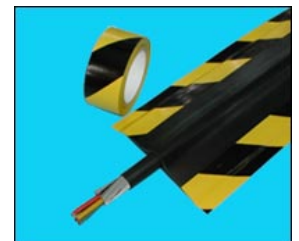


Method Statement

Description of the Task/Activity:	Cleaning of Carpets within various Office Buildings Use of Hot Water Extraction System and/or Craftex Thermadry Heated Bonnet Cleaner.			
Project Name:		Project Ref:		
Site Address/ Location:			Start Date/Time:	
			Finish Date/Time:	
Personnel involved:	Name		Role/Trade	
			Supervisor/Cleaning operative	
			Cleaning operative	
Works Supervisor:	Jonathan Bell	Role:	Supervisor	Tel: 07961 394376
Key Tools & equipment Required:	Floor Buffing Machine, Ninja Hot Water Extraction Machine pus hoses & accessories V2 400psi Steam Mate for use with Ninja Craftex Thermadry Heated Bonnet Cleaner			
Key Materials Required:	Water Various cleaning chemicals and additives for use with the carpet cleaning machines – see attached COSHH assessments.			
Other Essential Equipment:	Cleaning in progress and hazard warning signs Hazard Tape Residual current device (RCD Circuit breaker) Mobile phone			



<p>Specific Identified Residual Hazards:</p>	<p>Manual handling Slips, trips and falls Scalding from hot water and steam Occupational dermatitis</p>
<p>Specific Staff Training Requirements:</p>	<p>All operatives are to have received training in safe working practices for manual handling and general safety awareness.</p> <p>All operatives are to have received full training in the safe use of all equipment, in particular the Ninja (hot water extraction machine), Steam mate and floor buffer. No operative shall use any equipment (powered or non-powered) that they are unfamiliar with, without having first received training/instruction in its safe use and operation.</p> <p>All staff are to be instructed in the appropriate use of all necessary safety signage, including when and where it should be used/displayed.</p> <p>All staff are to be advised of the hazards associated with using the cleaning products provided and the necessary precautions and safeguards that should be implemented. COSHH Assessments will be carried out for all chemicals used and staff are required to comply with the content of the COSHH Assessments.</p> <p>All staff to be advised of the risks associated with lone working. Although lone working is inevitable, lone working will be avoided wherever practicable. All cleaning teams will be provided with a mobile phone to contact their supervisor and the emergency services if required.</p>
<p>Sequence of Operations:</p>	<p>Upon arrival at the premises, the company vehicle will be safely and considerately parked. All cleaning products are to be used in strict accordance with the manufacturer's instructions and no mixing of different chemicals will be permitted. Cleaning products/chemicals shall always be stored within their appropriate packaging/containers; unlabelled packaging for the storage of cleaning products will not be permitted. All products and packaging will be disposed off in accordance with the manufacturer's recommendations. All drips and spills of water or any cleaning chemical will be cleaned up immediately.</p> <p>All carpet cleaning work will be carried out from ground/floor level without the need for working at height.</p> <p>All carpet cleaning will be completed using mechanical cleaning techniques; this will involve the use of a Hot Water Extraction Machine (Ninja), a standard floor buffer and various cleaning substances. The Hot Water Extraction Machine is a fully self contained unit, it encompasses two 3 stage vacuums (one being a heavy duty vacuum), a 400psi pump, an internal heat exchanger, a tank heater and a steam generator.</p> <p>The Hot Water Extraction Machine operates at low pressures and is fully self regulating with in-built pressure release valves etc. Full details of the operation are provided in the operation and maintenance manuals.</p>

All necessary equipment will be collected from the vehicle and carried into the premises. Where other persons may be present within the property, appropriate warning signs will be erected to inform such persons that the 'Cleaning Works are in Progress', this will also include 'Wet Floor' / 'Trip Hazard' signs where necessary.

The cleaning operative is to carry out a simple visual inspection of all equipment before use to ensure that there is no obvious signs of damage such as frayed/damaged cables, or burn marks caused by overheating. Care is to be taken to ensure that trailing leads and hoses do not cause a trip hazard. The elimination of trailing leads is not possible, however in order to minimise any risks associated with trailing leads, appropriate warning signs will be erected throughout the working area, leads and hoses will also where practicable be routed away from any main walkways/thoroughfares.

