



**Managed Services Limited**

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Date:	Review
January 2016	January 2018

### **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: Floor Cleaning using Electric Scrubber/Dryer – ‘Altro’ and Non ‘Altro’ Floors**

1. Operatives to 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. Carry out pre-work safety check of the machine i.e. cut/broken lead, damaged plug, damaged or broken discs or brushes.
3. Check that machine has got current PAT test certificate/label.
4. Operatives to assemble machine as per manufacturer’s safe operating instructions.
5. Operatives to ventilate area if required (this can be done by opening windows, doors or turning on ventilation equipment if necessary).
6. Operatives to prepare cleaning solution according to the COSHH data sheet and pour into machine solution tank.
7. Operatives to insert a circuit breaker (RCD) into power socket and plug machine in to RCD.
8. Operatives to switch on machine and test machine is working correctly.
9. Operatives to clean the floor with regard to the brush position and pressure in relation to soil age, using a systematic overlapping pattern and changing or turning brushes or pads as necessary. Ensure when cleaning that machine cable/lead is behind the line of work and not lying in water.
10. Operatives to remove splashes from walls, skirting or other items as they occur using a clean cloth.
11. On completion of cleaning, operatives to switch off machine and remove plug and RCD from the power socket and recoil machine cable/lead. Operative to check cable for any damage while recoiling cable/lead.
12. Operatives to clean machine and check that pads or discs are not damaged or broken.
13. On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
14. Operatives are not to leave the site until authorised by Supervisor.