



**METHOD STATEMENT: MS013**

**Task description: Cleaning a lift**

<b>Equipment</b>
Detergent - washing up liquid
Detergent/ disinfectant - D10 sumabac
Sponge/ lavette cloth - blue
Microfibre cloth - blue
Squeegee
Warning signs
Vacuum cleaner
Dolly mop/ Bucket - blue
<b>PPE</b>
Nitrile Gloves
<b>Safety</b>
Use correct manual handling positioning - do not over reach/ stretch
Use correct colour coding for cloths
Never travel in lifts with dry ice
<b>Procedure</b>
Gather equipment and put out warning signs
Vacuum out the floors of the lift, including the lift door tracks.
Soak a sponge/ lavette in soapy water and wring out by hand.
Wash lift doors, internal walls & mirrors down from top to bottom (be carefull not to oversoak areas) to remove finger marks, grease or marks.
Using a squeegee, remove the water from the doors working from the top and blading in a figure of eight motion across the area to the bottom.
Use the microfibre cloth to remove any drip marks
Spray detergent disinfectant onto a damp cloth and wipe over controls both inside the lift and outside the lift
Damp mop the flooring ensuring that all corners are free of dirt.
Leave warning sign inside lift door and outside each access point until floors are dry.
Return all equipment to store rinsing out all buckets and cloths.
Remove warning signs