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| **POSITIONING AND PREPARING TOILET UNITS READY FOR USE** | | |
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| 1. | On arrival on site you must report to the site office to find out where the toilet unit is required and what site procedures are in place. | |
| 2. | Position your vehicle as close as possible to the area where the toilet unit is to be sited. If possible get someone on site to guide you whilst reversing the delivery vehicle (Banks man). (DO NOT RELY ON A REVERSING CAMERA) | |
| 3. | Unload the portable toilet unit(s) in accordance with PSE Guidance Note for Loading and Unloading on site. | |
| 4. | Move/position the portable toilet unit in accordance with PSE Guidance Note for Manual Movement of Portable Toilet Units. | |
| 5. | If the toilet unit has become dirty whilst in transit, ensure that you clean it ready for use. | |
| 6. | Put toilet additive into the holding tank which should then be charged with the correct volume of clean water (premix water and toilet additive, or ensure that the two items are properly mixed when in the holding tank). | |
| 7. | Place toilet rolls on the holder and/or paper towels in the dispenser. | |
| 8. | Spray the interior of the portable toilet unit with air freshener. | |

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| **Note 1** |
| When delivering a portable toilet unit to a site ensure that it is in an accessible position. In addition, it is important to pass on any access / poor site condition problems to the hire company office.  This information should be used to inform service operatives of site conditions. Site visits by service staff should benefit from its use.  It is also important that any deterioration in the site conditions or in the site access be passed on to the hire company office for future reference. |

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| **Note 2** |
| It is absolutely necessary that only the highest standard of service is provided. All employees should, at all times, be friendly and courteous to customers. |

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|  | *Please use instructions for positioning of toilet units in conjunction with the PSE National Sanitation Qualification Training Scheme.* |  |

Disclaimer:

This document is for guidance only and should be adapted in accordance with your Company procedures.

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