

Duct Cleaning

Method Statement

CleanGenie®



Nationwide Cleaning
& our 24/7 Number
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Ventilation Canopy & Grease Filter Cleaning

General Note: Ideally once the filters have been cleaned they should be completely free of grease and carbon deposits. In practice this may not be achievable resulting in only the surfaces being cleaned.

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives to check hoses and connections for High Pressure Sprayer. Operatives to carry out electrical safety check of cabling and plug, ensure that cable/ lead is sound and not severely kinked and that plug is not damaged and machine has current PAT Test Certificate.
- 3 Operatives to check that 10kg cleaning tank is in fit condition, no holes or damage to main body of tank.
- 4 Operatives to dispense cleaning chemicals into tank as per the COSHH data sheet instructions. Fill tank with water to recommended level and switch on heater.
- 5 Operatives to carefully remove filters one by one from canopy and place into tank, taking care not to over stack filters. Note: filters can be easily damaged especially Vokes filters.
- 6 Operatives to let filters in tank soak for a minimum of 10 minutes.
- 7 After 10 minutes, operatives to remove filters one at a time from solution. Whilst also holding filters over the tank, clean the edges of the filters using a 'Greenie'.
- 8 Operatives to place filters into the spray tank and repeat process until spray tank is full.
- 9 Operatives to spray filters using high pressure jet sprayer in a methodical way (as instructed by supervisor) ensuring that all parts of the facing side of the filter have been sprayed.
- 10 Operatives to repeat this procedure until completed on each side of filters and then to repeat operation for reverse side of filters.
- 11 On completion, operatives to place filters carefully in drainage area and allow excess water to drain out.

- 12 While filters are draining operatives to dismantle the sprayer and all other equipment ensuring that the cleaning and spray tanks are emptied and waste solution is disposed of safely on site.
- 13 Once filters are dry, operatives to carry out a visual and manual quality inspection to ensure that all grease and other debris have been successfully removed from filters.
- 14 Operatives are to replace the cleaned filters carefully back into the canopy.
- 15 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 16 Operatives are not to leave the site until authorised by Supervisor.

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High Level Ventilation Canopy Cleaning

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives are reminded that canopies can be fragile or may have loose screws or bolts, seams can be broken and surface dented or misshaped.
- 3 Operatives to erect access equipment e.g.. stepladder or ladder in the correct and safe manner. Ladders to be erected at the correct angle of 1:4 (75°). If working between 2-6 metres height ladders must be footed or an approved ladder stopper or stabiliser used.
- 4 Operatives to take care if leaning ladder on to canopy cover, if possible position ladder on to nearest solid surface instead, e.g. wall.
- 5 Operatives to wear tool belt with all tools attached, this will leave both hands free for climbing and descending ladder or step ladder. Operatives are reminded not to climb above 4 rungs from the tops of ladders or step ladders.
- 6 Operatives to clean canopy using the correct chemical on a clean cloth or 'Greenie'.

- 7 Operatives to rinse off surface of canopy with clean water and polish dry using clean cloths, if necessary use stainless steel polish.
- 8 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site. Remove all cleaning equipment, chemicals and signage to company vehicle.
- 9 Operatives are not to leave the site until authorised by Supervisor.

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Ventilated Ceiling & Removable Ceiling Tile Cleaning

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required prior to work commencing.
- 2 Operatives to check that any ceiling mounted, vent-axia type fans are turned off and controls isolated.
- 3 Operatives to secure the work area. Check client has arranged for gas and electric of equipment below is turned off. Ensure client has arranged for all gas pilot lights to be extinguished. Ensure all controls are isolated including air handling equipment.
- 4 Operatives to board over any open kitchen equipment e.g. hobs or ranges. Ensure equipment has cooled down sufficiently and cover all solid surfaces with appropriate sheeting.
- 5 Operatives to set up access equipment e.g. trestle, step ladders, etc.
- 6 Operatives to ascend access equipment and carry out sealing procedure of all holes and apertures.
- 7 Operatives to descend to floor level and prepare cleaning solution as per the manufacturer's instructions. Note: refer to COSHH assessment supplied.
- 8 Operatives to check work equipment to be used as per cleaning specification. Where steam cleaners are to be used check that all connections are properly tightened, electric cabling is sound and equipment has current PAT test label or certificate.
- 9 Operatives to transfer cleaning equipment on to the access equipment taking care to ensure that no spillages occur and that safe manual handling techniques are observed.

