



## METHOD STATEMENT

<b>Process :</b>	<b>STONE FLOOR MAINTENANCE &amp; RE-FINISHING</b>
<b>Site :</b>	<b>APPLE STORE R423 – METROCENTRE GATESHEAD</b>
<u>Operations Director</u> :	Thomas Campton
<u>Site Supervisor</u> :	Dariusz Romanski
<u>Originator</u> :	D.Campton
<u>Position</u> :	Director H & S Representative
<u>Date</u> :	9 <sup>th</sup> October 2017
<p><b>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.</b></p>	
<b>Specified Area :</b>	Sales Floor
<b>Access :</b>	<p><b>Monday 16<sup>th</sup> October to Thursday 19<sup>th</sup> October 2017</b>          At pre-arranged times – Mon – Thur from 21.00 pm to 6.00 am</p>
<b>Working Environment and Restrictions</b>	Health & Safety, Security & Fire Regulations in accordance with our policies and site requirements
<b>Protection of Others:</b>	Work to be undertaken at times requested by client. Areas to be isolated & cordoned off as required
<b>Emergency Procedures :</b>	Emergency procedures in accordance with site requirements
<b>Personal Protective Equipment :</b>	Safety footwear, Safety Glasses, Gloves, Masks, Ear Plugs Barrier cream , Protective Coveralls
<b>Plant and Equipment:</b>	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.
<b>Materials Handling/Storage and Safety Information:</b>	No special procedures required Disposal in accordance with MSDS
<p><b>Stages:</b> ( to be undertaken in correct sequence) :</p> <ol style="list-style-type: none"> <li>1. Make contact with Security, and park as required.</li> <li>2. Check in using IVR System / Site Representative</li> <li>3. Cordon off areas, position hazard Warning Signage.</li> <li>4. Remove shelves from 3<sup>rd</sup> party shelving areas if required and reposition tables /stools using Custom Wheels</li> <li>5. Mask areas as required to protect from splashes and any impact damage</li> <li>6. Remove trims from power &amp; data outlets and mask off.</li> <li>7. <b>1<sup>st</sup> Night</b> Photograph areas ( Left ,Right &amp; Centre) after protection installed to show condition of areas to be processed.</li> <li>8. Sweep / vacuum area to be processed, to remove dirt, debris and grit.</li> <li>9. Light Honing followed by Deep Cleaning to all areas</li> <li>10. Remove slurry with wet vacuums &amp; rinse after each stage.</li> </ol>	

11. After Final Rinse allow to dry, using assisted drying where necessary .
12. Manual application of Sealant in accordance with manufacturer's instructions
13. Remove excess and allow to dry.
14. Replace furniture as specified by floor plan
15. Remove all masking, equipment and products from site.- ensuring no items left on site.
16. Clean & check all areas to enable trading to commence.
17. **1<sup>st</sup> Night** Photograph areas ( Left ,Right & Centre) after areas processed
18. Contact Security to notify them work completed & comply with signing out procedures.

**16<sup>th</sup> October 2017**

**MALLSIDE** When Maintaining & Re-finishing the Apple floor adjacent to the Mall the procedure will be the same as with honing and finishing to the main floor as at –Stages 5 to 16 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**  
**Waste water & slurry to be removed from site**  
**No foot or wheeled access allowed until final coat of Sealant has dried**