

**COVID-19  
OCT 2020**

**WEST END GARAGE**

**- EASY STEPS TO FOLLOW -**

## **MOT ONLY - BEST PRACTICE**

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- 1. WE RECOMMEND THAT ALL CUSTOMERS SANITISE THEIR HANDS ON ENTRY AT OUR SANITISING STATION**
- 2. OUR SERVICE ADVISOR WILL MEET AND GREET YOU RESPECTING SOCIAL DISTANCING**
- 3. YOU WILL BE ASKED TO SIGN OUR PRE-WORK AUTHORISATION SHEET AND WILL BE OFFERED A PRE-SANITISED PEN WHICH YOU ARE WELCOME TO KEEP**
- 4. PLEASE PLACE YOUR KEY ON THE DESK. WE WILL THEN SANITISE AND TAG KEY. (IF KEYLESS IT WILL BE TAGGED AND PLACED INTO SEALED BAG BY OUR SERVICE ADVISOR)**
- 5. OUR MOT TESTER WILL THEN TAKE KEYS, FIT SEAT COVER AND FLOOR MAT. OPEN WINDOWS TO CIRCULATE FRESH AIR (WEATHER PERMITTING) AND THE CAR WILL BE TAKEN INTO THE MOT BAY**
- 6. THE MOT WILL BE CARRIED OUT BY OUR TEAM WHO WILL HAVE SANITISED THEIR HANDS AND WILL BE WEARING GLOVES. ALL TOUCH POINTS WILL BE WIPED DOWN BEFORE PARKING CAR UP. SEAT COVER AND FLOOR MAT WILL BE REMOVED, THE KEY WHICH WILL BE WIPED AND GIVEN BACK TO RECEPTION IN A SEALED BAG**
- 7. OUR SERVICE ADVISOR WILL COMPLETE YOUR PAPERWORK AND RETURN YOUR KEY**
- 8. IT IS ADVISABLE TO MAKE A CONTACTLESS PAYMENT WHERE POSSIBLE. WE WILL WIPE CARD MACHINE BEFORE AND AFTER USE**

**THANK YOU FOR ASSISTING US IN KEEPING EVERYONE SAFE AND WELL**