- 10 Operatives to commence cleaning of the ceiling. Cleaning to be carried out systematically ensuring that each area of ceiling is cleaned and any excess solution wiped off immediately from surrounding surfaces.
- 11 Operatives to pay extra care and attention where water or solution drips on to floors or may leak to basement areas below.
- 12 Operatives to rinse off cleaned section using clean water before progressing to next section.
- 13 On completing cleaning operations, operatives to descend from access equipment and carefully remove cleaning equipment back to floor level, observing safe manual handling techniques.
- 14 Operatives to carry out a visual check of the ceiling from ground level to ensure all areas have been cleaned as per the specification.
- 15 Operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 16 Operatives are not to leave the site until authorised by Supervisor.

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Installation of Access Doors in Ventilation Ducting

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Only trained operatives are allowed to carry out this task.
- 3 Operatives to ensure that if a 'Permit to Work' system is in place, that it is read, understood and signed by those undertaking the task.
- 4 Operatives to carry out survey of ducting to determine best area for access panel to be fitted.
- 5 Operatives to erect the necessary access equipment, step ladders or ladders (note where possible tops of ladders should be placed on to a solid surface).
- 6 Operatives to mark the cutting edge of access door using the template supplied.
- 7 Operatives to coat along the cutting edge with lubricant.

- 8 Operatives to drill a hole at each corner of the template marks.
- 9 Operatives to insert cutting equipment and cut a line from one corner hole to the next in rotation ensuring that cut is just short of the next hole. On completion of cutting each line, operatives will finish cutting in to each hole.
- 10 Operatives to ease cut panel from ducting, taking care to avoid sharp edges.
- 11 Operatives to clean around edges of cut opening of ducting using general degreaser and clean cloth or 'Greenie' as necessary, taking care to avoid any sharp edges. If required, use file to remove sharp edges from cut panel edges.
- 12 Operatives to fit the frame of access door in to the ductwork using fold over cleats, then crimping to ensure a secure fit.
- 13 Operatives to then fit access door to framework.
- 14 Operatives to check access door opens and closes properly.
- 15 On completion of installation, operatives to dispose of cut panel and materials on site and remove all other chemicals and signage to company vehicle.
- 16 Operatives are not to leave the site until authorised by Supervisor.

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Cleaning of Ventilation Ducting Including Air Handling Units & Extract Fans (Excluding Plant Rooms & Roof Work)

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives to erect access equipment e.g.. stepladder or ladder in the correct and safe manner. Ladders to be erected at the correct angle of 1:4 (75°). If working between 2-6 metres height ladders must be footed or an approved ladder stopper or stabiliser used.
- 3 Operatives are reminded that they will be working in a confined space and that ducting has sharp edges, rivets or self-tapping screws sticking up which are sharp, and that ducting can be fragile.
- 4 Operatives to check that all equipment sited below the supply system is switched off and the controls are isolated.

- 5 Operatives to check that all access doors are open and the room is well ventilated.
- 6 Operatives to open all access panels in canopies and also where required remove ceiling panels to allow access to duct work in ceiling and remove all access panels where fitted. Operatives must not enter ducting until told it is safe to do so by Supervisor or Team Leader. Operatives must also notify Supervisor or Team Leader when entering any duct work.
- 7 Operatives to carry out an internal survey of ducting using a torch and make note of where fans and ancillary motors or equipment are located inside ducting.
- 8 Operatives to plug in RCD unit to power socket and vacuum cleaner and switch power on.
- 9 Operatives to vacuum as much as possible dust and fluff from the ducting (ensure dust bag does not overfill and is emptied into a plastic bag at regular intervals). Where it is not possible to use a vacuum cleaner operatives will brush & scrape by hand grease, dust & carbon deposits. Extra care should be taken as this will raise dust in to the air.
- 10 Operatives to clean both sides of impeller blades using a hand brush.
- 11 Operatives to empty all debris in to plastic bags.
- 12 On completion of cleaning, operatives to dispose of all debris and materials on site and remove all cleaning equipment, and signage to company vehicle.
- 13 Operatives are not to leave the site until authorised by Supervisor.

