



METHOD STATEMENT: MS015

Task description: General cleaning of surfaces

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

Starting from the high and working down to lower surfaces.

Using a dry flick duster, gently remove high level (up to 2.5 metres) dust and cob webs by flicking away from you i.e across tops of lockers, picture frames, fixture / fittings

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**

Using a dry microfibre cloth, fold the cloth in 1/2 twice to create a small square (giving 8 clean sides of use), buff surfaces to remove water marks and any remaining debris/ dust.

Keep unfolding and refolding the cloths giving you a clean unused side when necessary.

When completed, thoroughly wash out used cloths and hang to dry. When cloths have been reused at least 3 times, place in a clear waste bag for collection and laundering by delivery coordinator. **DO NOT THROW CLOTHS AWAY.**

Return all cleaning equipment to the store.

