



**METHOD STATEMENT: MS001**

**Task description: Vacuuming flooring**

**Equipment**

Warning signs

Vacuum cleaner, hose, pole & floor tool

Broom or kex

Dust pan/ brush

**PPE**

Not required

**Safety**

Use warning signs

Do not create additional trip hazards with equipment

Use nearest socket to cleaning area to avoid trailing cables

Check equipment before use.

DO NOT USE if equipment is visibly damaged, wires exposed, making an unusual noise, PAT test date is out of date. Report to manager immediately.

Use correct manual handling positioning when lifting, pulling , pushing vacuum cleaner

**Procedure**

Assemble equipment

Put out safety signage

Make sure vacuum bag is not full/ replace if required

Remove/ move any obstacles i.e chairs

Plug in vacuum cleaner

Set foot tool for appropriate floor surface (hard flooring brush down)
Turn on vacuum cleaner
Remove debris
Push your vacuum forward in tight rows , starting slowly to lift dirt/ debris. Overlap strokes slightly to ensure all areas are reached.
When finished, turn off at vacuum cleaner, unplug from main and wind in the wire. Stow away equipment
Remove safety signage