



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: Installation of Access Doors in Ventilation Ducting

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. Only trained operatives are allowed to carry out this task.
3. Operatives to ensure that if a 'Permit to Work' system is in place, that it is read, understood and signed by those undertaking the task.
4. Operatives to carry out survey of ducting to determine best area for access panel to be fitted.
5. Operatives to erect the necessary access equipment, step ladders or ladders (note where possible tops of ladders should be placed on to a solid surface).
6. Operatives to mark the cutting edge of access door using the template supplied.
7. Operatives to coat along the cutting edge with lubricant.
8. Operatives to drill a hole at each corner of the template marks.
9. Operatives to insert cutting equipment and cut a line from one corner hole to the next in rotation ensuring that cut is just short of the next hole. On completion of cutting each line, operatives will finish cutting into each hole.
10. Operatives to ease cut panel from ducting, taking care to avoid sharp edges.
11. Operatives to clean around edges of cut opening of ducting using general degreaser and clean cloth or 'Greenie' as necessary, taking care to avoid any sharp edges. If required, use file to remove sharp edges from cut panel edges.
12. Operatives to fit the frame of access door into the ducting using fold over cleats, then crimping to ensure a secure fit.
13. Operatives to then fit access door to framework.
14. Operatives to check access door opens and closes properly.
15. On completion of installation, operatives to dispose of cut panel and materials on site and remove all other chemicals and signage to company vehicle.
16. Operatives are not to leave the site until authorised by Supervisor.