



## **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 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 two personnel (applicable for any windows above ground level). It will comprise one Supervisor and one (or more) operatives. 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 supervisor 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**

High Visibility Jackets  
Hard Hat  
Safety Shoes  
Safety Glasses  
Gloves  
Mask

## **Products**

Glue Remover  
Neutral Detergent  
Stainless Steel Polish  
Savona

## **Equipment**

110 Volt Vacuums, flex and pipes  
110 Volt Transformer  
Floor Signs Warning / Caution  
Podium Steps  
Window Scrapers  
Lambs Wool Applicators  
Squeegees  
Buckets  
Cloths  
Dusters  
Mops  
Shanks  
Brushes  
Extension Poles  
Hand Pads  
Hand Brushes  
Black Bags

## **Access Equipment**

Mobile Scaffold Tower to reach a height of 4 metre  
Floor protection boards

## **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 – Window Cleaning**

Put up caution signs

Mobile scaffold to be erected by trained PLASMA certificated operatives

Remove all protective covering from windows and window frames.

Place all rubbish in skips provided by client.

Fill buckets with warm water and add recommended amount of neutral detergent.

Proceed to wash windows using the figure of eight method using the lambs wool applicator, removing any stickers, plaster or paint splashes with window scraper.

Once windows are dirt free remove all excess dirt using the squeegee, cleaning in between each application with a clean dry cloth.

Using scrim polish off windows and wipe down frames until clean and smear free.

## **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 & Shower Areas**

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 – Removing protection from Floor Areas**

Sweep protection before lifting and place dust in black bags

Safety glasses must be worn to prevent dust particles in eyes

Proceed to lift roll into sections

Place in area for re-use

### **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 – Washing White Rock Walls**

Place caution signs around work area

Remove protection from walls and place in black bags. Remove to designated skip

Fill bucket and add detergent according to manufacturers instructions Check podium steps for any faults then proceed to clean walls with damp cloth, ringing out regularly changing water frequently

Dry polish leaving in a streak free condition

### **Scope of Work – Dusting Suspended Ceilings**

Check wheels and safety bars on podium steps for any visual faults before use

Report any faults to the Supervisor

Do not overreach

Wear safety glasses for falling dust

Place caution signs in position

Attach lambs wool applicator to extension pole

Carry out work in a methodical manner

Replace signs as working

### **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 section 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 & Shower Areas
RA/IC05	Removal of protection from Floor Areas
RA/IC06	Cleaning Stainless Steel Equipment
RA/IC07	Washing White Rock Walls
RA/IC08	Dusting Suspended Ceilings
RA/IC09	Cleaning Stair Wells
RA/IC10	Cleaning Windows

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

Glue Remover  
Neutral Detergent  
Stainless Steel Polish  
Savona