
Fleet Vehicle Exterior Wash And Undercarriage Degreasing Standard Operating Procedure

1.0 Objective & Scope

The objective of this procedure is to ensure all fleet vehicles are washed and undercarriages degreased in a manner that protects the environment, maintains vehicle resale value, and prevents cross-contamination of job sites. This SOP applies to all fleet drivers and field technicians responsible for vehicle cleaning.

Scope includes exterior washing, undercarriage degreasing, wheel well cleaning, and proper disposal of wastewater and degreasing agents. This procedure must be followed at designated wash stations or approved off-site commercial car washes.

2.0 Required Equipment & Tools

- Pressure washer with adjustable nozzle (minimum 2000 PSI)
- Biodegradable degreaser (approved for use in Canadian municipal sewer systems)
- Vehicle wash soap (pH-neutral, phosphate-free)
- Soft-bristle brush (for wheels and undercarriage)
- Microfiber wash mitts and drying towels
- Wheel and tire cleaner (non-acidic)
- Wastewater containment mat or berm (if required by local bylaw)
- Personal protective equipment: chemical-resistant gloves, safety glasses, rubber boots
- SiteQueue mobile tablet for pre- and post-wash photo documentation

3.0 Site Safety & Hazard Assessment

- Wear chemical-resistant gloves and safety glasses at all times when handling degreasers and cleaning agents.
- Ensure the wash area is well-ventilated if using any solvent-based degreasers (prefer water-based).
- Inspect the pressure washer hose and connections for leaks or damage before use.
- Verify that the wash pad drains to a sanitary sewer or approved containment system, not to storm drains.
- Keep all cleaning products in original containers with labels intact and store away from direct sunlight.
- Ensure the vehicle is in park with the engine off and parking brake engaged before starting.

4.0 Step-by-Step Execution Procedure

1. Position the vehicle on the wash pad and engage the parking brake. Remove all loose items from the cab and bed/cargo area.
2. Perform a pre-wash inspection using SiteQueue to document any existing damage (scratches, dents, rust) with photos.
3. Rinse the entire vehicle with fresh water from top to bottom to remove loose dirt and debris.

4. Apply biodegradable degreaser to the undercarriage, wheel wells, and engine bay (if accessible and approved). Allow to dwell for 3–5 minutes.
5. Use a soft-bristle brush to agitate the degreaser on the undercarriage and wheel wells. Pay special attention to areas with heavy grease or mud buildup.
6. Rinse the undercarriage and wheel wells thoroughly with the pressure washer, directing water away from electrical components and air intakes.
7. Wash the vehicle body using a microfiber mitt and pH-neutral soap, working from the roof downward. Rinse the mitt frequently to avoid scratching.
8. Clean wheels and tires with a dedicated non-acidic cleaner and a separate brush. Rinse thoroughly.
9. Perform a final rinse of the entire vehicle, ensuring all soap and degreaser residues are removed.
10. Dry the vehicle with clean microfiber towels to prevent water spots. Pay attention to door jambs, mirrors, and trim.
11. Inspect the vehicle for any missed spots or remaining grease. Re-clean as necessary.
12. Collect and dispose of all wastewater and cleaning materials according to local environmental regulations. Log the wash in SiteQueue with completion photos.

5.0 Verification, Sign-off & Reporting

1. Conduct a final visual inspection of the vehicle exterior, undercarriage, and wheel wells to confirm cleanliness and no damage occurred during washing.
2. Take three completion photos in SiteQueue: front 3/4 view, rear 3/4 view, and undercarriage (if accessible).
3. If washing at a commercial facility, obtain a receipt or proof of service and attach it to the SiteQueue work order.
4. Have the fleet supervisor or designated manager review the photos and approve the wash record in SiteQueue within 24 hours.
5. Log any pre-existing damage or new issues discovered during washing in the vehicle maintenance log and notify the fleet manager.
6. File the completed SiteQueue work order as a permanent record for compliance and audit purposes.

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