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| **SERVICING ON A MOTORWAY** | | |
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| 1. | Position service vehicle as close as possible to the toilet unit (on the hard shoulder of the motorway). Ensure vehicle is as far away as possible from any moving traffic. | |
| 2. | Ensure the vehicle is behind hazard warning cones. | |
| 3. | Switch on vehicle hazard warning lights and rotating orange beacon light(s) on top of the vehicle’s cab. | |
| 4. | Engage hand brake, leave vehicle in gear and switch off engine. Where possible, remove ignition keys from vehicle. | |
| 5. | Put on all essential PPE, especially Hi-Visibility clothing. | |
| 6. | Report your presence to the site manager/agent/foreman (if possible). | |
| 7. | Check vacuum pump assembly and hoses, and then start donkey engine. | |
| 8. | Check toilet is not in use. | |
| 9. | Prop open toilet door. | |
| 10. | Inspect toilet(s) and remove any rubbish from inside the unit(s). | |
| 11. | Lift toilet lid, prop open and check contents of waste holding tank (volume). | |
| 12. | Stir contents of waste tank with wand. | |
| 13. | Open valve on wand and empty WC waste tank. | |
| 14. | Flush system with small amount of fresh water. | |
| 15. | Empty WC tank (again). | |
| 16. | Re-coil hose and relocate on vehicle (avoid any spillage). | |
| 17. | Clean WC, surrounding area, floor, wash hand basin, inside walls and door. | |
| 18. | Charge system with toilet additive and fresh water mixture. | |
| 19. | Flush system to ensure it works. | |
| 20. | Clean and check operation of the fresh water system. Top up water tank. | |
| 21. | Replenish all consumables. | |
| 22. | Clean outside of toilet, if it is safe to do so. | |
| 23. | Complete paperwork. | |
| 24. | Inform site manager/agent/foreman you have finished service. | |
| 25. | Re-enter vehicle, start engine and carefully enter traffic flow with beacons and hazard warning lights still operating. Switch off beacons and flashing indicators after successfully re-entering traffic flow. | |

Disclaimer:

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

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