

Method Statement

Task/Activity	Office 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

This details the method to be used when carrying out office cleaning.

Background / Training Required

Competence in working in cleaning

Safety Equipment and PPE required

Hi Visibility BS EN 471:2003 +A1:2007 High visibility clothing		Safety Footwear BS EN ISO 20345:2014 Safety footwear	
Protective Clothing Workwear no standard		Gloves BS EN 420:2003+A1:2009 general protective gloves	
Eye protection (depending on task) (BS EN 166:2002)			

Tools and Equipment Required

Waste sack clear		Dustpan and brush	
Vacuum		Warning signs	
Long handled duster		Dust cloths	

Labelled spray bottle



Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning 1. Collect equipment and PPE from storage area. 2. Place warning signs at any possible access locations to highlight the hazards in the area. 3. Carry out a visual pre-use check of the equipment used to carry out the task (for hoovers check cable, plug, wall socket, visual check of the Hoover, plastic and metal tube, brush, filter, bag). 4. Place safety signs in visible places to ensure everyone is aware of the risks in that area during cleaning. Safe Method of Work 5. Ensure that correct level of personal protective equipment is used for tasks. 6. Assemble equipment and materials required. 7. Inspect any and all electrical equipment / appliances to ensure that they are fault free and safe to use. 8. Decant and dilute cleaning agents as required and as per manufacturers' instructions. 9. Always start cleaning from the top down (dusting, wiping surfaces, vacuuming, mopping the floor). 10. Select area of clean (use dust sheet to protect client assets as required). 11. If there is a requirement to work at height, use only the correct access equipment and if trained and competent to do so. 12. Do not climb on desks, chairs or any other equipment present. 13. If there is a requirement to use a particular electrical socket, ensure that it is free and not already in use. Remember do not plug client equipment without prior permission. 14. If there is a requirement to move furniture / equipment enlist assistance. 15. If using cleaning agents in close proximity to electrical equipment / computer systems, caution is required at all times to prevent damage. Always spray on the cloth and then wipe surface. 16. Remember to replace any item of furniture / equipment to its original equipment. 17. Any spillages must be cleared up immediately to prevent any damage / stains.	1. All items of electrical equipment to be used in task to be fully inspected prior to use to ensure it is in good condition and safe to use. 2. All operatives trained and competent to carry out tasks. 3. All electrical equipment / appliances portable appliance tested (PAT). 4. Client equipment must not be unplugged / disconnected unless with the express permission of the client. Only vacant or designated sockets to be used. 5. COSHH assessments and SDS are up to date. 6. Operatives to ensure that they do not climb onto or on top of client equipment, fixtures or fittings to reach areas of clean. The correct access equipment must always be used. 7. Only cleaning agents that have been approved by ABM to be used and as per manufacturers' instructions. 8. Correct level of personal protective equipment worn for task. If there is a requirement to move items of equipment / furniture to reach areas of clean, operatives must ensure that any item which is heavy or

18. Any damage caused must be reported to Site Manager / Supervisor as soon as possible so that the appropriate actions can be taken. Completion 19. Carry out a visual inspection of the area completed. 20. Repeat the tasks were the required standard has not been met. 21. The waste sacks must be taken to the designated disposal areas. 22. Ensure that all cleaning equipment and materials are removed from the area and returned to storage area. 23. Clean all equipment used and place to dry in a well-ventilate.	awkward to move is done with assistance. Do not lift or move anything that is beyond individual capabilities.
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Environmental Impacts	Ensure that all waste is disposed of in accordance with the site procedures.
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.