

METHOD STATEMENT

Process :	STONE FLOOR MAINTENANCE – DEEP CLEANING		
Site :	APPLE STORE R279 – PRINCESS HAY EXETER		
<u>Operations Director</u> :	Thomas Campton	<u>Site Supervisor</u> :	Owyn Parrott
<u>Originator</u> :	D.Campton	<u>Position</u> : Director H & S Representative	<u>Date</u> : 6 th February 2018
This method statement is critical to the health and safety of the activity it relates to. It is to be strictly adhered to. Any deviation must first be authorised by the Site Supervisor.			
Specified Area :	Sales Floor		
Access :	Monday 19 th to Thursday 22 nd February 2018 (3 nights) Monday – Wednesday – from 6.00pm to 06.00am		
Working Environment and Restrictions	Health & Safety, Security & Fire Regulations in accordance with our policies and site requirements		
Protection of Others:	Work to be undertaken at times requested by client. Areas to be isolated & cordoned off as required		
Emergency Procedures :	Emergency procedures in accordance with site requirements		
Personal Protective Equipment :	Safety footwear, Safety Glasses, Gloves, Masks, Ear Plugs Barrier cream , Protective Coveralls		
Plant and Equipment:	Specialised Rotary Floor Machines, Klindex Levighators, Hercules, Fein Machine, Scrubber Driers(Battery & mains), Wet Vacuums, Tub Vacuums .Sundry cleaning items. All equipment PAT Tested , maintained regularly & used with RCD's.		
Materials Handling/Storage and Safety Information:	No special procedures required Disposal in accordance with MSDS		
Stages: (to be undertaken in correct sequence) : <ol style="list-style-type: none"> 1. Make contact with Security, park as required and adhere to Princess Hay Shopping Centre requirements 2. Check in using Service Channel GPS Check In System / Site Representative 3. Cordon off areas, position hazard Warning Signage. 4. Remove shelves from 3rd party shelving areas if required and reposition tables /stools using Custom Wheels. 5. Mask areas as required to protect from splashes and any impact damage 6. Remove trims from power & data outlets and mask off. 			



7. **1st Night** Photograph areas (Left ,Right & Centre) after protection installed to show condition of areas to be processed.
8. Sweep / vacuum area to be processed, to remove dirt, debris and grit.
9. Deep Cleaning to all areas
10. After Final Rinse allow to dry.
11. Replace furniture as specified by floor plan
12. Remove all masking, equipment and products from site.- ensuring no items left on site.
13. Clean & check all areas to enable trading to commence.
14. **1st Night** Photograph areas (Left ,Right & Centre) after areas processed
15. Contact Security to notify them work completed & comply with signing out procedures.

19th February 2017

MALLSIDE When Deep Cleaning the Apple floor adjacent to the Mall the procedure will be the same as at – **Stages 5 to10** but with extra masking to the Mall floor and placing of special protection. After works completed and cleaned , the area to be inspected and signed off by our Supervisor

N.B. Access to a water supply is vital to enable works to proceed
All rubbish to be removed from site



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