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Cleaning & Replacement of Filters & Access Panels of Air Handling Units

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives to erect access equipment e.g.. stepladder or ladder in the correct and safe manner. Ladders to be erected at the correct angle of 1:4 (75°). If working between 2-6 metres height ladders must be footed or an approved ladder stopper or stabiliser used.

- 3 Operatives to ensure that air handling units are switched off and the controls isolated.
- 4 Operatives to open filter housing unit and remove filters from unit one at a time.
- 5 If applicable, Operatives to clean filter housing unit using cleaning chemical, applied either on a clean cloth or 'Greenie'.
- 6 If applicable, Operatives to rinse area with clean warm water using a clean cloth and buff dry.
- 7 If applicable, Operatives to insert new filters in to the unit one at a time and ensure a correct and secure fit.
- 8 Operatives to close filter housing unit.
- 9 Operatives to remove access equipment from area.
- 10 Operatives to switch power back on at isolation point.
- 11 On completion of cleaning, operatives to dispose of all waste materials on site and remove all equipment and signage to company vehicle.
- 12 Operatives are not to leave the site until authorised by Supervisor.

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Cleaning of Extract Ducting & Extract Fans on Rooftop Plant & Plant Rooms

General Note: Operatives should be reminded of the Risks & Hazards associated with working at height and in plant rooms, e.g. no work should be undertaken on rooftop equipment unless adequate edge or fall protection devices have been installed. Plant rooms have narrow or confined spaces and that head height can be very limited, with ducting and other plant & equipment protruding. Ducting can be fragile, have sharp edges or screws or bolts that can protrude.

Plant Room Cleaning

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required prior to work commencing.
- 2 The Team Leader has to ensure that a 'Permit to Work' is issued, that it is read, understood and signed by those undertaking the task. A drawing or blueprint of the roof top ducting & plantroom must be attached to the 'Permit'. Also, if required, ensure that all keys to roof access doors and plant room are signed for.

- 3 The Team Leader is to check that all equipment sited below roof level and in the plant room is switched off and the controls are isolated.
- 4 Operatives to proceed to the roof area via the designated safe route, open roof access door & proceed to the roof top plant room.
- 5 Operatives are to check the blueprint/drawing matches the plant room & ducting.
- 6 Operatives to then commence cleaning operations inside the plant room.

Roof Operations

- 7 Team Leader to climb up on to the roof systems using a ladder or step ladder to gain access and carry out survey to determine if access panels need to be cut and inserted. Note: Team Leader to determine the safe climbing route also if roof top is fitted with edge or fall protection devices.
- 8 Once the Team Leader has determined that the area is safe to work on they will instruct the operatives of where cleaning where access panels are to be inserted.
- 9 The operatives will then climb onto the structure and if required will attach their inertia safety line to the nearest safety eyebolt or latchway system.
- 10 The operatives will cut out panels as required and insert the new access panels while cleaning areas as necessary.
- 11 On completion of all operations the operatives will pack all waste materials into strong plastic bags for disposal on site.
- 12 The operatives will then descend from plant room roof ensuring that all equipment and waste is accounted for. The operatives working inside the plant room will also ensure that their equipment and waste is accounted for.
- 13 The Team Leader will then shut and lock the plant room access door, before leading all operatives back to the roof access door. Once through the roof access door the Team Leader will then shut and lock the door and descend down to ground level via the safe designated route.
- 14 The Team Leader will then sign off the 'Permit to Work' and sign back in any keys to roof access doors.
- 15 The operatives will then dispose of all waste materials on site and remove all chemicals, signage and equipment to company vehicles.
- 16 Operatives are not to leave the site until authorised by Supervisor.

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Hot Equipment Cleaning – Bain Maries, Stills Units, Jacketed Boilers, Combination Ovens & Other Water Based Equipment

General Note: All equipment must be switched off and controls isolated where possible, pilot lights extinguished and gas valves or taps closed.

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives are to ensure that the equipment is emptied of all contents and is cool to touch before starting any cleaning.
- 3 Operatives are to clean the equipment as per training and specification.
- 4 Operatives are to clean up any spillages immediately to ensure that other surfaces are not marked or damaged by the chemicals or solutions being used.
- 5 Operatives will ensure that the equipment is reassembled in the correct manner and check that all controls are working correctly.
- 6 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 7 Operatives are not to leave the site until authorised by Supervisor.

