



**Managed Services Limited**

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### **Method statement details of work for kitchen deep clean**

This document is designed to inform clients of our method of working it should be supported with scope of work/quotation & risk assessment

### **METHOD STATEMENT –**

**TASK: Cleaning & Replacement of Filters & Access Panels of Air Handling Units.**

1. Operatives check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
2. Operatives to erect access equipment e.g. stepladder or ladder in the correct and safe manner. Ladders to be erected at the correct angle of 1:4 (75°). If working between 2-6 metres height ladders must be footed or an approved ladder stopper or stabiliser used.
3. Operatives to ensure that air handling units are switched off and the controls isolated.
4. Operatives to open filter housing unit and remove filters from unit one at a time.
5. If applicable, operatives to clean filter housing unit using cleaning chemical, applied either on a clean cloth or 'Greenie'.
6. If applicable, operatives to rinse area with clean warm water using a clean cloth and buff dry.
7. If applicable, operatives to insert new filters into the unit one at a time and ensure a correct and secure fit.
8. Operatives to close filter housing unit.
9. Operatives to remove access equipment from area.
10. Operatives to switch power back on at isolation point.
11. On completion of cleaning, operatives to dispose of all waste materials on site and remove all equipment and signage to company vehicle.
12. Operatives are not to leave the site until authorised by Supervisor.