



Managed Services Limited

Prepared by:	Reference number:
Mike Chubb	VC5
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: Cleaning of Ventilation Ducting including Air Handling Units & Extract Fans (Excluding Plant Rooms & Roof Work)

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 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 are reminded that they will be working in a confined space and that ducting has sharp edges, rivets or self-tapping screws sticking up which are sharp, and that ducting can be fragile.
4. Operatives to check that all equipment sited below the supply system is switched off and the controls are isolated.
5. Operatives to check that all access doors are open and the room is well ventilated.
6. Operatives to open all access panels in canopies and also where required remove ceiling panels to allow access to duct work in ceiling and remove all access panels where fitted. Operatives must not enter ducting until told it is safe to do so by Supervisor or Team Leader. Operatives must also notify Supervisor or Team Leader when entering any duct work.
7. Operatives to carry out all internal survey of ducting using a torch and make note of where fans and ancillary motors or equipment are located inside ducting.
8. Operatives to plug in RCD unit to power socket and vacuum cleaner and switch power on.
9. Operatives to vacuum as much as possible dust and fluff from the ducting (ensure dust bag does not overfill and is emptied into a plastic bag at regular intervals). Where it is not possible to use a vacuum cleaner operatives will brush and scrape by hand grease, dust & carbon deposits. Extra care should be taken as this will raise dust into the air.
10. Operatives to clean both sides of impeller blades using a hand brush.
11. Operatives to empty all debris into plastic bags.
12. On completion of cleaning, operatives to dispose of all debris and materials on site and remove all cleaning equipment, and signage to company vehicle.
13. Operatives are not to leave the site until authorised by Supervisor.