Where a cable/hoses is likely to cause a 'significant' trip hazard or obstruction, the use of additional trip hazard signs and self adhesive 'Hazard Tape' should be used to warn others in the area of the presence of such items. Also where practicable, all such works should be programmed to be undertaken outside of main office hours, when fewer office staff are present.

The following basic sequence of works/procedures will be adopted and followed for all carpet cleaning works:

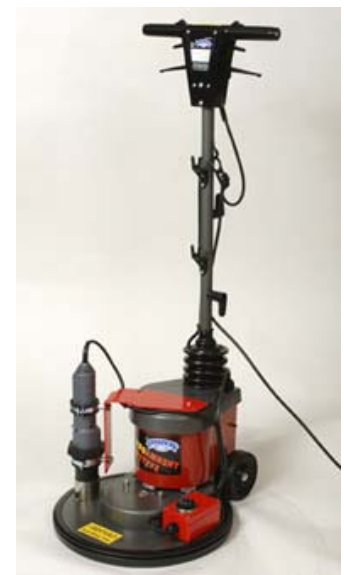
1. The area to be cleaned shall be cleared of all chairs, bins and other easily moved objects, with exception of electrical equipment, files and personal effects, except at the discretion of the cleaning operative or as otherwise stated on the worksheet.
2. In areas which are exceptionally dusty, paper covered or have large quantities of fluff, the carpet shall be vacuumed prior to cleaning.
3. Pre-spotting shall be carried out prior to pre-spraying to any excessively stained areas of carpet. The choice of pre-spotting agent will be determined by the cleaning operative and the selection will be dependant upon the type and nature of the stains.
4. Pre-spray shall be applied, diluted to the manufacturer's directions, using a pressure spray to traffic lanes, spots and others marks at the discretion of the cleaning operative. This will assist in the breaking down and removal of engrained dirt and staining on the flooring.
5. In badly soiled and stained areas, following the application of the pre-spray, a standard floor scrubber will be used in advance of the hot water extraction machine to work in and agitate the pre-spray. This also has the benefit of lifting and loosening the carpet pile to facilitate a more thorough and deeper clean in such areas.
6. At this stage, floor should be ready to be cleaned, before doing so the hot water extraction machine must be filled with the appropriate detergents, anti-foaming agents and hot/warm water to the appropriate mix ratios for the chemicals being used and floor being cleaned. The internal heater will be turned on to heat the water to the correct temperature prior to the use of the equipment.

Sequence of Operations:

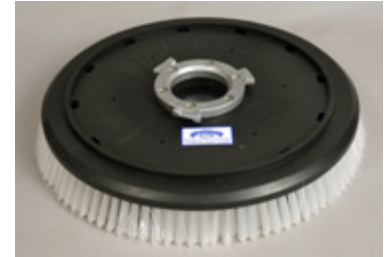
7. An RCD (circuit breaker) will always be used with such equipment.
8. Due to the nature of the hot water extraction machine, 3 separate power feeds are required, this may result in power cords being laid in different directions between the machine and the available power sockets within the work area.
9. In order to avoid excessive foaming, it is essential that the appropriate anti-foaming agents are added to the water within the hot water extraction machine.
10. Before commencing with the cleaning work, test a small area of the carpet in an inconspicuous area prior to proceeding with the main clean of the floor.
11. The carpet shall be cleaned using a wand with more machining to the visibly dirty areas. The use of a wand enables more difficult to reach area to be easily cleaned and reached. It also has the advantage of ensuring that those carrying out the work are kept at a safe distance from the outlets for the steam and cleaning agents.
12. Whilst undertaking the cleaning, the wand will also extract the water from the carpet to leave the carpet damp, whilst some dampness is inevitable, care will be taken by the cleaning operative not to over wet the carpet.
13. Periodically it will be necessary to empty the waste water to a main sewer, or in the event of no dedicated disposal facilities a toilet. The machine will be disconnected from its power source during such operations and the pressure must also be released before opening or removing any of the covers. The machine can then be refilled with clean water and cleaning solutions.
14. Where required, air movers will be placed on the carpet to facilitate drying.
15. Post spotting shall be carried out to any marks and spots that remain after the completion of the main carpet cleaning works.



