



RISK ASSESSMENT/METHOD STATEMENT

ULTRA026

Method Statement

1 **Task** Cleaning stairs

2 **Equipment** Vacuum cleaner, brushes, bucket, hand pads, cloths, mop, warning signs/barrier tape

3 **Method**

- a. Assemble equipment.
- b. Safety check all equipment especially plugs, cables, filters, dust bags, power sockets etc.
- c. Put on gloves.
- d. Display warning signs/barrier tape.
- Carpeted Stairs***
 - a. Plug in vacuum and switch on to test suction.
 - b. Take vacuum to top of stairs.
 - c. Using crevice nozzle, vacuum corners, edges and stair services.
 - d. Work back towards socket.
 - e. On completion of task, safety check and clean equipment.
 - f. If spot cleaning is necessary, detergent must be used as per the manufacturers instructions.
- Vinyl***
 - Buffing in accordance with RA ULTRA008 to be followed.
- Terrazzo/Marble***
 - Single solution mopping in accordance with RA ULTRA005.
- Concrete***
 - a. Sweep with brush, sprinkle water prior to brushing if excessively dusty.
 - b. If concrete sealed, single solution mopping in accordance with RA ULTRA005.
- a. Clean and store away all items correctly.
- b. Remove warning signs/barrier tape.
- c. Remove gloves.