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Hot Equipment Cleaning – Ovens/Stoves – Solid Tops, Burner Tops, Bratt Pans & Other Non-Water Based Equipment

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives to carry out safety check of Hot equipment prior to starting work e.g. ensure the client has arranged for the equipment to be turned off, pilot lights extinguished, gas / electric controls are isolated and the equipment is cool to touch.

- 3 Operatives to fill dip tank with clean hot water.
- 4 Operatives to dismantle the equipment by hand, taking care to note each part for re-assembly on completion of cleaning.
- 5 Operatives to place all non aluminium parts in to dip tank.
- 6 Operatives to mix a solution of the recommended cleaning solution, following manufacturers instructions and the COSHH assessment supplied, and carefully pour into the dip tank.
- 7 Operatives to allow equipment to soak for at least 2 hours, to ensure that all grease and grime is lifted from surface.
- 8 While equipment is soaking, clean the remainder of equipment using chemical cleaning agent and paint scrapers as necessary, paying careful attention to detail by cleaning to edges and corners.
- 9 Where possible operatives to remove switches and knobs to aid cleaning, ensuring they are replaced in exactly the same position.
- 10 After equipment has soaked in dip tank, operatives to clean equipment using a 'Greenie' or sponge as necessary and rinse with clean water.
- 11 On completion, operatives to reassemble the equipment ensuring all parts are fitted in to original positions and coat solid tops with a thin layer of cooking oil.
- 12 Operatives to re-light any pilot lights and test that the equipment is working correctly.
- 13 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 14 Operatives are not to leave the site until authorised by Supervisor.

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Hot Equipment Cleaning – Fat/Oil Fryers & Other Hot Oil Cooking Equipment

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives to ascertain type of equipment to be cleaned eg. small table mounted or large free standing type. Check if gas or electrically operated to determine if the equipment can be moved. Note: If equipment is connected via a flexible gas lead, check where gas shut off valve is located and seek permission before disconnecting from mains supply, this will also apply to electrically operated equipment.
- 3 Operatives to check that the equipment has been emptied of all fat or oil, if not then operatives will have to drain the equipment into clean receptacles supplied by the client. Operatives should take care when draining the equipment not to contaminate the fat or oil. If contamination should occur operatives are to inform their supervisor immediately. Note: operatives to carry out visual inspection and note condition of the fat or oil prior to draining the equipment.
- 4 Operatives to remove oil to a safe area, away from cleaning operations, and ensure that containers are covered and/ or lids closed and secure.
- 5 Operatives to check which chemicals have been specified for the job. Operatives to decant carefully from large container in to smaller spray bottles.
- 6 Operatives to thoroughly spray all surfaces of the equipment with cleaning chemical, eg. Heavy Duty Degreaser and allow to soak for at least five minutes.
- 7 Operatives to clean surfaces of the equipment using the recommended cleaning chemical with a cloth. It may be necessary to use a 'Greenie' or paint scraper especially on the external surfaces. Operatives should take care not to damage any surfaces and report any defects immediately to their supervisor.
- 8 Operatives to ensure that all internal surfaces are thoroughly cleaned, especially the areas around drainage taps.
- 9 Once all grease and carbon deposits have been removed, operatives to then give a final thorough rinse to all surfaces using clean warm water and finally polish dry using paper towels.

- 10 Operatives to replenish the equipment with clean oil if supplied. If equipment is gas operated, operatives to ensure the pilot light is lit. Alternatively if electrically operated, operatives to insert the plug in to the power socket.
- 11 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 12 Operatives are not to leave the site until authorised by Supervisor.

