

RISK ASSESSMENT/METHOD STATEMENT



Ultra Clean – Health & Safety

ULTRA002

Method Statement

1	Task	Dusting, damp dusting, washing and polish application
2	Equipment	Gloves, warning sign, dusters, detergent, 2 hand buckets, cloths colour coded cloths, and furniture polish
3	Method	

A. Assemble equipment

B. Dusting
Using clean, dry duster wipe surfaces from top to bottom using overlapping strokes
Ensure corners are cleaned
Re-fold duster as necessary do not shake or flick duster
Obtain clean duster as necessary

C. Polishing
Ensure all surfaces are dry
Spray small amount on to duster DO NOT spray directly on surface. Apply evenly to surface.

D. Damp Dusting
Wearing gloves, three quarter fill a hand bucket with water.
Add detergent (as per manufacturers instructions) to the water. Tightly wring a cloth out in the solution ensuring it is only damp. Clean surfaces using smooth, overlapping passes.
Rinse cloth frequently in solution. Change solution when it becomes dirty.

E. Washing
Wearing gloves, three quarter fill 2 buckets with water. To one bucket add detergent (as per manufacturers instructions) to the water. Apply detergent solution to the surfaces using a loosely wrung cloth and starting from the bottom working up to the top. With the cloth tightly wrung out in detergent solution, remove the liquid again, working from bottom to top.
Using the second bucket containing water only and a fresh cloth which is loosely wrung, apply rinse water to the surfaces. Remove all traces of liquid from the surfaces.

F. Return all materials and equipment to store

G. Return all cleaned equipment to store

H. Check area is clean and dry