

## METHOD STATEMENT

<b>Task / Activity</b>	Office Cleaning
<b>Client</b>	Verifone
<b>Location of Works</b>	
<b>Date of Issue</b>	
<b>Completed By</b>	Gabi Balint

### Resources

The company shall provide adequate staff to ensure the task is completed in such a way as to be safe, on time and with due regard for others who may be affected by the works.

- 1 X Cleaning operative ( Day Janitor)
- 1 x Cleaning operative ( Evening Cleaner)

### Plant & Equipment

The following plant & equipment shall be provided for use on site

- Mops / brooms / dusters etc.
- Vacuum Cleaning machines
- Signage

### Personal Protective Equipment

Personal Protective Equipment is issued as standard to all employees. PPE assessment is identified in the specific Risk Assessment for each operational task involved in this contract. PPE to be worn by operatives as risk assessments dictate includes:

- Lightweight Eye protection ( if required)
- Protective footwear
- Protective gloves

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### Materials

- Various cleaning products as per specification. All substances are supplied together with COSHH assessments.
- Glass cleaner, Breaker, Bactericidal Foaming, Multi Cleaner, Bleach, Ubik, Lemon Gel
- Bin bags

### Site set up

#### Planning

- Attend site at the required time
- Sign into site and complete site induction if required
- Conduct site inspection
- Ensure all plant / equipment / signage and materials are in place.
- Sign out of site

#### Preparation

#### CHEMICALS

- Ensure non-hazardous chemicals are used where possible
- If hazardous chemicals are required, obtain current COSHH
- All required persons to read and understand the COSHH
- If persons require medical attention from chemical exposure, take COSHH assessment for the chemical to the Doctor with the injured person. Never use food/drink containers for storing / decanting chemicals

#### STAFF

##### All persons to be trained in the following

- Emergency procedures
- Incident/injury reporting
- Placements of signs
- Safe use, fit and maintenance of PPE

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### Execution of work

#### KITCHEN CLEANING

- Wipe and clean all the benches, tables and surfaces for the kitchen
- Clean the sink
- Change the rubbish bags
- Clean the coffee machines, microwaves, fridge, toaster
- Load and unload the dishwasher
- Hoover and mop

#### OFFICE CLEANING/MEETING ROOMS

- Collecting rubbish (Cleaners Will Not attempt to manually force the rubbish bags by hand with the purpose of making more space, there is always a risk of hazard for chemicals, needles, blades etc).
- Clean doors and chairs
- Dusting surfaces from chairs, desks, photocopy and fax machine tables
- Vacuuming carpets (ensuring cables are not trailed as trip hazards)

#### Reception Area

- Collecting rubbish
- Dusting surfaces
- Clean lift doors and inside
- Vacuuming
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## Risk Assessments

The Supervisor/team leader will be in possession of all task and site specific Risk Assessments for this project, he will have ensured that all members of his team have been either briefed on them or had the opportunity to read them. They will also be made fully aware of the legal obligations placed upon them to comply in full with the control measures and strategies set down in all assessments effecting their operations.

The Client is requested upon receipt of this Method Statement and prior to the arrival on site of the team to inform all other contractors and operatives on site in the vicinity of our proposed operations.

## Emergency issues

- Where practical a minimum a qualified (HSE) one-day appointed person (First Aid) will be present on site. This person will upon arrival at site identify himself to the site manager/agent. He will further familiarise himself with the First Aid procedures for the site.
- In the event of a spillage, a suitable spill kit shall be used to clear and site disposal requirements followed.

## Emergency contact

<b>Contact</b>	<b>Delia Zavoi</b>
<b>Telephone</b>	<b>07748 965 742</b>

## First Aider on Site

<b>Contact</b>	<b>Ramona Petcu</b>
<b>Telephone</b>	<b>07917 802 527</b>

