

SAFE WORKING PRACTICES

1.0. Internal Window Cleaning

- 1.1. Put on personal protective equipment.
- 1.2. Assemble equipment to be used, and check for safety.
- 1.3. Place warning signs in suitable safe positions.
- 1.4. Remove furniture or cover with dust covers if cleaning interior glass.
- 1.5. Cover electrical sockets with masking tape, if applicable.
- 1.6. Prepare cleaning solution according to manufacturer's instructions.
- 1.7. Complete pre inspections of ladder by completing the ladder checklist and erect ladder safely in position.
- 1.8. Clean large panes of glass by applying cleaning solution with a sponge to sides and top of frames, then to edges of pane and, in a zigzag pattern, to the rest of the pane.

Remove water and dirt by:

Either
- 1.9. Use a well-wrung leather or scrim and start at the sides and top of frame, followed by a zigzag pattern down the frame.

Or
- 1.10. Wipe the sides and top of frame using a well-wrung leather or scrim, followed by using a squeegee; make a vertical stroke from top to bottom at one side of pane, then use a zigzag stroke across the pane horizontally keeping the blade at 45° to the direction of travel.
- 1.11. Move the blade horizontally in a zigzag fashion across the pane from top to bottom, never lifting the blade off the pane. Finally, finish with a straight vertical stroke down each edge of pane. Wipe blade with absorbent cloth after each operation.
- 1.12. Use extension pole with leather on it to dry top edge. Wipe bottom edge of pane with leather or scrim.
- 1.13. Clean small pane windows by applying cleaning solution with a sponge to top row of panes. Then squeegee across upper part of the windows, tilting handle slightly to push water towards bottom of glass. Make a second pass with squeegee to remove remaining solution. With sponge, wipe dry lower moulding, then proceed to next row of panes and repeat.
- 1.14. On completion, clean equipment and check for damage/safety.
- 1.15. Return equipment, materials and warning signs to store / van.

Prepared by	Solo Service Group EHS Department	Approved by	Andrew Evans QM ©Solo Service Group 2021
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