

NCC Vehicle Check in and Checkout:

It is always better to **act early and upstream** in the case of sanitization. To this end, we will be handling all vehicles as follows:

Customer Vehicles:

At check in, whoever gets to work on the car first will do the following:

If a student is working on their own vehicle any surface another student or instructor may touch must be wiped down once in the building.

Supplies are located on their own tool cart. See instructor for the cart.

1. Secure a sanitizing wipe/ spray bottle and paper towels
2. Walk outside to vehicle. Customer vehicles must be cleaned before entering the building
3. Starting at the left rear door, wipe down the door handle.
4. Proceed to the trunk lid where you will wipe the trunk latch.
5. Proceed to the right rear door and wipe down the door handle.
6. Proceed to the right front door and wipe down the door handle
7. Proceed to the Driver door and wipe down that handle.
8. Open the door, and wipe down the inside door handle, the steering wheel, the gear shifter, and any other surface you may need to come in contact with during your work on this vehicle.
9. Install steering wheel covers, shifter covers and seat covers.
10. When cleaned the vehicle can be pulled into the shop.
11. If using a wipe, dispose of it in the trash.
12. Proceed with your work on the vehicle.

At check-out, whoever will get to QC(Quality Control) the customer's vehicle will do the following:

If a student was the only one working on their own car there is no need to wipe down. If another student was working on the car wipe down any areas they may have touched.

1. Perform the QC steps. Hand prints, boot prints, inspect work completed etc.
2. When finished with the QC steps, secure a Clorox wipe, or an Isopropyl Alcohol Mister, and paper towels.
3. Park vehicle for customer pickup
4. Wipe down the inside door handle, the steering wheel, the gear shifter, and any other surface you may have come in contact with during your work on this vehicle.
5. Wipe down customer's car keys and return to the instructor.
6. When using a wipe, dispose of it in the trash.