



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: Ventilation Canopy And Grease Filter Cleaning

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. Operatives to check hoses and connections for High Pressure Sprayer. Operatives to carry out electrical safety check of cabling and plug, ensure that cable/ lead is sound and not severely kinked and that plug is not damaged and machine has current PAT Test Certificate
3. Operatives to check that 10kg cleaning tank is in fit condition, no holes or damage to main body of tank.
4. Operatives to dispense cleaning chemicals into tank as per the COSHH data sheet instructions. Fill tank with water to recommended level and switch on heater
5. Operatives to carefully remove filters one by one from canopy and place into tank, taking care not to over stack filters. Note: filters can be easily damaged especially Vokes filters.
6. Operatives to let filters in tank soak for a minimum of 10 minutes. After 10 minutes, an operative to remove filters one at a time from solution. Whilst also holding filters over the tank, clean the edges of the filters using a 'Greenie'
7. An operative to place filters into the spray tank and repeat process until spray tank is full.
8. Operatives to spray filters using high pressure jet sprayer in a methodical way (as instructed by supervisor) ensuring that all parts of the facing side of the filter have been sprayed.
9. Operatives to repeat this procedure until completed on each side of filters and then to repeat operation for reverse side of filters.
10. On completion, operatives to place filters carefully in drainage area and allow excess water to drain out.
11. While filters are draining operatives to dismantle the sprayer and all other equipment ensuring that the cleaning and spray tanks are emptied and waste solution is disposed of safely on site.
12. Once filters are dry, operatives to carry out a visual and manual quality inspection to ensure that all grease and other debris have been successfully removed from filters.
13. Operatives are to replace the cleaned filters carefully back into the canopy



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14. 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.
15. Operatives are not to leave the site until authorised by Supervisor.