

3 WAY CLEANING

Department Cleaning Operations **Location** Various
Activity / Operation Cleaning Basins and Showers.

	Equipment	
	<ul style="list-style-type: none"> • Personal protective equipment. • Warning signs. • Cleaning agent(s) • 2 buckets. • Spray bottle. • Cloths • Non-abrasive pad. • Toilet brush • Supply of soap and paper towels. • Replacement waste bags. 	
	Method	
	<ul style="list-style-type: none"> • Put on personal protective equipment. • Assemble equipment and check for safety. • Place warning signs. • Ventilate the area, if appropriate. • Empty waste bins in accordance with waste procedures. • Prepare cleaning solutions according to manufacturer's instructions. <p>Wash Hand Basins:</p> <ul style="list-style-type: none"> • With correct cloth wrung out in cleaning solution, wipe surrounding surfaces including wall tiles, ledges, pipes, waste bins and underneath the basins, working from the clean to the dirty areas. • Remove any objects, e.g. soap from the basin. 	

Health & Safety Method Statements & Control Measures

	<ul style="list-style-type: none"> • Remove any hair or other items from the plug and plug chain. • Wipe around inside of the bowl, including plug, plug chain, taps and overflow. • With running tap water, rinse basin thoroughly, swilling water into overflow. • Wring out cloth and polish stainless steal or chrome. • Replace items removed and replenish soap or hand towels. • Remove and splash marks from walls and wipe door handles. • Clean equipment and check for safety. • Return equipment, materials and warning signs to store area. <p>Showers:</p> <ul style="list-style-type: none"> • With correct cloth wrung out in cleaning solution, clean curtain rail, then starting at the highest point of the shower wipe wall tiles from the clean to the dirty areas. Then wipe the shower head, hose, taps and soap trays. • Remove any hair from the drain. • If a shower tray is present, clean inside and outside with wrung cloth. • Replace items removed and replenish soap if necessary. • Weekly – soak shower curtain, rinse and wipe dry. • Clean equipment and check for safety. • Return equipment, material and warning signs and return to the store area. 	
	Safety	
	<ul style="list-style-type: none"> • Wear personal protective equipment. • Do not splash walls and fixtures. • Never mix cleaning agents as poisonous gases could result. • Use cloths and buckets of the designated colour. • Do not scratch with abrasive items as scratches may harbour bacteria. 	
	Care of equipment	
	<ul style="list-style-type: none"> • Wash cloths and allow to dry. • Wash buckets, wipe clean and store upside down. 	