

3 WAY CLEANING

Department	Cleaning Operations	Location	Various
Activity / Operation	Single Solution Mopping		

	Equipment	
	<ul style="list-style-type: none"> • Personal protective • Warning signs • Any single solution (i.e. bucket, wringer and mop) • Cleaning agent • Measuring apparatus • Abrasive pad • Bucket cloth (if appropriate) 	
	Method	
	<ul style="list-style-type: none"> • Put on personal protective equipment. • Assemble equipment. • Place warning signs. • Ventilate the area, if appropriate. • Prepare cleaning solution according to the manufacturer's instructions, adding detergent to water. Not water to detergent. • Apply solution to an area of floor using the mop. • Mop the floor using a figure 8 stroke with each pass overlapping. • Clean adjacent to skirting by cutting in to parallel skirting. • Use abrasive pad to remove stubborn marks. • Ensure bucket is behind the line of work. • When wringing out the mop, stand in front of wringer and press down firmly. (If applicable) • Change cleaning solution when dirty. 	

Health & Safety Method Statements & Control Measures

	<ul style="list-style-type: none">• Leave floor as dry as possible.• Clean equipment and check for safety.• Return equipment and materials to store.• Return warning signs to store when floor is completely dry.	
	Safety	
	<ul style="list-style-type: none">• Wear personal protective equipment.• Use as little water as necessary.• Do not use soaps as these can make floor slippery.	
	Care of equipment	
	<ul style="list-style-type: none">• Remove mop head from handle, wash and allow to dry. If re-assembled, store head up.• Wash abrasive pad and allow it to dry.• Wash bucket, wipe and store upside down.	