



SEAY IT FOR YOURSELF DETAILING **Standard Of Procedure (SOP)**

SIFY DETAILING

17 JANUARY 2023

STANDARD OF PROCEDURES (SOP) FOR EQUIPMENT, DETAILING GUIDELINES & SAFETY

SUBJECT: SEAY IT FOR YOURSELF DETAILING SOP

1. EQUIPMENT:

- Beast 5.5HP 5 Gal ShopVac
- Mytee 8070 Pre-Heat Extractor
- McCullough Steamer
- Predator 5000 Watt Dual-Fuel Super Quiet Generator
- CR Spotless Water System
- Rigid Dual Tank 4.5-Gal Air Compressor
- 60 Gallon Water Tank
- Water Pump
- Air Hose
- Detail Brushes & other cleaning accessories to include (Chemical Cleaning Components)
- Material Safety Data Sheet (MSDS) for all products located within mobile vehicle(s) being used for Automotive Detailing Company titles Seay It For Yourself Detailing LLC.
- Safety Equipment (Safety Signs, Ear Protection, etc.)

2. Step by Step Process of the Detail Procedures

A. Exterior Cleaning Process

- Prerinse vehicle with pressure washer to rid vehicle of any hard contaminants prior to starting the detail.
- Pretreat Exterior of Vehicle Iron Decontamination. DO NOT LET chemicals set on car for more than 2-3 minutes prior to spraying with exterior car shampoo. Decontamination can dry onto vehicles leaving acidic streaks if left for too long.
- Spray Vehicle with snow foam (Exterior Shampoo). Let snow foam dwell on vehicle for 3-5 minutes.

- Clean one wheel of vehicle at a time. Apply wheel cleaner. Using a two-bucket method (one bucket for clean water with a grit guard and one bucket for dirty water with a grit guard).
- Using a soft detail brush and well brush, agitate dirt on vehicle rims.
- Clean the wheel of the vehicle itself using a wheel brush.
- **If any detail equipment touches the ground around the work site, you are to immediately discard that piece of equipment.**
- Rinse wheel off and move on to the next. KEEP AN EYE ON THE EXTERIOR OF THE VEHICLE TO ENSURE EXTERIOR OF VEHICLE DOES NOT DRY.
- Rinse vehicle off with pressurized water.
- Re-Spray Vehicle with snow foam (Exterior Shampoo).
- Using the same two bucket method with new water, new soap, and freshly cleaned buckets, perform a contact wash using hand wash mits starting from the roof of vehicle working your way down. Don't get caught on scrubbing windows as they will be cleaned in the window cleaning stage.
- Use the Soft Detail Brush, agitate the grill, badges, door trim, window trim, etc., to loosen remaining dirt on vehicle (s).
- **If any detail equipment touches the ground around the work site, you are to immediately discard that piece of equipment.**
- Using a Clay Lubricant, spray on section at a time as you use a clay bar. Do not apply any force to the clay. Let the clay do the work for you. If your forearms start to tense as you are claying the vehicle, you are already applying too much pressure which will cause marring to the paint.
- Wipe the exterior of the vehicle with exterior prep spray solution. This will prep the vehicle for a protection agent i.e. sealant, wax, etc.
- Spray the vehicle with a protective coating in accordance with the instructions given on the solution itself.

B. Interior Cleaning Process

- **ALWAYS WEAR GLOVES WHILE INTERIOR DETAILING.**
- Separate personal belongings from the trash inside of the vehicle into a box for the customer to keep from losing. Keep in mind that there may be children's arts and crafts that are not trash.
- Discard all big trash items into a trash bag.
- Using the Tornador, start from the back seats blowing debris to the front floorboard to make using the shop vac easier and saving time.
- Do not worry about doing a detailed vacuum as using the extractor is next. It is mainly used for cluttered debris and basic clean up.
- Using an interior cleaner, spray down one area of the vehicle at a time. Use an interior detail brush to agitate the dirt and grime buildup in the plastics and trims. Do not forget the door jams.
- Use the steamer to help break down built up grime and dirt inside the vehicle.

- NEVER SPRAY SCREENS WITH AN INTERIOR CLEANER UNLESS USING AN INTERIOR CLEANER DESIGNED SCREENS.
- Do not worry about doing a detailed vacuum as using the extractor is next. It is mainly used for cluttered debris and basic clean up.
- Inspect headliner and spot treat headliner with steam. PLEASE NOTE: Headliners are held by glue and should not be over saturated to prevent glue adhesive failure. Failure to do this can result in a headliner replacement.
- Spray down vehicles seats with a pre-treatment stain remover.
- Using an all-purpose cleaner diluted 10 to 1, spray soiled areas of the vehicle down. Use a drill with a drill brush attachment to scrub seats down with the weight of your hand and drill only. Do not apply force as this can cause damage to the vehicle.
- Use extractor to spray water onto seats while doing 2 passes after to suck up remaining water.
- This same process is used for the floor and trunk space area.
- Using the shop-vac, complete one last detailed vacuum to get rid of any remaining debris.
- Apply a UV Protectant Dressing onto all plastics and trim pieces to include foot pedals.
- Place protective covers on all seats to include the floor mats.
- Spray windows down with a window cleaner one at a time. Using waffle towels, wipe window downs with 1st rag and then the 2nd dry rag to get rid of window streaks.

DETAIL IS COMPLETE!

3. Safety Guidelines, Emergency Contact Number(s), & Procedures

- Use of Generators will be vented and/or used outside of vehicle by either removing the generator or placing it in a well-ventilated area. Inside running is allowed ONLY when ventilated by an exhaust pipe system run to the outside of the vehicle.
- Fire extinguisher(s) will be labeled and placed in an area easily assessable free of any obstructions. Only authorized fire extinguisher(s) will be ABC to prevent any accidents from happening due to improper usage. Fire extinguishers will be inspected weekly and have all the following: Guage with good pressure, serviceable hose, with safety pin, and mounted in a secure location for ease of access.
- In case of a fire, ensure that all person(s) is a minimum of 150 ft away from fire. Fire Extinguishers should be used to put out the fire if containable. If not containable, move away from the fire with another person(s) and call 911. Remember to stay calm and speak in direct and intelligent conversations.
- If any accidents happen while performing a job, stop, and call the owner of the vehicle and explain the situation and ask what they would like to do next.
- If anyone is injured while on the jobsite, stop, and assess the situation to determine if further medical assistance is needed.

- In case of an emergency that includes chemical spillage, chemical burns, etc., refer to the Material Safety Data Sheet (MSDS) Binder located next to identified fire extinguishers.

Emergency Contact List(s):

National Emergency Number: 911

York-Poquoson Sheriff's Office: (757) 890-3630

Williamsburg-James County Sherriff's Office: (757) 564-2220

Williamsburg City Fire Department: (757) 220-6222

James County Fire Department: (757) 220-0626

Owner and Chief Executive Officer (CEO) of Seay It For Yourself Detailing: Joshua Seay @ Sifydetail@gmail.com or (785) 226-2919

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