The following arrangements relate specifically to the use of the Thermadry Carpet Cleaning System, as illustrated to the right. The Thermadry is a unique heated rotary bonnet carpet cleaning system - with faster cleaning, exceptionally fast drying times and ultra quiet operation. In one quick and easy application, the Thermadry system cleans, disinfects, deodorises and protects the carpet.



16. The floor area must first be thoroughly vacuumed using a professional/commercial standard vacuum cleaner to remove all traces of dust debris and other loose materials.
17. The carpet area must then be pre-sprayed with a product called 'Catalyst'.
18. For best results the pre-spray catalyst should be agitated using a shampoo brush, pad, pile brush, or contra-rotating brush machine. This can be done using a separate floor buffing machine or by attaching the brush fixture to the Thermadry machine, see above. This also has the benefit of lifting and loosening the carpet pile to facilitate a more thorough and deeper clean.
19. An RCD (circuit breaker) will always be used with such equipment.
20. Care must also be taken to ensure that the power cables are kept clear of the drive plate/bonnet/brush.
21. The Thermadry is then used with a thin bonnet soaked in the 'Catalyst' product. As the machine heats the pad it draws all the remaining dirt out of the carpet and into the pad (one bonnet pad cleans around 25 square metres).



Heated aluminium drive plate













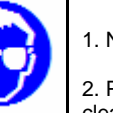



Standard 17" bonnet pad

22. The pad process is then repeated using a clean pad soaked again in 'Catalyst' until the area to be cleaned has been covered.
23. Bonnet pads can be re-used many times by simply washing after use.
24. The catalyst product is to be used in strict accordance with the manufacturers recommendations/instructions and the attached COSHH Assessment.
25. Due to the nature of the equipment, parts of the Thermadry can become extremely hot, with the potential to cause burns. The Thermadry must therefore only be used by competent operatives trained in its safe use and operation and it must only ever be moved and lifted using the handles and hand holds provided.
26. After use the machine must be allowed to cool down before removing or changing the drive plate or bonnets.

Upon completion of the works, remove all cleaning equipment, cleaning products/substances, warning signs and waste materials/packaging etc from the working area and take them back to the company vehicle.

Replace all chairs, furniture and other items that were moved to facilitate the cleaning works and leave the property in a clean and tidy state.

Temporary Supports and Props needed to facilitate the works:	None						
Method of Access and Egress to the work area:	Access to the general working area will be provided via the existing entrances, staircases and passenger lifts within the buildings. No special access arrangements are required.						
Fall Protection Measures:	None required – work at height minimised.						
Hazardous Substances:	(ie: cleaning products/polish/disinfectant etc)						
Applicable:	 Very Toxic	 Harmful/Irritant	 Corrosive	 Dangerous for the environment	 Oxidising	 Highly flammable	 Explosive
SWL's:	Not applicable						
Required Personnel Protective Equip.:	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Respiratory Protection	 Eye Protection	Other: 1. Nitrile gloves 2. Protective cleaners tabard 3. Non-slip shoes
Emergency Procedures:	<p>Call 999 and advise the appropriate emergency services</p> <p>If applicable, isolate any plant, machinery, tools or other equipment.</p> <p>Do NOT move the injured person unless it is absolutely necessary and they are in danger by remaining where they are.</p> <p>Keep the injured person warm and dry.</p> <p>Inform the site manager and head office.</p>						

 <p>First Aid Facilities:</p>	Name of On-Site First Aider:	
	First Aid Box Location:	Within company vehicles.
	Location of Nearest Hospital:	
Other Information & Comments:	<p>All plant, machinery, tools and equipment will be inspected on each occasion before it is used and in accordance with the manufacturers and statutory requirements. If any defects are identified, they equipment shall be taken out of use the works supervisor informed immediately.</p> <p>Nitrile gloves should be worn by all cleaning operative when handling any cleaning substances, this is to prevent the risk of occupational dermatitis.</p>	

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's Health and Safety Policy.

Reviewed by:

Signed:

Position:

Date:

