



ULTRA005

## Method Statement

<b>1</b>	<b>Task</b>	Single solution mopping
<b>2</b>	<b>Equipment</b>	Warning sign, gloves, spray bottle, detergent, hand bucket colour coded cloths, abrasive pad, waste bag

**3 Method**

- a. Collect equipment
- b. Display sign
- c. Ventilate area, if possible
- d. Put on gloves
- e. Empty waste bins
- f. Three quarter fill bucket with water. Fill spray bottle to correct level with water and then add detergent (as per manufacturers instructions).
- g. Remove soap, etc from basins etc.
- h. Remove debris from plug holes and place in waste bag
- j. Spray all items to be cleaned.
- k. With cloth well wrung out in water, wipe all items from clean to dirty - door handles, light switches skirtings, ledges, pipework, cabinets, dispensing machines, mirrors etc.
- l. Wipe all outside areas of wash basin
- m. Clean top of basin including taps.
- n. Wipe inside of basin including overflow, plug and chain
- o. With dry cloth or paper, remove excess liquid from items, polish mirrors and metal.
- p. Replenish soap, towels etc.
- q. Remove materials and equipment to store cupboard
- r. Clean equipment
- s. Remove caution sign.