

1

Carry out risk assessment, and ensure you have all safety data COSHH's to hand. Ensure you are familiar with the safety information. Once the area is clear of furniture, check the floor for any damage e.g tears, lifts holes, rips or any imperfection, if there is any damage take pictures and inform the site manager prior to work.

2

Choose the area you would like to start working in and take in all required equipment. The supervisor will give the team a briefing and will ensure everyone is familiar with the health and safety procedures, where fire exits and the medical area are located and their job role for the day.

3

Staff should work in teams of two people and split the tasks. 1 person will take on the role of cleaning the higher levels and work in front and the second person will follow behind and clean the lower levels.

4

All teams will vacuum walls, skirting boards, fixtures and fittings and furniture to remove building dust. All cellophane must be removed from the furniture ensuring that nothing is left behind. Fill a blue clean bucket with warm water and add Ref 1, 2 or 3 as per the instructions on the bottle.

5

Use a dry yellow microfibre cloth to wipe the painted walls and remove any dust that may have been missed when vacuuming. If the walls are laminate, vinyl, or melamine use a window cleaning applicator and blue bucket to clean. Use a squeegee with an applicator underneath to catch the water runs. Use a damp blue microfibre cloth with Ref 1, 2 or 3 to clean skirting boards.

6

Once all walls have been cleaned, damp wipe and buff dry all furniture, fixtures and fittings ensuring it is all clean and there are no smears. Clean the windows with an applicator and squeegee and carefully scrape off any safety blocks and cellophane. Clean the window seals and frames. Pick up all debris and vacuum the floor thoroughly.

Builders Cleans
Reference Number MS103
July 2020

Equipment

- Blue Clean Water Buckets
- Red Toilet Water Buckets
 - Blue Mop Bucket
 - Red Toilet Mop Bucket
 - Dustpan and brush
 - Scraper
 - Broom
- Numatic Vaccum 1 per person
- Numatic krevis tool and brushes
 - Spray Bottle (1 per person)
 - Overshoes
 - Steps 1 per person
- Window cleaning equipment
 - Blue Microfibre Cloth
 - Red Microfibre Cloth
 - Yellow Microfibre Cloth

Chemicals

- Ubik 2000 (Ref 1)
- Ultrafresh (Ref 2)
- Freshwild Lemon (Ref 3)
- Toilet de-scaler/Acid
- Washing up liquid

PPE

- Gloves
- Knee pads
- Steel toe cap work boots
- Hard hat (where needed)
- Protective glasses (where needed)

7

Both team members should check the entire area to ensure the quality of our standards have been met and **nothing** has been missed. If anything has been missed go back over and clean it. Once you are both happy move on to step 8.

8

If there is a hard floor start mopping working backwards out of the room. If there is any paint on the floor carefully use a scraper to remove as you go. Once the floor has dried carry out one last final quality check and ask the supervisor to check it and sign it off.

9

SUPERVISOR:

As each area is completed carry out a quality check. If anything needs to be corrected ensure the team who cleaned that area rectify it to the standard required. Sign area off when you are satisfied standards are met.

10

SUPERVISOR:

Finally, once the builders clean is finished, carry out one final check to ensure all work has been carried out to our high standards. In the event of dust settling or any misses, carry a damp and dry cloth with you whilst walking around on the final check to ensure these are removed prior to leaving site.

Quality, high standards in builders cleans is all about checking the work over and over again, this will mean that a high standard is both met and maintained. You are all one team and are responsible for ensuring a level of quality."

Mason Edwards - Director

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