



**METHOD STATEMENT: MS004**

**Task description: High level (>2 metres) and Low level dusting (< 2 metres)**

**Equipment**

Warning signs

Flick duster ( with extending pole)

Dry microfibre cloth

**PPE**

Not required

**Safety**

Use correct manual handling positioning - do not over reach/ stretch

When high level cleaning, do not stand directly under cleaning area and flick away from you (incase you knock something down)

Use correct colour coding for cloths

Keep feet on the floor (no standing on chairs etc)

**Procedure**

Working from the highest areas down, using extended flick duster to gently run across corners to remove cobwebs and dust.

Using the shorter flick duster, and with a gentle flicking motion, remove ant dust which has settled on all horizontal surfaces such as fixtures, fittings, ledges, sills, monitors, trunking, pipework, skirting, chair bases, table legs.

Use the dry microfibre cloth to wipe more delicate areas such as light switches, fire extinguishers

