METHOD STATEMENT

Site

Contractor

Purpose of work

The following statement of methodology will cover all elements and procedures for any proposed work to be carried out by Newlife Cleaning Systems Ltd Operatives.

In view of the design and structure of the buildings to be cleaned a variety of methods will be employed in order to overcome the problems of access to these areas. This covers the methodology used for cleaning.

Scope of work

The areas to be cleaned will involve access to and work at ground level 'upwards'. In addition to the special consideration warranted in this respect, particular attention will be given to the structural buildings fabric of those areas and the design of a suitable, safe system of access onto the fabric for the purpose of cleaning works.

Health & Safety

The following points are applicable to all operatives whilst on site to undertake cleaning operations:

a) Only trained and competent employees of Newlife Cleaning Systems Ltd / Approved Partner may undertake High / Low Level Work.
b) All personnel undertaking High / Low Level cleaning operations will be deemed fit to do so. On a day to day basis it will be the duty of the team supervisors to ascertain the 'fitness' of the individual members of his working team.
c) The day the work is due to be undertaken the localised inclement weather will be assessed by the team supervisor before any operations are undertaken.
d) Before any works are undertaken above Ground Level, an exclusion zone will be set up around the area of work. This will include all relevant signage, tape and if application a 'grounds person'. The exclusion zone is particularly important in areas, which allow public access.
e) Whilst work is in progress the operatives will work in pairs (this is only applicable above Ground Level) and at all times stay in direct contact with each other either by visual or verbal communication.

Structure of Working Team

The working team will consist of a minimum of one operative. It will also comprise of one Area Manager. Each member of the working team shall have an equal share of the duties. They will also be held personally responsible for his/her own safety and conduct whilst at work.

In addition, the Area Manager will be responsible for making sure that all members of the team are fully aware of, competent in and implement at all time, all aspects of the companies Health & Safety Policy. In this respect he / she will assume the role of Company Safety Officer. The supervisor will also insure that the standard of work is of a consistently high standard at all times.

Emergency Procedures

When on site, on a building or structure the operative will be governed by the rules for emergency procedures laid down by the Client / Buildings Management.

In the case of an emergency within the working team, only the working team (unless otherwise requested by a member of the team shall undertake any form of rescue)

Once the casualty is at ground level, and after being briefly examined and any emergency procedures having been carried out (all members of each team will have been trained in first aid) and further action i.e. Ambulance, hospitalisation, will be then decided.

All accidents/injuries will be reported following the procedures laid down in the Company Health and Safety guidelines and adhering to all current Legislation.

Exclusion Zones

The Exclusion Zone should be big enough to keep people clear of any risk of falling objects. Account should be taken of the possibility of materials deviating from a straight fall as a result after bouncing off the structure or ground. People should be prevented from entering the exclusion zone by posting suitable notices, warning signs, erecting barriers or by posting sentries. All warning signs will comply with the Safety Signs Regulations.

Contra – indications:

- Faulty / damaged equipment, safety accessories. Personal ill health or taking of prescribed substances which may affect operational capacity
- Insufficient working space
- Adverse ground conditions
- Adverse weather conditions
- Environmental hazards

Cautionary measures:

- Positioning of equipment
- Protection of the public
- Wearing of appropriate footwear and PPE
- Removal of obstructions

Personal Protective Equipment

Overall
Safety Foot wear

Products

Freshaloo
GC Lemon
TD 30
MP 10

Equipment

240 Volt Vacuums, flex and pipes
Floor Signs Warning / Caution
Kentucky Bucket System
Cloths
Dusters
Mops
Shanks
Brushes
Black Bags

Arrival on Site

Sign in at the gatehouse
Report to site manager
Complete site induction
Proceed to working area and check areas are safe to work
Check equipment is safe and in good working order, reporting and discrepancies
Proceed to work as per method of work

Method of Work – Vacuuming Carpets & Vinyl Floors

Put up caution sign

Keep away from traffic areas

Plug in electrical equipment at a convenient socket

Start at point furthest away from door

Work with machine and plug behind you

Work with push/pull stroke overlapping

Do not over stretch flex can cause people to trip

Do not pull on flex

Change sockets regularly

Method of Work – Cleaning Skirtings, Sills, Shelves, Radiators, Doors, Door Frames, Door Furniture, Conduit Trunking, Fixed Furniture, Notice Boards, Column Cladding

Caution when cleaning doors, keeping exit clear. Do not hold frame in case door closes on fingers

Place caution signs

Vacuum inside of units, cupboards and drawers

Remove vacuum

Fill bucket and add detergent according to manufacturers instructions

Clean all shelves, doors, hinges to units internally and externally

Benches to be cleaned according to manufacturers instructions

Clean sink and taps

Damp dust all skirtings, sills working from corner in over

Clean all doors, door hinges, frames, handles

Polish vision glass

Remove covering from trunking then damp dust

Dust all notice boards and white boards

Clean cladding columns with the use of podium steps

Remove stickers from shelves and damp dust

Clean radiator fronts, sides and backs

Leave all areas in a dust free condition

Scope of Work – Mopping Floors

Put up caution signs to prevent workmen from slipping

Fill mop bucket then add detergent according to manufacturers instructions

Change mop heads and water regularly to prevent streaking

Make sure floor is dust and debris free and proceed to mop floor area. Rinsing mop out regularly. Ensuring that all corners and edges are cleaned

Move warning signs as floor dries

Scope of Work – Cleaning Toilets

Put up caution sign at door

Fill bucket and solution according to manufacturers instructions

Damp dust all wall tiles and splash backs removing any grouting and dry polish

Clean all IPS panels leaving in a streak free condition

Clean all sanitary ware including sinks and urinals

Soak stickers then remove

Clean and polish all fixtures and fittings including pipe work

Remove pencil marks with cream cleanser applied to cloth

Change water regularly to prevent streaking

Polish mirrors on completion

Report any damage to Foreman

Scope of Work – Cleaning Stainless Steel Equipment

Caution – wear gloves, as sharp edges may be prevalent underneath stainless steel tables

Stainless steel polish to be placed on cloth (not directly onto floor)

Place caution signs at doorway

Remove protection and place in black bags

Fill buckets with water and add Savona detergent according to manufacturers instructions

Damp dust all surfaces, legs and allow drying

Apply stainless steel polish to cloth then polish, leaving in a clean streak free condition ready for use

Scope of Work – Cleaning Stairwells

Place caution signs at top and bottom of staircase starting from top to bottom to prevent slipping

Sweep stairs, place dust in black bags

Damp dust skirtings

Fill bucket and add detergent according to manufacturers instructions

Clean glazed balustrade with a soft cloth

Polish stainless steel handrails with stainless steel polish

Hand clean stairs using Savona

Hand scrub stair nosings

Rinse stairs. Do not over wet

Remove signs when dry

Upon Completion of Work

Upon completion of each area contact Site Manager and walk job correcting any areas necessary.

Obtain signature on satisfaction sheet

Tidy away equipment

Leave areas tidy

Sign out before leaving site

Leave site in a safe and professional manner

Appendices

Risk Assessments

RA/IC01	Vacuuming Carpets & Vinyl Floors
RA/IC02	Cleaning Skirts, Sills, Doors Etc
RA/IC03	Mopping Floors
RA/IC04	Cleaning Toilets
RA/IC06	Cleaning Stainless Steel Equipment
RA/IC09	Cleaning Stair Wells

COSHH & MSDS Product Data Sheets

Freshaloo
GC Lemon
TD 30
MP 10
Stainless Steel Polish