



METHOD STATEMENT: MS005

Task description: Desk & workstation cleaning

Equipment

Detergent - D10 sumabac

Lavette cloth (colour coded)

Microfibre cloth (colour coded)

Flick duster

PPE

Nitrile Gloves

Safety

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

Do not touch or wipe exposed electrical appliances i.e toasters, electric heaters.

Use correct colour coding for cloths

Procedure

Using a flick duster, dust tops of monitors, partitioning, round backs of computers, desks, chair bases/ backs.

Using a dry microfibre cloth, fold the cloth in 1/2 twice to create a small square (giving 8 clean sides of use), wipe desk from back towards you to remove dust/ debris.

Using a dampened lavette cloth, spray a small amount of the detergent onto the cloth and damp wipe any stains/ marks which cannot be removed by dry dusting. DO NOT DAMP WIPE ELECTRICAL EQUIPMENT OR MONITORS

