



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: Ventilated Ceiling and Removable Ceiling Tile 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 prior to work commencing
2. Operatives to check that any ceiling mounted vent-axia type fans are turned off and controls isolated.
3. Operatives to secure the work area. Check gas and electric of equipment below is turned off. Ensure all gas pilot lights are extinguished. Ensure all controls are isolated including air handling equipment.
4. Operatives to board over any open kitchen equipment e.g. hobs or ranges. Ensure equipment has cooled down sufficiently and cover all solid surfaces with appropriate sheeting
5. Operatives to set up access equipment e.g. trestle, step ladders, etc
6. Operatives to ascend access equipment and carry out sealing procedure of all holes and apertures.
7. Operatives to descend to floor level and prepare cleaning solution as per the manufacturers instructions. Note: refer to COSHH assessment supplied
8. Operatives to check work equipment to be used as per cleaning specification. Where steam cleaners are to be used check that all connections are properly tightened, electric cabling is sound and equipment has current PAT test label or certificate.
9. Operatives to transfer cleaning equipment on to the access equipment taking care to ensure that no spillages occur and that safe manual handling techniques are observed.
10. Operatives to commence cleaning of the ceiling. Cleaning to be carried out systematically ensuring that each area of ceiling is cleaned and any excess solution wiped off immediately from surrounding surfaces.
11. Operatives to pay extra care and attention where water or solution drips on to floors or may leak to basement areas below
12. Operatives to rinse off cleaned section using clean water before progressing to next section.
13. On completing cleaning operations, operatives to descend from access equipment and carefully remove cleaning equipment back to floor level, observing safe manual handling techniques
14. Operatives to carry out a visual check of the ceiling from ground level to ensure all areas have been cleaned as per the specification

CMS/Doc Method Statements Reviewed August 2016

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15. Operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment chemicals and signage to company vehicle
16. Operatives are not to leave the site until authorised by Supervisor