

## **METHOD STATEMENT**

**Client:**

**Site:**

**Date: 2019**

### **Purpose of work**

The following statement of methodology will cover all elements and procedures for any proposed work to be carried out by Parker Contract Cleaning Ltd Operatives at the above site.

### **Objective**

The objective of this method statement is to carry out the work specified in a safe, professional and efficient manner.

### **Responsibility**

Parker Contract Cleaning is responsible for the establishment, implementation and maintenance of this document. They are also responsible for ensuring that the execution of the operation is in compliance with the method statement.

### **Scope of work**

This document describes the method and safety considerations whilst carrying out office cleaning at the above client sites.

### **Health & Safety**

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

- a) Only trained and competent employees of Parker Contract Cleaning may undertake the specified Work.
- b) All personnel undertaking 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.

### **Structure of Working Team**

The working team will consist of a minimum of one operative but may increase to 2 on days when the external areas require cleaning. The team will be in communication with Area Manager/Company office. 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.

## **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
- General public/residents

## **Cautionary measures:**

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

## **Personal Protective Equipment**

Gloves and sensible footwear. Rain proof coat if necessary.

## **Products**

Evans – Clear glass cleaner  
Evans – Safe zone antibacterial cleaner  
Evans – E-Pine disinfectant  
Evans – Ephos toilet cleaner  
Evans Mystrol floor cleaner

## **Equipment**

Vacuum, extension lead, large brush, dustpan and brush, waste sacks, litter pickers, cloths, microfiber cloths (glass cleaning), long reach cobweb remover.

## **Arrival on Site**

Report to line manager

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 & Hard Floors**

- 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.

### **Scope of Work – Cleaning Stairwells**

- Place caution signs at top and bottom of staircase starting from top to bottom to prevent slipping.
- Vacuum stairs starting from bottom, and place large objects in black bags (remove to bin store).
- Damp dust skirting.
- Clean glass with a soft cloth.
- Antibacterial wipe clean handrails.
- Hand scrub stair nosing.
- Rinse stairs. Do not over wet.
- Remove signs when dry.

### **Method Of Work - Dusting, Damp Wiping, Washing, Polish Application.**

- Put on personal protective equipment.
- Assemble equipment and check for safety.
- Using a dry cloth systematically dust vertical surfaces from top to bottom and horizontal surfaces with straight, overlapping strokes. Re-fold duster as necessary to ensure that dust is not redeposited on cleaned surfaces. Draw dust out of corners and away from the edges of horizontal surfaces. Do not flick duster.
- Prepare cleaning solution according to manufacturer's instructions. Using a damp cloth wrung almost dry, wipe surface using smooth strokes. As necessary, rinse cloth in clean water, recharge with cleaning solution and wring out until almost dry. Polishing: Polish to be used only on Living wood, Apply polish sparingly on to a duster rather than directly on the item. Buff to a high sheen.

### **Methods of work – Shelves, sills, skirting, radiators, doors, furniture etc.**

- Caution when cleaning doors, keep exit clear. Do not hold frame in case door closes on fingers.
- Dust with aid of vacuum initially.
- Damp dust all skirting, sills, working from corner.
- Clean all doors and vision panels, handles, frames.
- Leave all areas in dust free condition.

### **Method of works - Mopping floors**

- Put up caution signs
- Use appropriate colour coded mop
- Fill mop bucket with water then add detergent according to manufacturer's instructions.
- Change mop heads and water frequently to avoid streaking.
- Make sure floor is dust and debris free and proceed to mop floor area. Rinse mop regularly. Ensure all corners and edges are clean.
- Move warning signs as the floor dries.

## **Method Of Work - Cleaning Toilets, Urinals, Hand Basins and Washroom Furniture**

- Put on personal protective equipment.
- Assemble equipment and check for safety.
- Place warning signs.
- Ventilate the area, if appropriate.
- Empty waste bins in accordance with waste procedures.

