



**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 of Extract Ducting & Extract Fans on Rooftop Plant & Plant Rooms**

**General Note:** Operatives should be reminded of the Risks & Hazards associated with working at height and in plant rooms, e.g. no work should be undertaken on rooftop equipment unless adequate edge or fall protection devices have been installed. Plant rooms have narrow or confined spaces and that head height can be very limited, with ducting and other plant & equipment protruding. Ducting can be fragile, have sharp edges or screws or bolts that can protrude.

#### **Plant Room 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. The Team Leader has to ensure that a 'Permit to Work' is issued, that it is read, understood and signed by those undertaking the task. A drawing or blueprint of the roof top ducting & plant room must be attached to the 'Permit'. Also, if required, ensure that all keys to roof access doors and plant room are signed for.
3. The Team Leader is to check that all equipment sited below roof level and in the plant room is switched off and the controls are isolated.
4. Operatives to proceed to the roof area via the designated safe route, open roof access door and proceed to the roof top plant room.
5. Operatives to check the blueprint/drawing matches the plant room and ducting.
6. Operatives to then commence cleaning operations inside the plant room.

#### **Roof Operations**

7. Team Leader to climb up on the roof systems using a ladder or step ladder to gain access and carry out survey to determine if access panels need to be cut and inserted. Note: Team Leader to determine the safe climbing route also if roof top is fitted with edge or fall protection devices.
8. Once the Team Leader has determined that the area is safe to work on they will instruct the operatives of where cleaning where access panels are to be inserted.
9. The operatives will then climb onto the structure and if required will attach their inertia safety line to the nearest safety eyebolt or latchway system.
10. The operatives will cut out panels as required and insert the new access panels while cleaning areas as necessary.



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11. On completion of all operations the operatives will pack all waste materials into strong plastic bags for disposal on site.
12. The operatives will then descend from plant room ensuring that all equipment and waste is accounted for. The operatives working inside the plant room will also ensure that their equipment and waste is accounted for.
13. The Team Leader will then shut and lock the plant room access door, before leading all operatives back to the roof access door. Once through the roof access door the Team Leader will then shut and lock the door and descend down to ground level via the safe designated route.
14. The Team Leader will then sign off the 'Permit to Work' and sign back in any keys to roof access doors.
15. The operatives will then dispose of all waste materials on site and remove all chemicals, signage and equipment to company vehicles.
16. Operatives are not to leave the site until authorised by Supervisor.