

Method Statement

Task/Activity	Kitchen 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	

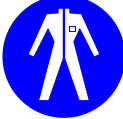
Scope of Works

The method to be used when dealing with kitchen cleaning

Background / Training Required

Competent to carry out cleaning tasks

Safety Equipment and PPE required

Gloves BS EN 374-1:2003 Protective nitrile gloves		Safety footwear BS EN ISO 20345:2014 Safety footwear	
Hi visibility clothing BS EN ISO 20471:2013 High viz clothing		Protective clothing Standard ABM protective uniform unless otherwise stated	

Tools and Equipment Required

Labelled spray bottle		Cleaning cloths	
Safety signs			

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. Collect equipment from storage cupboard according to the correct colour coding. 2. Ensure you have enough solution in the spray bottle. 3. Dilute the chemical according to manufacturer's instructions. 4. Place safety signs in visible places to highlight the hazards in the area for people approaching the area. 5. Immerse cleaning clothes into the cleaning solution and wring out until nearly dry.	1. COSHH assessment and SDS are up to date 2. Safety signs in place to highlight the

6. Alternatively spray product on your cloth and then wipe surfaces. 7. Ensure you cloth is folded in 4 and you are always using the clean side. Rinse cloth when all 4 sides are soiled. 8. Always start from the top working your way down. Safe Method of Work Microwave Oven 9. Isolate the microwave oven before commencing by turning it off from the wall socket. 10. Open the door and remove tray and turntable. 11. Spray the cleaning agent onto the cloth and wipe down internal and external surfaces. 12. Ensure the spray trigger is set to stream the product rather than spray. 13. Do not spray solution directly onto the microwave. 14. Clean the turntable and tray in a sink of soapy water. 15. Rinse the turntable and tray in clean water and dry before replacing in the microwave. 16. Buff the external surfaces with a clean, dry cloth. 17. Once it's dry turn the wall socket back on. Fridge Cleaning 18. Empty the fridge if possible. If this is not possible of it's time consuming clean and clean each shelf at the time. 19. Spray cleaning agent onto the cloth and wipe down, the external surfaces. 20. Do not spray solution directly onto the fridge. 21. Buff the external surfaces with a clean dry cloth. 22. Place all items back in the fridge on the same shelves you found them. Work Surfaces 23. Spray work surfaces with the cleaning agent and wipe down, buff dry with a clean, dry cloth. 24. Always work from the top down (top cupboards, work surfaces & tiles, bottom cupboards, bin, sink). 25. Rinse the cloth regularly to ensure germs and bacteria are removed from the surfaces. Completion 26. Carry out a visual inspection of the worked areas to ensure that the required standard has been met. 27. Complete the above for any areas identified as unsatisfactory. 28. Return all equipment to the appropriate storage area. 29. Clean all equipment used and place to dry in a well-ventilated area.	hazards in the area of work 3. Ensure power is switched off and unplugged prior to start 4. Ensure no inhalation of product as spray trigger is streaming the product and not spraying it to release fine droplets of chemicals.
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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.



Safety No. MS17F
Method Statement

File: H&S Pack

2-way radio provided to staff while at work