

26. Cleaning and Polishing Procedure

Method of works

Cleaning and Polishing:

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use checks on all tools and equipment required to clean kitchen area.
- Erect barriers and appropriate signage around the work area including warning cones.
- Check that all equipment is isolated where required and cooled sufficiently prior to commencing with cleaning that piece of equipment.
- Apply light detergent to all tiles and splash backs.
- If cleaning around electrical appliances including sockets and switches, ensure to use a clean, dry cloth.
- Remove the detergent with a clean, yellow coded damp cloth or disposable cloth and apply more water as required.
- Remove smears by wiping with a clean dry cloth and repeat process as required.
- Spray antibacterial spray onto tiles and splash backs and wipe down.
- Apply suitable detergent to appliances in preparation for cleaning.
- Spray antibacterial spray onto all sinks, fixtures and fitting and wipe down.
- Sweep the floor to remove large contaminants prior to mopping.
- Fit bucket fitted with casters with hot water and detergents.
- Insert mop into bucket and let it absorb the water and detergent thoroughly.
- Wring the excess fluid from the mop.
- Repeat the process as required.
- Apply de-greaser to all pipework.
- Remove the degreaser with a clean, yellow coded damp cloth or disposable cloth and apply more water as required.
- Spray antibacterial spray onto pipework and wipe down.
- Empty waste bins and dispose of in accordance with the site waste management plan.
- Replace bin bags within waste receptacles.
- Replace all cleaning products and equipment, and store in the designated area.
- Dispose of surplus materials in accordance with the site waste management plan.

Washroom cleaning:

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on tools and equipment required to clean the washroom area.
- Apply light detergent to all tiles and wall surfaces.
- Apply suitable detergent to mirrors and glass in preparation for cleaning.
- Remove smears by wiping with a clean dry cloth and repeat process as required.
- Remove detergent with a clean, red coded damp cloth or disposable cloth and apply more water as required.
- Pour suitable cleaning product in accordance with client specification into toilet cistern.
- Scrub the inside of the toilet cistern and scrub with a suitable brush.
- Flush the toilet to remove excess solution.
- If cleaning around electrical appliances including sockets and switches, ensure to use a clean, dry cloth.
- Erect barrier and appropriate signage around the work area including warning cones.
- Sweep the floor to remove large contaminants prior to mopping.
- Fill bucket fitted with casters with hot water and detergents.
- Insert mop into bucket and let it absorb the water and detergent thoroughly.
- Wring the excess fluid from the mop.
- Starting from the area furthest away from the entry point, commence with cleaning the floor.
- Repeat process as required making progress towards the entry point as you go.
- Replace all cleaning products and equipment, and store in the designated area.
- Dispose of surplus materials in accordance with the site waste management plan.

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Surface Cleaning:

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to clean the surface area.
- Erect barriers and appropriate signage around the work area as required.
- Apply light detergent to all tiles to the surfaces.
- Remove the detergent with a clean dry cloth and repeat the process as required.
- Remove all cleaning products and equipment, and store in the designated area.
- Dispose of surplus materials in accordance with the site waste management plan.

Vacuuming Flooring Areas

- PPE shall be worn in accordance with risk assessment requirements.
- Gather materials and equipment from designated storage area.
- Pre-use check on all tools and equipment required to vacuum/h Hoover the area.
- Inspect the Hoover bag and replace if full.
- Transport materials and equipment to the working area.
- Erect barriers and appropriate signage around the work area as required.
- Display warning cones indicating the work being undertaken within the area and the hazards that exist.
- Insert plug into suitable socket.
- Lay protective mats over cables at ground level.
- Position equipment in a suitable location so it does not block emergency escape routes.
- Commence with hoovering/vacuuming the central area of the floor.
- Change heads on the Hoover as required depending on the material being vacuumed and the type of contaminants identified.
- Commence with hoovering/vacuuming the edge sections and cornering.
- Isolate the power from the socket.
- Remove the plug from the socket.
- Remove all materials and equipment, and store in the designated area.
- Dispose of surplus materials in accordance with the site waste management plan.

See additional docs

Lone working procedure
PPE

Risk Assessment

| Hazard | Control Measures |
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| Slips Trips and Falls | The site will remain tidy at all practicable times. All designated access/egress routes shall be kept free of slip and trip hazards, and obstructions. All equipment is switched off and/or isolated when unattended. All material that could potentially cause injury is either secured behind barriers or removed from site. WMS to ensure adequate signage is put in place, specifically around any trailing hoses. |
| COSHH | When using any chemicals, the COSHH safety data sheet will be followed to ensure that the safe working practice is followed. This includes storage and use, including the correct use of PPE. Common material sheets are within this document. WMS shall work in strict accordance with MSDS and product data sheet. Product to be safely poured into cleaning tank within van, no undiluted chemicals to be brought onto site. Chemicals to be secured away, eliminating risk to public. |
| Manual Handling | Correct lifting techniques are to be used at all times when moving equipment, materials or any heavy loads. Paying particular attention when lifting (stable stance, good grip, keep load close to your waist and do not flex your back). |
| Hygiene | Good personal hygiene is a necessity washing of hands prior to any breaks (food – |

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| | ingestion). |
| Vulnerable Persons | WMS are to ensure the level of communication with residents is of top order. WMS will need to actively manage all risks/hazards and ensure appropriate signage and communication is in place to ensure residents do not access work areas. Strict segregation of areas required to ensure safe working practices are followed. WMS to ensure all windows are closed before cleaning works take place. |
| Asbestos | All operatives are to be Asbestos awareness trained. Asbestos surveys are to be and referred to before any works commence. Tradesmen are to remain vigilant at all times when onsite and if any additional suspect materials are identified, site manager is to be informed immediately |

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