



RISK ASSESSMENT/METHOD STATEMENT

ULTRA013

Method statement

1	TASK	Cleaning internal glass panels
2	EQUIPMENT	Gloves, warning sign, detergent and measuring apparatus, 2 hand bugkets, cloths, wash-leather, squeegee, dust cover/plastic sheeting, masking tape
3	METHOD	

- a. Assemble equipment.
- b. Display warning sign.
- c. move all furniture away from areas to be cleaned, if item is too heavy cover with plastic sheeting
- d. Cover all electrical sockets with masking tape
- e. Protect floor with plastic sheeting.
- f. three quarter fill both buckets with water.
- g. Put on gloves and add detergent to one of the buckets(as manufacturer instructions) and still with gloves on, wring out cloth in detergent solution.
- h. Apply cleaning solution to glass in the following way.
Sides and top of frame, edges of pane, then, in a zigzag pattern, to the rest of the pane.
- i. Remove the water and dirt;
(i) Large area of glass- using a squeegee, hold the blade at a 45 degree angle to the direction of travel.
to bottom leaving wall as dry as possible
As they occur wipe up any drips
- k. Continue in sections until the whole area is cleaned.
- l. For stubborn marks use abrasive pads
- m. Leave wall to dry, and start cleaning all equipment and everything back in to stores.
Return to area -when wall are dry, start removing masking tape and plastic dust covers from furniture
- n. Replace furniture to original position.
- o. close windows.
- p. Remove signs