



METHOD STATEMENT

Process :	MAINTENANCE TO LIMESTONE FLOORING
Site :	KPMG SNOW HILL BIRMINGHAM
<u>Operations Director</u> :	Thomas Campton
<u>Site Supervisor</u> :	Mark Brockington
<u>Originator</u> :	D Campton
<u>Health & Safety</u>	<u>Position</u> : Director <u>Date</u> : 7 th February 2018
<p>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.</p>	
Specified Area :	All specified areas of Limestone – Ground Floor Reception 11 th Floor Main Reception 11 th Floor Lift Lobby Lift carts
Access :	During weekends at pre-arranged times
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 Levighator; Fein Machine, Scrubber Drier (Battery), Wet Extractor, Tub Vacuums . Sundry cleaning items IBC Settlement Tank 1000L 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) : 1. Make contact with Security and Site Representative 2. Cordon off access points as required as required. Position Hazard Warning Signage/ Barriers, barrier tape 3. Lifts & Lift Lobbies to be made safe , cordoned off & taken out of operation as required & by prior agreement . with barriers, tapes & extensive use of Hazard Warning Signage.	



4. Mask areas as required – e.g. skirtings, carpeted areas etc protector /polythene /masking tape
5. Sweep / Vacuum areas
6. Deep clean all areas
7. Rinse & allow to dry
7. Apply epoxy resin to any cracked areas as required , removing any excess to ensure smooth finish
8. Apply resin based Impregnator where necessary
9. Dry burnish
9. Powder polish - Vitrification Process using KP92 powder , water, steel wool pads & rotary machines
10. Rinse using water & mopping action. Allow to dry
11. Check all areas -remove masking , wipe as required.
12. Advise site contact when works completed for day
13. Remove all equipment, products and calcium deposits from site.
14. Return passes & sign out of site

N.B. Adequate Ventilation required when epoxy resin is in use
Access to a water supply is vital to enable works to proceed
Waste water sedimentation tanks with additional filtration in use.
Stairways & Lift Lobbies to be taken out of operation & made safe whilst being restored
Fire Alarms & Smoke Alarms to be isolated in areas in which Technicians working