

Vehicle Processing Procedures - Prepping

One Man Prep System

- Identify prep needs of vehicle as it approaches conveyor.
- Apply bug prep on grill and mirror area (seasonal) as you guide the vehicle on the conveyor using hand signals.
- Once the vehicle is on the conveyor and in proper position (rear wheel past conveyor door), stop the vehicle.
- Provide wash use instructions (car in neutral, no braking or steering) point to instructional sign. Once customer is in neutral, apply bug spray to windshield, program wash for any special requirements (retracts, special services) and send roller starting wash process.
- Using prep gun prep under front wiper blades and on rear of vehicle as it passes you on the conveyor. Concentrate on the areas that bug spray has been applied: rear wiper areas, license plate box and outside edges of rear bumpers. Also prep under any front or rear spoilers.
- If the vehicle requires heavier prep work, identify the area of need - wheel wells, lower rocker panel mud, leaves on hood, snow / ice.
- If the vehicle requires heavier prep work on wheel wells, use prep gun on the areas that need the prep work applied - grill, mirrors, hood (if needed), windshield and front wheel well on the driver side.
- Prep the rear wheel well, then moving around the back of the vehicle with the prep gun, prep front wheel well, rear wheel well. Start the wash and prep the back of the vehicle as needed, as the vehicle moves past you.
- Turn to load the next vehicle.

Prepping Outline

- Procedure for vehicles as they are identified.

Light prep work (not bug season)

- Guide customer onto conveyor (inside rail)
- Once front tire is on conveyor, prep front grill while slowly guiding the customer forward.
- When customer is in position - rear tire past conveyor door - stop customer.
- Instruct customer - car in neutral and no braking or steering.
- Program wash and send roller
- Prep windshield under wipers. **Stop all prep work if customer lowers window!**
- Then prep the rear of vehicle as it passes (license plate box, under rear wipers, under rear spoilers, the ends of rear bumpers that raise up) with the prep guns.
- Get ready for next vehicle

Light prep work (bug season)

- Guide customer onto conveyor (inside rail)
- Once front tire is on conveyor, prep front grill (with bug spray) while slowly guiding the customer forward.
- When customer is in position - rear tire past conveyor door - stop customer
- Instruct customer - car in neutral and no braking or steering.
- Then use bug spray to prep windshield, hood and mirrors. **Stop all prep work if customer lowers window!**
- Program wash and send roller.
- Prep grill, hood, mirrors and windshield where bug spray had been applied with the prep gun.
- Prep rear of vehicle as it passes (license plate box, under rear wipers, under rear spoilers, the ends of rear bumpers that raise up) with the prep gun.
- Get ready for next vehicle

Heavy prep work (not bug season), wheel well prep required - one person prep

- Guide customer onto conveyor (inside rail)
- Once front tire is on conveyor, prep front grill while slowly guiding the customer forward.
- When customer is in position - rear tire past conveyor door - stop customer.
- Instruct customer - car in neutral and no braking or steering.
- Program wash and start prep work, **do not** send roller.
- Prep drivers side wheel wells and lower rocker panels.
- Then go around the back of the vehicle to prep passenger side wheel wells and lower rocker panels.
- Send roller to start wash
- Prep rear of vehicle as it passes (license plate box, under rear wipers, under rear spoilers, the ends of rear bumpers that raise up).
- Get ready for next vehicle

Heavy prep work (bug season)

- Guide customer onto conveyor (inside rail)
- Once front tire is on conveyor, prep front grill (with bug spray) while slowly guiding the customer forward.
- When customer is in position - rear tire past conveyor door - stop customer.
- Instruct customer - car in neutral and no braking or steering.
- Complete prepping windshield, hood and mirrors with bug prep.
- Program wash, **do not** send roller
- Prep grill, hood, mirrors and windshield where bug spray had been applied with prep gun, then prep lower rocker panels / wheel wells on driver side.
- Then go around the back of the vehicle to prep passenger side front wheel well, then rear passenger wheel well.
- Send roller to start wash
- Prep rear of vehicle as it passes (license plate box, under rear wipers, under rear spoilers, the ends of rear bumpers that rise up).
- Get ready for next vehicle

Two Man Prep Operation (high volume operations, cold climate)

Passenger side prep person is located 10' from start of conveyor and preps grill (careful not to spray windshield) on approach, then preps front wheel well, rear wheel well and back (staying outside of vehicle approach on passenger side, next vehicle will be coming on quickly).

Driver side prep person guides vehicle on conveyor, stopping customer when in position. Give wash instructions, program wash, hit roller up button. Prep front wheel well, windshield (under wipers), rear wheel well and guide on the next vehicle.

Two Man Prep Operation (high volume operations, warm climate with bugs)

Passenger side prep person is located on passenger side parallel with driver side prep person and preps grill (careful not to spray windshield) on approach. Once customer is stopped and given instructions, prep windshield and mirrors with bug spray. Then using prep gun, spray the grill, hood, windshield, passenger side mirror for bugs (prep front wheel well, rear wheel well if needed) and back (staying outside of vehicle approach on passenger side, next vehicle will be coming on quickly) as the vehicle passes on the conveyor, being careful not to spray driver side prep person.

Driver side prep person guides vehicle on conveyor, stopping customer when in position. Give wash instructions, program wash, hit roller up button. Prep driver side mirror, windshield (under wipers), (wheel wells / rocker panels if needed as vehicle passes) and guide on the next vehicle.

These employees work parallel with each other so that they do not spray each other and prep vehicle side as it is moving. If the vehicle has heavy mud, they should prep the front wheel first before sending roller.

The positioning of these prep people should eliminate the spraying of each other in the process. Always be aware of the other prep person so that you do not spray each other.

Auto Roller Up - One Person

If auto roller up is being used, the following is the prep procedure.

If the vehicle does not need prep work or very light work on key areas of need.

- Guide customer onto conveyor using hand signals, while applying bug spray to grill and mirrors.
- Once the customer is in position, stop vehicle, and provide wash instructions, then spray windshield and under front wipers.

Use prep gun on grill, mirrors, hood (if needed), windshield and prep back as needed when vehicle passes.

If the vehicle has the need for bug prep

- Guide customer onto the conveyor. Once the front wheel is on the conveyor, begin applying bug spray to grill, hood, passenger side mirror.
- When vehicle is in position (rear wheel past trap door) give wash instructions, apply bug spray to windshield and use prep gun on the areas that were just prepped with bug spray.
- Prep the back areas as needed as vehicle passes.

If heavier prep work and bug prep required

- Guide customer onto conveyor using hand signals, while applying bug spray to grill and mirrors.
- Once front tire of vehicle passes trap door or tire switch, stop vehicle and prep grill, hood (if needed) and front wheel well and rear wheel well (driver side only).
- Then move behind vehicle. Get passenger side bug sprayer and direct customer to pull vehicle forward into wash position - rear tire past conveyor door.
- Provide wash instructions, then spray windshield and under front wipers with bug sprayer.
- Then use the prep gun to prep grill, hood, mirrors, windshield and passenger side wheel wells and finish with the back as the vehicle passes.
- Prepare for next vehicle.

If the vehicle needs heavy prep work, complete passenger side wheel well / lower rocker panel prep work before moving the vehicle forward to start the wash.