

Method Statement

Task/Activity	Glass cleaning	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

The method to be used when dealing with hard surface cleaning

Background / Training Required

Competent to work in cleaning

Safety Equipment and PPE required

Protective clothing Workwear - No Standard		Eye protection BS EN 166:2002 Personal Eye Protection (If risk of splashing)	
Gloves BS EN 420:2003+A1:2009 general protective gloves		Safety footwear BS EN ISO 20345:2014 Safety footwear	
Hi visibility clothing BS EN ISO 20471:2013 High viz clothing			

Tools and Equipment Required

Labelled spray bottle		Cloths	
Safety signs		Bucket	
Applicator and squeegee			

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. Register the attendance at the location. 2. Place warning signs at any possible access locations to highlight any hazards in the area. 3. Check COSHH RA and SDS to ensure product is used as per manufacturer's instructions. Safe Method of Work 4. Work in a methodical approach to glass to be cleaned, work from the top of the and work towards the bottom ensuring no areas are missed. 5. Ensure you do not apply excessive pressure to break the glass. 6. Wipe the glass using a figure of eight motion with the cloth or applicator, soaked in the cleaning solution. 7. Regularly clean out the applicator with fresh cleaning solution. 8. Once the surface has been cleaned with the cloth or applicator, use the squeegee to remove the cleaning solution from the glass. 9. Once the glass has been cleaned, buff over with a clean, dry cloth to remove any smears. 10. Report immediately any damaged glass panels to your supervisor. Completion 11. Carry out a visual inspection of the worked areas to ensure that the required standard has been met. 12. Complete the above for any areas identified as unsatisfactory. 13. Return all equipment to the appropriate storage area. 14. Clean all equipment used and place to dry in a well-ventilated area.	1. Place signs in prominent positions 2. COSHH assessments and SDS are up to date 3. Care should be taken not to allow the solution to collect on the floor 4. If any cleaning solution is spilt on the floor, wipe up immediately

Environmental Impacts	Ensure that the COSHH Assessments and MSDS are followed for all chemical use.
Emergency Arrangements	If the task includes any periods of Lone Working, follow the ABM Lone Working Procedure. First aid available from the security team. 2-way radio provided to staff while at work.