

**1.0 Purpose:**

The purpose of this document to detail the proposed methods of working for the safe completion of cleaning works to the following premises.

**Potential hazards and risk**

**Difficulties that may be encountered**

**Special plant or procedures**

**How works to be carried out**

**Necessary permits/licences**

**Protection**

**Supervision**

**Working at Height**

**Manual Handling**

**Chemicals (COSHH)**

**2.0 Application.**

Personnel intending to carry out the tasks detailed in this method statement will be fully briefed prior to commencing any works with either or site manager or contracts manager.

**3.0 Location of Works:**

**VICTORIA HOUSE  
INTERNAL STAIRS CLEANING**

**4.0 Brief description of works:**

Deep clean to all internal stone and terrazzo to the staircases

**5.0 Anticipated programme of works;**

TBC

Contracts Manager – John Smith – 07980 738007

Contracts Manager – Ben Barrett – 07817 227089

## **5.1 CLEANING:**

The stonework and terrazzo will be cleaned by hand with a TFR cleaner. This is an alkaline based product which will be mixed between 5 and 1 and 10 and 1 with water depending on the staining.

Firstly the floors will be swept to remove any dust, the detergent will then be generously applied to the surface and left for a while to penetrate the surface.

Once the detergent has had a chance to soak in, the walls and floors will be mechanically scrubbed using a geared spinner and floor cleaning pad.

Once all areas have been cleaned, all water will be picked up with a wet vac and a final clean with clean water and a mop.

## **6.0 NECESSARY PROTECTION:**

All operatives will wear gloves and glasses whilst carrying out the cleaning.

Caution cleaning signs will be placed around the working areas with caution wet floors placed out when we have moved away from each area.

## **7.0 ACCESS:**

All areas are accessible from the ground.

## **8.0 OTHER TRADES:**

Any other trades should be made aware of our works when on site. There may be some dripping water, but nothing that is dangerous

## **10.0 First Aid**

First Aid kits to be kept the site office, First aiders are to be introduced upon the site induction

## **11.0 Storage**

Materials not being used immediately shall be stored in a locked container supplied by the site.

## **12.0 PPE**

The Personal Protective Equipment (PPE) provided is supplied for your own (Personal Protective Equipment) protection. These items must be worn at all times. If any of the items bellow get lost or damaged you must report it to Barwin office immediately.

Gloves	High Vis
Hard Hats	Steel Toe Capped Boots
Glasses/goggles	

## **13.0 POTENTIAL HAZARDS AND RISK**

See risk assessments

## **14.0 NECESSARY PERMITS/LICENCES**

No necessary permits required.

## **15.0 MANUAL HANDLING & PPE**

Use ramps provided to remove all necessary Plant and Machinery. Always double handle containers. Use barrows supplied to transport equipment around site.

## **16.0 PLANT**

¾ inch water hoses.  
Bucket & Brushes  
Sponges, mops  
Geared spinner  
110v Transformer  
110v extension Leads

## **17.0 RIDDOR**

Details regarding the reporting of incidents under R.I.D.D.O.R. are detailed within the safety file. It is the site supervisor's responsibility to report any incidents immediately.

## 18.0 HOUSEKEEPING

It is everybody's responsibility to keep the site in a clean and tidy condition. All food packaging to be disposed of in the right manor, always wash your hands prior to taking any food or drink breaks as you have been made fully aware of Weils disease.

## 19.0 WORKING AT HEIGHT

When working at height it is very important to always wear your full PPE. It is always imperative that the Method statements, Risk assessments & COSHH are read and fully understood. Never climb or put yourself or your working partners at risk.

Prepared by: <b>Ben Barrett</b>	Title of Document: Method Statement for <b>Cleaning</b>	Issue: <b>1</b>
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