

SAFE WORKING PRACTICES

1.0. Dusting, Damp Wiping, Washing & Polishing

- 1.01. Put on personal protective equipment.
- 1.02. Assemble and check the equipment for damage, safety
- 1.03. Place & erect warning signs in suitable safe position.
- 1.04. Ventilate area, if appropriate.
- 1.05. **Dusting;** Using a dry, lint free duster or static mitten, systematically dust vertical surfaces from top to bottom and horizontal surfaces with straight, overlapping strokes. Re-fold the duster as is necessary to ensure that the dust is not re-deposited on to the cleaned surfaces. Draw dust out of the corners and away from the edges of the horizontal surfaces. Do not flick duster. Replace the duster as is necessary.
- 1.06. **Damp Wiping;** Prepare the cleaning solution according to manufacturer's instructions. Using a damp cloth wrung almost dry, wipe surface using smooth strokes. As is necessary, rinse cloth in clean water, recharge with cleaning solution and wring out until almost dry. (Avoid splashing cleaning agent on to furniture, curtains and floors).
- 1.07. **Washing;** Prepare the cleaning solution according to manufacturer's instructions. Apply cleaning solution using a cloth, then remove dirt by wiping turning the cloth frequently. Apply clean rinse water and wipe dry with a clean cloth. (Avoid splashing cleaning agent on to furniture, curtains and floors).
- 1.08. **Polishing;** Apply the polish sparingly to a surface previously cleaned and allowed to dry. Take care to avoid applying polish to adjacent surfaces. When polishing small items, or items over hard floor surfaces, spray the polish on to the duster rather than directly on to the item. When dry, buff to a high sheen. (Do not spray directly on to furniture, standing on a hard floor surfaces).
- 1.09. Return the cleaning equipment and warning signs to the store cupboard.
- 1.10. Clean the equipment and check for damage and safety. (Wash dusters and cloths and put to air-dry. Wash buckets out, wipe and store upside down).

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| Issue No | 1 | Issue Date | January 2021 |
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