

RISK ASSESSMENT/METHOD STATEMENT



Ultra Clean – Health & Safety

ULTRA016

Method Statement

1 **Task** Lift Cleaning

2 **Equipment** Vacuum cleaner and attachments, caution sign, scraper, gloves, waste bag, damp cloth

3 **Method**

- a. Ensure the lift is switched off
- b. Collect equipment/safety check cleaner and attachments
- c. Erect caution sign
- d. Put on gloves
- e. Using scraper remove large items of litter, chewing gum etc. Place waste in bag.
- f. Plug in vacuum and switch on to test suction
- g. Start from furthest point
- h. Vacuum working backwards towards entrance, ensure cable always behind you.
- i. Upon completion remove all items to store cupboard
- j. Check and clean equipment
- k. Store away all items
- l. Return and switch lift back on
- m. Remove caution sign