



METHOD STATEMENT: MS025
Task description: Cleaning windows by traditional method
Equipment
Bucket
Squeegee
Detergent - FAIRY LIQUID
Warning signs
Applicator
Hot water
Scrim Cloth
Swab Cloth
PPE
Gloves (with grip)
Uniform
Appropriate work boots
Safety Procedures
Ensure all equipment is in good working order
DO NOT attempt to clean cracked or broken glass (Do not handle broken glass, as per Sharps policy)
DO NOT cause unnecessary obstruction to people walking past
DO NOT leave any equipment unattended
Follow all COSHH and manufacturers instructions on the safe use of chemicals & equipment
Procedure
Assemble equipment

Put out warning signs
Wet applicator with water and detergent and leave bucket in a safe place
"Wash" windows using applicator, causing as few splashes as possible to surrounding areas
Remove any glue, paint etc with a Window cleaning scraper (Do not use anything abrasive)
Run squeegee across glass in a figure of eight movement to remove excess water
Polish edges where squeegee has not reached using a scrim cloth
Remove any splash marks and spillages from surrounding areas and wipe sills & frames using a swab cloth
Clean equipment and return to store or carry onto next job
Remove warning signs
Report any faults found