

Standard Operating Procedure (SOP): Vehicle Cleaning and Maintenance Routines

This SOP describes **vehicle cleaning and maintenance routines**, covering regular cleaning schedules, inspection of vehicle components, preventive maintenance tasks, fluid checks and replacements, tire care, battery maintenance, and record-keeping of maintenance activities. The objective is to ensure vehicle reliability, extend service life, enhance safety, and maintain optimal performance through systematic cleaning and routine upkeep.

1. Scope

This procedure applies to all company-owned vehicles and is intended for use by vehicle operators, fleet managers, and maintenance personnel.

2. Responsibilities

- **Operators:** Conduct daily checks and report any issues observed.
- **Fleet Managers:** Schedule regular cleaning and maintenance tasks, maintain records, and oversee compliance.
- **Maintenance Personnel:** Execute scheduled and preventive maintenance, replace fluids, and inspect/repair vehicle components.

3. Procedure

3.1 Vehicle Cleaning Schedule

Task	Frequency	Responsible
Exterior washing (body, windows, mirrors, lights, wheels, wheel wells)	Weekly or as needed	Operators/Maintenance Personnel
Interior vacuuming (seats, carpets, mats, trunk/cargo)	Weekly	Operators/Maintenance Personnel
Interior surface cleaning (dashboard, controls, handles, windows)	Weekly	Operators/Maintenance Personnel
Sanitization of high-touch areas	As needed	Operators

3.2 Vehicle Inspection

- Perform a walk-around inspection to check for damage, leaks, or irregularities.
- Check headlights, taillights, turn signals, and emergency lights for proper operation.
- Verify condition of windshield wipers and washer fluid.
- Check mirrors and glass for cracks or chips.
- Inspection Frequency: At the start of each shift or daily before use.

3.3 Preventive Maintenance Tasks

- Follow the manufacturer's maintenance schedule (refer to owner's manual).
- Regular replacement of air filters, oil filters, and cabin filters.
- Inspection and replacement of belts and hoses as per schedule.
- Lubrication of moving parts as required.
- Replace spark plugs and timing belts as recommended.

3.4 Fluid Checks and Replacement

- Engine oil: Check level and color weekly, replace as per schedule.
- Coolant: Check level and condition monthly, top up or replace as needed.
- Brake fluid: Check monthly, replace as per manual or when contaminated.
- Transmission fluid: Inspect monthly, replace as recommended.
- Power steering and windshield washer fluids: Top up monthly.

3.5 Tire Care

- Check tire pressure weekly; inflate to manufacturer specifications.
- Inspect tread depth and check for signs of wear or damage.
- Rotate tires according to maintenance schedule (typically every 8,000-10,000 km).
- Ensure spare tire is present and in usable condition.

3.6 Battery Maintenance

- Inspect battery terminals and cables for corrosion monthly.
- Ensure secure mounting and connections.
- Test battery health and charge as recommended or if starting issues occur.

4. Record-Keeping

- Document all cleaning and maintenance activities in the vehicle maintenance log.
- Record date, description of task performed, findings, repairs conducted, and personnel involved.
- Retain logs for review during audits and as part of compliance with regulatory requirements.

5. References

- Vehicle owner's manual
- Company fleet management policy
- Manufacturer maintenance instructions

6. Revision History

Date	Revision	Description of Change
2024-06-15	1.0	Initial template issued