



METHOD STATEMENT: MS014
Task description: Cleaning of staircases
Equipment
Vacuum cleaner and attachments
Dustpan & brush
Mop & bucket
Detergent
Lavette cloth
Refuse sack

PPE

Safety
Use good manual handling practise - lifting vacuum cleaners, no overstretching/ reaching.
Never hang over the ballustrade
Do not overwet the floor
Follow COSHH instructions on safe use of chemicals
Do not leave equipment unattended
Do not plug in machines until they are assembled, only use dedicated sockets
Check electrical equipment to ensure it is safe to use in particular plugs and cables report any faults to Supervisor /Manager
Procedure
Check electrical equipment
Put out warning signs at top and bottom access points to staircase
Ventilate area
Remove large waste from area and transfer to refuse sack
Vacuum the entire staircase area using a suitable attachment starting from top to bottom, keeping the vacuum 3 stairs down and the flex to one side
Use a cross wise vacuuming movement and once completed remove vacuum from staircase
Fill mop bucket with correct detergent and hot water
Soak mop in this solution, wring out mop and wash staircase starting at top and descending, if in a public area leave an obvious walkway
Ensure buckets are kept out of line of work

Rinse out mop regularly, change water frequently before it becomes cool or dirty

Wipe skirting boards and rails with a clean damp lavette cloth

Clean equipment and return to store

Close ventilation

Remove warning signs