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Wall Cleaning – High & Low Level

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives to carry out survey of area to check that the correct access equipment has been supplied for the task. Be aware that walls may carry un-lagged pipes which may contain steam or hot water and may cause burns to bare skin on contact.
- 3 Operatives to check that all portable electrical appliances are switched off and if possible removed from area. Ensure power sockets of fixed electrical appliances are turned off and where possible power sockets are isolated.
- 4 Operatives are not to stand on any kitchen work surfaces, drainers, stoves or ovens. Operatives to place suitable boards over the equipment, e.g. youngmans boards.
- 5 Operatives to sign off areas of work and commence cleaning by spraying chemical solution, allowing this to soak for approximately one minute. Note: extra care to be should taken when spraying near to electrical power sockets (if possible cover and seal the sockets prior to spraying) do not over spray.
- 6 Operatives to wash surfaces using a clean cloth or 'Greenie', if surface permits. On painted plain surfaces do not over apply pressure or use a stronger solution since this will leave run marks. On tiled or PVC surfaces finish cleaning by polishing off to a clean smear free shine using clean dry paper towelling.

- 7 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 8 Operatives are not to leave the site until authorised by Supervisor.

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Floor Cleaning – Without Machinery ‘Altro’ & Non ‘Altro’ Floors

Applicable to both ‘Altro’ and non ‘Altro’ floors

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all ‘Caution/Warning’ signage required and cordon off cleaning area prior to work commencing.

Cleaning non ‘Altro’ floors

- 2 Operatives to mix cleaning solution in bucket.
- 3 Operatives to mop the floor with the solution ensuring floor is wet (not just damp) and allow solution to work for approximately 3-4 minutes before checking the area and scrapping off any large deposits of grease or grime.
- 4 On quarry tiled floors, operatives to check the grouting to ensure all grease and grime has been removed. If required use a sponge or ‘Greenie’ to clean the grouting afterwards. Note: operatives are advised to make note of any damaged grouting and report this to the Supervisor.
- 5 Operatives to check the wall/ floor junctions to ensure that they are clean. If necessary, use sponge or ‘Greenie’ to clean.
- 6 Operatives to use manual floor scrubber and thoroughly scrub the floor.
- 7 Operatives to remove excess solution from the floor using a wetvac machine.
- 8 Operatives to rinse floor by mopping with clean hot water. Note: this process may need to be repeated several times to achieve required standard of finish, whereby surface is free from grease and dirt and has a smooth, clean, smear free look to it.
- 9 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.

- 10 Operatives are not to leave the site until authorised by Supervisor.

Cleaning 'Altro' floors

- 11 Operatives are to use 'Altro' floor cleaning solution.
12 Operatives then to follow points 3 to 10 above, omitting point 4.

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Floor Cleaning Using Electric Scrubber/Dryer – 'Altro' & Non 'Altro Floors

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Carry out pre-work safety check of the machine i.e.. cut/ broken lead, damaged plug, damaged or broken discs or brushes.
- 3 Check that machine has got current PAT test certificate/ label.
- 4 Operatives to assemble machine as per manufacturer's safe operating instructions.
- 5 Operatives to ventilate area if required (this can be done by opening windows, doors or turning on ventilation equipment if necessary).
- 6 Operatives to prepare cleaning solution according to the COSHH data sheet and pour into machine solution tank.
- 7 Operatives to insert a circuit breaker (RCD) into power socket and plug machine in to RCD.
- 8 Operatives to switch on machine and test machine is working correctly.
- 9 Operatives to clean the floor with regard to the brush position and pressure in relation to soilage, using a systematic overlapping pattern and changing or turning brushes or pads as necessary. Ensure when cleaning that machine cable/ lead is behind the line of work and not lying in water.
- 11 Operatives to remove splashes from walls, skirting or other items as they occur using a clean cloth.

- 12 On completion of cleaning, operatives to switch off machine and remove plug and RCD from the power socket and recoil machine cable/ lead. Operatives to check cable for any damage while recoiling cable/ lead.
- 13 Operatives to clean machine and check that pads or discs are not damaged or broken.
- 14 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 15 Operatives are not to leave the site until authorised by Supervisor.

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Ceiling Cleaning – Stainless Steel – Painted – False & Clipped Tiles

Applicable to both stainless steel ceilings and painted/false ceilings

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives to ensure that the client has had all appliances turned off, pilot lights extinguished, gas valves closed and controls isolated. Cover all kitchen equipment to avoid damage and soilage, using sheeting and boards where necessary.