### **Basins**

- With colour coded cloth wrung out in cleaning solution, wipe surrounding surfaces including wall tiles, ledges, pipes, waste bin and underneath the basin, working from clean to dirty areas.
- Remove any objects, eg. soap from the basin.
- Remove any hair or other items from plug, plughole and plug chain, taps and overflow.
- Wipe around inside of bowl, including plug, plug chain, taps and overflow.
- With running tap water, rinse basin thoroughly, swilling water into overflow.
- Wring out cloth and polish stainless steel or chrome.
- Replace items removed, replenish soap if necessary and paper towel dispenser, where fitted.
- Remove any splashes or marks from walls and wipe door handles.
- Clean equipment and check for safety.

### **Washroom Furniture**

- Clean mirrors and polish dry.
- Clean cubicles and splash backs.
- Clean dispensers and bins.
- Return equipment and materials to store and close the ventilation, if appropriate.

### **Toilets**

- Flush toilets with seat lids closed.
- Reveal water line by pushing back water in toilet bowl with toilet brush.
- Apply solution to inside of bowls. With cleaning agent and colour coded cloth immersed and wrung out, begin to wash including toilet roll holders, pipework, toilet brush holder, cisterns and handles, toilet seat lids, top and underneath and hinges,
- working from clean to dirty. Scrub inside toilet bowls with toilet brush, particularly any stains, water lines and under rims.
- Flush toilets, rinsing brush in flushing water.
- Wipe brush holder and replace brush in holder.
- Dry toilet seats with cloth, then close lids.
- Remove any splashes or marks from walls and wipe door handles.
- Check and replenish toilet paper, if necessary.
- Clean equipment and check for safety.
- Return equipment, materials and warning signs to store and close ventilation, if appropriate.

## **Showers**

- With colour coded cloth wrung out in cleaning solution, clean curtain rail, then starting at highest point of shower wipe wall tiles from clean to dirty areas. Then wipe shower-head, hose, taps and soap tray.
- Remove any hair from drain hole with tweezers.
- If a shower tray is present, clean inside and outside with wrung out colour coded cloth.
- Replace items removed and replenish soap, if necessary.
- Weekly – soak shower curtain, rinse and wipe dry.
- Clean equipment and check for safety.
- Return equipment, materials and warning signs to store and close ventilation, if appropriate.

## **Urinals if applicable**

- Clear waste outlets and urinal channels in accordance with waste procedures.
- With cleaning agent (as for toilets) and colour coded cloth immersed and wrung out, wipe surrounding surfaces including cistern and pipework, starting at highest point and working from clean to dirty parts.
- Apply cleaning agent to entire face of urinals and wipe clean. Use toilet brush inside urinals. Pay particular attention to water marks and drain.
- Remove any splashes or marks from walls and wipe door handles.
- If required, replenish channel blocks.
- Clean equipment and check for safety.
- Return equipment, materials and warning signs to store and close the ventilation, if appropriate.
- Monthly using de-scaler under the rims of toilet and inside urinals or may be used more frequent if required.

## **Method Of Work – Rubbish bins**

- Put on personal protective equipment.
- Assemble equipment and check for safety.
- Pick up litter using appropriate equipment and place into designated plastic sacks.
- Do not put hands into waste bins, bin liners to be removed and put into designated Council Sacks using bag from kitchen bin, recycle waste into recycle waste sacks.
- Remove sacks to collection areas adjacent to bins
- Return equipment to store.

## **Scope of Work – Cleaning hard landscaping, forecourt and main hall patios .**

- Clear all paths forecourt, main hall patios and walkways of litter, leaves and debris using litter pickers and brush/dust pan.
- Place large objects in black bags (remove to bin store).
- Wet scrub floor stains and smells using stiff brush and disinfectant.
- Remove cobwebs

## **Upon Completion of Work**

- Periodically upon completion of each area contact Site Manager and ask for approval.
- Tidy away equipment.
- Leave areas tidy.
- Leave site in a safe and professional manner.

## **Appendices**

### **Risk Assessments:**

RA01, RA02, RA04, RA06, RA08, RA09, RA10, RA12, RA013

### **COSHH & MSDS Product Data Sheets**

Evans Safe zone, Evans Clear

Evans Pine disinfectant, Evans Ephos, Evans Mystrol