

QFleet: Cleaning and sanitising guideline

Department of Housing and Public Works (HPW) Coronavirus (COVID-19) response

In response to COVID-19, QFleet has developed this *vehicle cleaning and sanitising guideline* to help you manage the cleanliness of your fleet.

How to clean and sanitise vehicles

Clean all common areas **before** and **after** a vehicle is used, such as:

- steering wheel
- gear stick
- handbrake
- door handle/s (interior/exterior)
- seats, seat belts and seat belt buckles
- radio and air-conditioner dials
- glove box
- cup holders
- rear vision mirror (if adjusted)
- indicator arm
- windscreen wiper arm.

Vehicles can be cleaned with cleaning wipes, which are safe to use and meet the [World Health Organisation's cleaning advice](#); or cleaned with a hospital grade (**non-bleach**) disinfectant solution. **Note:** please follow the product's usage and Personal Protective Equipment (PPE) advice and also refer to [Queensland Health's cleaning processes](#).



Cleaning wipes used in QFleet's Carpool vehicles.

Wash your hands thoroughly after cleaning the vehicle using soap and water and dry your hands. If water is unavailable, clean your hands by using an alcohol-based hand sanitiser.

How to manage a contaminated vehicle

If you become aware that a person/s has been diagnosed with coronavirus (COVID-19) and has **recently driven** or has **been a passenger in a government vehicle**, we recommend the following steps are taken:

- Isolate the vehicle ASAP (make it unavailable by removing from service).
- Report it to your supervisor ASAP and inform your [QFleet Fleet Consultant or Fleet Administrator](#).
- Hire a professional hygienist from the provider list below.
- If a professional hygienist isn't available or can't travel to your location, please contact your QFleet Fleet Consultant or Fleet Administrator who can provide you with an alternative solution.



Queensland
Government

Brisbane

City Property Services Pty Ltd

Phone: 1300 403 161 **Email:** info@citypropertyservices.com

Multi Services Solutions

Phone: 1300 677 287 **Email:** helpdesk@mssgroup.com.au

All Aces Cleaning and Restoration

Phone: 5443 4363 or 0412 512 932 **Email:** admin@allaces.com.au

Regional Queensland

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Please note:

The providers listed above offer their services throughout regional Queensland. However, some of these providers might not be available in very remote locations. This list will be updated with more city, regional and remote providers as they become an approved government supplier.

This guideline will also be updated on QFleet's Client Access System ([CAS](#)) as more providers are added.

More information and advice

For further help and assistance on coronavirus, please contact 13 HEALTH (13 43 25 84) or your health and safety advisor.