



ULTRA021

Method Statement

1	Task	Spillage and breakage clearance
2	Equipment	Janitor, s trolley set up with colour coded equipment as follows: mop bucket containing clean water and neutral detergent prepared to manufacturers spec ,soft broom, plastic dust pan and brush, Kentucky mop and handle, Empty bin with waterproof plastic sack inserted, Box clearly marked BROKEN GLASS on the bottom shelf of the trolley with a plastic bag inserted, paper towel, Absorbent cloths, Minimum of 2 SLIP OR TRIP HAZARD sign, barricade tape if permitted to be used by client Gloves.
3	Method	

- a. Put on protective gloves before preparing cleaning solution
- b. Answer the spillage call promptly.
- c. Take the trolley to the spillage and isolate the area of the spillage by protecting with suitable barriers and display and display warning sign at both sides of the spillages.
- d. sweep up with dust pan and brush any broken glass and place in the BROKEN GLASS container on the trolley.
- e. WITH CARE remove excess spillage using paper towels and dispose of in the rubbish container .Watch out for glass splinters.
- f. Rinse out mop and place on spillage to remove remainder of liquid.
Wash out mop, remove excess water and mop area clean. Leave floor as dry as possible.
- g. Leave safety sign in clear view until floor is perfectly dry.
- h. Remove trolley from shop floor and change soiled water for clear solution.
- j. Clean all equipment and seal broken glass in the box. Dis pose of in designated area.
- k. Prepare new box labelled BROKEN GLASS and place on the trolley.
- i. Remove safety sign from the floor only when completely dry.
- m. Remove protective gloves.