

1 Carry out risk assessment, and ensure you have all safety data COSHH's to hand. Ensure you are familiar with the safety information. Check for any damage e.g tears, wall damage, 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 of the equipment needed. The supervisor will give the team a briefing and make sure every one knows and understand all of the healthy and safety procedures, fire exits, medical area on the site and their job role for the day.

3 Using a step ladder start to vacuum high levels walls and fixtures and fittings working down towards the skirting boards and furniture to remove dust, cobwebs and debris. Use a dry yellow cloth to wipe the walls, using a slightly damp blue cloth where necessary to remove marks/dirt. If working in teams of 2, one person should take on the role of cleaning the kitchen. (see steps on page 2)

4 **Bathroom/toilets**
Vacuum all high and low levels to remove dust, cobwebs and debris. Fill a red bucket with warm water and add Ref 2 or 3. Apply Loobrite to toilet bowl, sinks and shower, **avoid any plastic**, and scrub with **cold water**. Using damp and dry red cloths clean mirrors, radiator, fixtures and fittings and furniture.

5 **Bathroom/toilet**
Use the applicator and squeegee to clean all tiled walls and splash glass panel. If any water marks do not come off, apply a small amount of Loobrite to a green economy pad and scrub in a circular motion then rinse and buff until left smear and mark free.

6 **Bathroom/toilets**
Use a green economy pad with Loobrite to clean inside and outside of sanitary ware, ensuring no scale or smear marks are left behind. Rinse and buff. Finally, mop the floor using a red bucket and mop with Ref 2 or 3.

Equipment

- Blue Clean Water Buckets
- Red Toilet Water Buckets
 - Blue Mop Bucket
 - Red Toilet Mop Bucket
 - Dustpan and brush
 - Scraper
 - Broom
- Numatic Vacuum 1 per person
- Numatic krevis tool and brushes
 - Spray Bottle (1 per person)
 - Step Ladder 1 per person
- Window cleaning equipment
 - Blue Microfibre Cloth
 - Red Microfibre Cloth
 - Yellow Microfibre Cloth
 - Large Container
 - Loobrite de-scaler

Chemicals

- Ubik 2000 (Ref 1)
- Ultrafresh (Ref 2)
- Freshwild Lemmon (Ref 3)
 - Toilet de-scaler/Acid
 - Washing up liquid
 - Oven Cleaner
 - Viro-sol

PPE

- Gloves
- Knee pads
- Steel toe cap work boots
 - Oversuit
- Protective glasses (were needed)

7

Kitchen:

Fill a large container (preferably outside) with warm water and add Viro-sol and oven cleaner as per the instructions on the bottle. Take all shelves from the oven plus the door glass (if removable) and place to soak in the bucket.

8

Kitchen:

Turn the oven onto a low heat and pour a small amount of neat Oven Cleaner into the oven. **Make sure to wear gloves.** Fill a blue bucket with warm water and using a green economy pad start to scrub the oven top to bottom until all grease is removed. Scrub the hob with Viro-sol and use a scraper where necessary.

9

Kitchen:

Fill a blue bucket with warm water and add Viro-sol as per the instructions on the bottle. Using a step ladder start to clean all the tops and insides of the cupboards/shelves and any high levels that are greasy, working your way down to the skirting boards.

10

Kitchen:

Once the oven, hob and all fixtures and fittings have been cleaned and degreased clean the shelves and glass, which have been soaking, with a green pad. Once cleaned place back into the oven. Clean the inside of the fridge with warm water and Ultrafresh.

11

Kitchen:

Ensure you pick up all grease accumulated from oven. Once the kitchen has been cleaned and de-greased, mop the floor using Viro-sol, warm water and a blue mop and bucket.

12

SUPERVISOR:

Finally, once the property 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 property.

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