



**QUALITY, HEALTH, SAFETY, AND ENVIRONMENT  
SYSTEM**

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Ref #:

# METHOD STATEMENT FOR KITCHEN HOOD & DUCT CLEANING

# REDSPOT

## ENVIRONMENTAL CLEANING SERVICES

### 1. PROJECT SUMMARY

Client Name:		Project Reference #	
Location:		Start Date:	As per Schedule
		Finished Date:	As per Target

### 2.PURPOSE

The purpose of method statements is to describe the safety precautions to put in place to control risks identified in the risk assessment. They detail the equipment to use during projects, and the control equipment and PPE required to keep workers and site visitors safe while tasks are ongoing.

### 3.OBJECTIVE

This service is comprehensive process that ensures deep cleaning entire A.C duct System including removing dust that has accumulated inside the duct, FAHU and AHU units. Our team has a wealth of knowledge and experience in the field of duct and equipment cleaning services.

### 4. TEAM CONTACT DETAILS

Name:	Operation Support	Contact Number	055 982 7728
Name:	Site Supervisor	Contact Number	055 652 5984
Name:	QHSE Officer	Contact Number	050 389 2443
Name:	Site First Aider	Contact Number	055 652 5984
Emergency Vehicle	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Contact Number	055 652 5984
UAE Emergency Number	Ambulance	Contact Number	998
	Police	Contact Number	999
	Fire Department	Contact Number	997

### 5. WORK PERMIT :

PERMIT NO.		Finalized	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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### 6. TECHNICIAN TRAINING ACHIEVEMENTS

1. Water Tank Cleaning & Disinfection Training	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. Confined Space Training	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3. Emergency First Aid at Work	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4. Basic fire Safety Training	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
5. Control of Substance Hazardous to Health - COSHH	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
6. Scaffolding safe work	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
7. Other (Internal)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

### 7. LIST OF EQUIPMENTS

1.Pressure washer	6.Hepa- Air Vacuum
2.Ladders scraper	7.Cleaner vent system (rod)
3.Electrical cables	8.Fogger Machine
4. Cleaning materials (brush, bucket, plastic bag, etc.)	9.Air compressor
5.Portable Power & Hand tools	

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## ENVIRONMENTAL CLEANING SERVICES

### 8.CLIENT RESPONSIBILITY

- Permit to Work (if required)
- Provide electric and water supply.
- Provide proper access during working time

### 9. ORDERS OPERATION: A step-by-step method that should include: working procedures; the equipment and materials needed; what hazards will be present; how to reduce the risks associated.

- 1.) Obtain PTW from client or Facility Management.
- 2.) Secure working area with safety equipment prior to starting the work.
- 3.) Prepping up the Floor and appliance shall be covered with the tarps to prevent being splattered with dust/debris and other cleaning chemical during the process.
- 4.) Procedure of work:
  - 4.1: Coordination with the client.
  - 4.2: Instruct all members to barricade the work area with safety signage to prevent unauthorized access.
  - 4.3: Inspection of equipment inside the working place and report to the client if identified for further action.
  - 4.4: Visual checking and evaluate the buildup of debris and dirt's in the system, monitor and cleaning.
  - 4.5: Cleaning of interior duct with the use of access tools like brushes (poly brushes and flexible extension rods or hand brushes-poly, wire etc.)
  - 4.6: Inspect and locate the access point
  - 4.7: Vacuum Collection in the exit point and cleaning the duct by use of air compressor.
  - 4.8: Scrub the interior and exterior. Use non-abrasive scrub pad, soft brittle brush or cloth. Make sure roughly scrub the duct to remove any dust or debris
  - 4.9: Wipe the duct thoroughly remove the last residue that might remain
  - 4.10: Deep cleaning and remove of mold, bacteria and dust build from duct includes the grilles, blowing fan, evaporator coils and drain.
  - 4.11: Use vacuum to remove steady from the duct until it finally clean.
  - 4.12: Prepare the water and liquid degreaser (chemical), check the degreaser for appropriate ratio.
  - 4.13: Wipe of grilles using damp towel, Wash it from interior to exterior and any other components. When finished use different towel to dry off.
  - 4.14: Sets volume damper in appropriate flow of temperature if installed
  - 4.15: Spraying Hygiene X Product Name to sanitize the said ducting
  - 4.16: Chemical Brand Name: Hygiene X Product Name: Duct Cleaner Dilution Rates:  
General Cleaning – 1 is to 20 parts of water Heavy Stain – 1 is to 10 parts of water Critical Cleaning – use without dilution.
  - 4.17: Check leakages and make report coordinated to the client representative.
  - 4.18: Inspection and observe any vibrations to the duct system.
  - 4.19: Checking of hanger support of duct if identified coordinate to the representative and ask for repair
  - 4.20: Cleaning the AHU and FAHU filter by the use of pressure washer
  - 4.21: Changing filters will be coordinated with the client if it is not washable
  - 4.22: Wipe and remove debris/dust accumulated in the equipment by using cloth and high air pressure
  - 4.23: Once the equipment filters and hood are cleaned, they are ready to be placed back in their original position.

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## ENVIRONMENTAL CLEANING SERVICES

4.24: Check the entire system and make sure it is working in proper condition without any errors.

Good housekeeping must be done prior to leaving the area.

**HAZARD: ( Low) Refer to RA**

### 10. REFERENCE

● **NFPA: 96 Standard Fire Code for Vent Hood Cleaning.**

**NFPA 11.6.1:** "Upon inspection, if the exhaust system is found to be contaminated with deposits from grease-laden vapors, the contaminated portions of the exhaust system shall be cleaned by a properly trained, qualified, and certified company or person(s) acceptable to the authority having jurisdiction."

**NFPA 11.6.2:** "Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to remove combustible contaminants prior to surfaces becoming heavily contaminated with grease or oily sludge."

● **Dubai Municipality - Food Code Version.4, 2020.**

### 11. WASTE MANAGEMENT:

- All waste shall be segregated and dispose of at the waste designated area,
- Volume of Hazardous waste shall dispose of at UAE approved company.
- All waste shall dispose in accordance to UAE Law of Waste management.

	Name	Designation	Signature	Date
Prepared By:	Daniel Sta Rita	QHSE Officer		
Reviewed & Approved by :	Wilfred Virtudes	Head of Department		