



2020-MAY-29 (REV 1)

To: All Staff and Active Members

Re: COVID -19 Aircraft Cleaning Procedures

These procedures have been developed to minimize the spread of COVID-19 during the use of the Namao Flying Club's (The Club) aircraft.

What needs to be cleaned

Clean with alcohol wipes and/or microfiber clothes and alcohol solution (**RED BOTTLE**)

- 1) Door handles and window latches
- 2) Seats including seat belt fasteners
- 3) Control Column
- 4) Trim actuator
- 5) Flap Lever
- 6) Engine controls (throttle, propeller, mixture, carburetor heat levers)
- 7) Ancillary controls (primer, cabin air/heat, electrical switches)
- 8) Avionic controls
- 9) Checklists

Clean with water / soap solution and paper towel (**BLUE BOTTLE**)

- 1) Inside windows
- 2) Outside windows and windshield
- 3) Front cowling, leading edges of wings and stabilizers, wing and wheel struts

Who and when is responsible to clean the aircraft

The Pilot In Command is responsible for cleaning both the interior and exterior of the aircraft. Students should clean the aircraft under the supervision of the Flight Instructor.

Namao Staff will supervise and spot clean aircraft after each flight.

The Club will provide the cleaning products.

Cleaning procedures:

- 1) Use only club provided products
- 2) Wash your hands or use hand sanitizer before and after cleaning the aircraft
- 3) DO NOT spray or pour cleaning solution onto dashboard/avionics/switches. Spray into cloth and then wipe.
- 4) DO NOT use alcohol based solutions on the aircraft windows or windshield
- 5) Start cleaning with high surfaces and end with low surfaces
- 6) Remove all personal artifacts from the aircraft at the end of the flight, including all waste
- 7) Leave windows open after every flight to ventilate the cabin

All staff and members will have to acknowledge that they have read this policy and will have to agree to abide by it before they are allowed to use the Club's aircraft.