Stainless steel ceilings

- 3 Operatives to erect access equipment e.g.. stepladder or ladder in the correct and safe manner. Ladders to be erected at the correct angle of 1:4 (75°). If working between 2-6 metres height ladders must be footed or an approved ladder stopper or stabiliser used.
- 4 Operatives to wash panels using either a 'Greenie' or cloth as necessary.
- 5 Operatives to then wash off all residue chemical using clean water and clean cloths.
- 6 When panels have dried, operatives to polish them with kitchen paper and stainless steel polish if required.

Painted – false or clipped tile ceilings

General Note: Ceilings can be emulsion or gloss painted, or have PVC coated tiles suspended as a false ceiling, therefore do not use too much pressure when cleaning as this may damage the

surface or cause panels to fall out of the framework. Ceilings may be badly stained, be old or have poor quality surfaces, therefore do not use any other chemicals other than the chemical stipulated, as this may strip the surface or leave streaky marks. If any panels are damaged or fall out during cleaning immediately inform the Supervisor.

- 7 Operatives to spray chemical on to an area of approx. 1m² and allow to soak for a few minutes. Repeat this process in a methodical manner working across the ceiling. Operatives to take care when cleaning false ceilings to clean right up to and including edges of support framework. Note: do not over spray as this will cause streaky marks and drip on to the floor.
- 8 Operatives to use a clean cloth or 'Greenie' (if the surface allows) to wash each area in turn, an extension pole with cloth or 'Greenie' fitted may be used if necessary.
- 9 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 10 Operatives are not to leave the site until authorised by Supervisor.

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Cleaning High Level Ducting & Pipes

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives will erect ladders at the correct angle of 1:4 (75°). If working between 2 - 6 metres in height ladders must be footed or an approved ladder stopper or stabiliser used. If working between 6 -9 metres in height ladders must be fitted with approved top and bottom stabilisers unless there is a ladder tie system in place in which case the ladders must be tied off.
- 3 Operatives will wear a tool belt and ensure that all hand tools are secured to the belt via a lanyard.
- 4 Operatives will climb ladders using both hands at all times. Do not climb above 4 rungs from the top.
- 5 Operatives to commence cleaning, keeping one hand on the ladder at all times. Operatives are warned not to over reach or stretch when working on ladders.

- 6 Operatives will clean all necessary surfaces ensuring that where necessary care is taken not to cause damage to any fragile surfaces. Operatives to use cloths or 'Greenies' as required.
- 7 On completion of cleaning operatives will descend the ladder using both hands, operatives must not slide down ladders at any time.
- 8 Operatives will check floor area for any sign of drips or spillage and clean up any that are found.
- 9 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 10 Operatives are not to leave the site until authorised by Supervisor.

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Blind Cleaning – Metal

- 1 Operatives to check all PPE, cleaning equipment and chemicals required for the task. Refer to COSHH assessments supplied for chemicals being used. Operatives to set out all 'Caution/Warning' signage required and cordon off cleaning area prior to work commencing.
- 2 Operatives to ensure that all furniture and trip hazards have been moved away from windows to provide a free access as possible. Team leader to perform walk through to ensure safe working and to identify any potential hazards. Please see site specific risk assessment on working with heights.

Removal of blind

- 3 Operatives to erect access equipment e.g.. stepladder or ladder in the correct and safe manner. Ladders to be erected at the correct angle of 1:4 (75°). If working between 2-6 metres height ladders must be footed or an approved ladder stopper or stabiliser used.
- 4 Remove blind by loosening support screws. Team leader to ensure that two operatives are involved in removal.

Cleaning

- 5 Remove as required and clean utilising a mystol dilute cleaning solution (diluted 1:10). Back pack vacuum cleaner and brush systems may also be utilised.

- 6 Application of cleaning solution onto cloth, brush system or suitable rather than on to blind system its self.

General Note: Do not use too much pressure when cleaning as this may damage the surface or cause warping of the framework. Main contaminants are debris made up of skin and lint adhering to surfaces. Do not use any other chemicals other than the chemical stipulated, as this may strip the surface or leave streaky marks. If any blinds are damaged during cleaning immediately inform the Supervisor.

- 7 Full PPE to be worn including protective gloves to avoid finger cut injuries.
- 8 On completion of cleaning, operatives to dispose of all waste chemicals and materials on site and remove all cleaning equipment, chemicals and signage to company vehicle.
- 10 Operatives are not to leave the site until authorised by Supervisor.