

3 WAY CLEANING

Department Cleaning Operations **Location** Various
Activity / Operation Suction Cleaning

	Equipment	
	<ul style="list-style-type: none"> • Personal protective equipment. • Warning signs. • Circuit breaker. • Suction cleaner and attachments. • Stiff hand brush. • Dust pan and brush. • Plastic sack. 	
	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. • Adjust height of brush/beater bar to suit surface being cleaned. • Pick up any large or sharp objects by hand before suction cleaning and place them in the plastic sack. • Insert circuit breaker into power socket before inserting a machine plug. • Cover all areas systematically, giving more attention to heavily trafficked areas, edges and corners. • Use dustpan and brush to clean under furniture and areas inaccessible by machine. • Remove plug and circuit breaker power socket and recoil machine cable. <p>Not to tight.</p>	

Health & Safety Method Statements & Control Measures

	<ul style="list-style-type: none">• 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.• Check electrical equipment particularly plugs and cables.• Ensure circuit breaker is in power socket before inserting a machine plug.• Do not plug in the machine until it has been assembled and is ready for use.• Do not allow the cable to become taut and at ankle height.• Do not allow the cable to become trapped under doors.	
	Care of equipment	
	<ul style="list-style-type: none">• Empty suction cleaner at regular intervals, check at least once per week.• Clean brushes.• Clean dustpan.	