

3 WAY CLEANING

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| Department | Cleaning Operations | Location | Various |
| Activity / Operation | Dusting, Damp Wiping, Washing & Polish Application. | | |

| | Equipment | |
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| | <ul style="list-style-type: none"> • Personal protective equipment. • Warning signs. • Dusters and cloths. • Cleaning agent. • Measuring apparatus. • Buckets. • Aerosol or trigger spry furniture polish. | |
| | Method | |
| | <ul style="list-style-type: none"> • Put on personal protective equipment. • Assemble equipment; check electrical equipment for safety particularly plugs and cables. • Place out warning signs. • Dusting: Using a dry, lint free duster or static mitten. Systematically dust vertical surfaces from top to bottom and horizontal surfaces with straight overlapping strokes. Re-fold duster as necessary to ensure that dust is not re-deposited on cleaned surfaces. Replace duster as necessary. • Damp wiping: Prepare cleaning solution according to manufacturer's instruction. Using a damp cloth wrung almost dry, wipe surface using smooth strokes. As necessary, rinse cloth in clean water, recharge with cleaning solution and wring out until almost dry. • Washing: Apply cleaning solution using a cloth, then remove dirt by wiping, turning the cloth frequently. Apply clean rinse water and wipe dry with a clean cloth. | |

Health & Safety Method Statements & Control Measures

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| | <ul style="list-style-type: none">• Polishing: Applying polish sparingly to a surface previously cleaned and allowed to dry. Take care to avoid applying polish to adjacent surfaces. When polishing small items, or items over hard floors, spray the polish on to a duster rather than directly on to the item. When dry, buff to high sheen.• Clean equipment and check for safety.• Return equipment, materials and warning signs to store. | |
| | Safety | |
| | <ul style="list-style-type: none">• Wear personal protective equipment.• Use only lint free dusters.• Avoid splashing cleaning agent on to the furniture, curtains or floors.• Wipe any splashes from floors immediately.• Do not spray directly onto furniture standing on hard floors. | |
| | Care of equipment | |
| | <ul style="list-style-type: none">• Wash dusters and cloths regularly.• Wash buckets, wipe and store upside down. | |