authorities shall supercede divisional influence.

Scope of Application

All regular processes followed by City of Kawartha Lakes employees are developed into this Standard Operating Procedure (SOP) to be applied for all City of Kawartha Lakes Municipal Vehicles and Equipment.

Operational Compliance

All employees shall be responsible to identify, record (where applicable) and comply with Standard Operating Procedures. All employees shall be responsible to comply with the Council Policy or Management Directive and related Public Works Department Standard Operating Procedures and Guidelines.

Procedure Amendments

This procedure will be periodically reviewed and updated; updates will be carried out by the Director of Public Works in consultation with Fleet Manager and Public Works staff members. Any operational situations that cannot be adequately addressed using the prescribed SOP shall be immediately brought to the attention of the Fleet Manager.

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Definitions


Debris- Something discarded; rubbish, garbage, remains.

Road Debris- Any substance such as mud, grime, dust, salt, sand, dirt etc.

Wash- To apply water and cleaning solution for the purpose of cleansing

Administration

This process is to explain the procedures for Cleaning Municipal Vehicles and Equipment.

PPE REQUIRED:	SAFETY BOOTS 	EYE PROTECTION 	GENERAL SAFETY GLOVES 
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ACTIONS	DETAILS
DAILY	<ol style="list-style-type: none"> 1. Thoroughly wash exterior of vehicle removing all road debris as directed by Supervisor. 2. Clean interior, floor, dash and seats of any debris.
WEEKLY	<ol style="list-style-type: none"> 1. Thoroughly wash exterior of truck removing all road debris 2. Clean interior windows 3. Clean and wipe dash, seats and floors 4. Thoroughly wash exterior of truck after all other activities
MONTHLY	<ol style="list-style-type: none"> 1. Vacuum seats as required 2. Wash floor mats 3. Wash interior door panels 4. Oil main and cross chains (Plow Trucks only)as

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	required (particularly important before inserting tray covers for seasonal operations)
QUARTLERY	1. Wax exterior of unit as directed. (Soap that contains wax is acceptable)

Revision History:

Revision	Date	Description of changes	Requested By
0.0	August 14, 2018	Initial Release	Todd Bryant

Staff Sign-off:

Date reviewed	
Date accepted	
Date of implementation	
Proposed Date of Review	