

Method Statement

Safe System of Work for Jet Washing / External Surface Cleaning

Description of works

External jet washing and surface cleaning – car parks, hard standings, walls etc.

Assessed by Peter Hill (Spotless Midlands Ltd)

Scope includes: Slips, trips and falls, use of high pressure equipment, handling of flammable liquids, musculoskeletal disorders.

Contract Supervision & Training

All management & staff are fully competent on equipment and methods of operation.

Plant, tools & equipment

Honda slipStream® Pro 20X Pressure Washer and 20" rotary surface cleaner

Buffer tank

Petrol container

Van ramp

Hoses and tap connectors

Hand tools – shovel, weed tool, sweeping brush, edging spade

Waste sacks

Kiln sand (block paving only)

Safety equipment/PPE

Wet floor signs

Barrier tape

Gloves

Face guard

Ear defenders

Safety shoes

Water proofs

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Nottingham 01156 715807 | Tamworth 01827 213529 | Loughborough 01509 277017 | Lichfield 01543 406156 | Ashby 01530 251707 |

Head Office Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX

Hi vis wasit coat

Welfare and First Aid Facilities

Client facilities by prior agreement – check with client location of onsite first aid kit before commencing work. First aid kit also available in the company vehicle.

Fire exits, alarms, extinguishers and assembly points for commercial clients:
Client facilities by prior agreement – check location of the above with client before commencing cleaning services.

Emergency contact details

In the event of an emergency contact the Spotless office on 01283 599219 immediately. If you do not receive a response immediately, call Peter Hill on 07725 349613 or Lisa Hill on 07498 753530 right away.

Work Method

- Perform a full inspection of the equipment before leaving the office/travelling to site:
 - Check the jet washer air filter is clean
 - Check jet washer gearbox oil level (check on level ground – overspill will stain the work area)
 - Check jet washer pump oil level
 - Check jet washer engine oil level
 - Check jet washer filter is clean and not cracked
 - Check all jet washer hoses are in good condition and not split/frayed
 - Check water supply hoses are in good condition and not split including the filter which is critical
 - Check jet washer fuel switch is in the off position before transit
 - Check all other supplies/equipment including fuel levels and fuel can
- Secure all equipment in the vehicle to ensure safe transit, without damage or spillages
- Ensure a hi vis vest is worn at all times – before arriving to site, during cleaning and when leaving the site.
- Use walkways as marked externally and internally.
- If arriving to site by vehicle, ensure vehicle is parked in designated parking area. Where designated parking is not available and parking on the roadside

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Nottingham 01156 715807 | Tamworth 01827 213529 | Loughborough 01509 277017 | Lichfield 01543 406156 | Ashby 01530 251707 |

Head Office Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX

is necessary, park as close to the property as possible to minimise carrying distances. Always park in accordance with the highway code, avoid restricted zones that require permits or have double yellow lines (as none exhaustive examples.) Do not block pavements, walkways or any other type of pedestrian access. If you are unsure where to park refer to your job specification for the individual client. If you remain unsure please call the office before parking and unloading. Reverse in to parking bays to make leaving site safer. Minimise speed to 5 mph in car parks and drive ways.

- If working alone refer to the lone work policy and procedure (document provided separately.)
- Log in to your shift using the app on arrival to site.
- Report to the customer's reception to make them aware of your arrival.
- Sign in using the customer's preferred system.
- Discuss the work area with the customer to confirm the correct areas are covered, and discuss any hidden hazards you may not be aware of. Ensure all adjacent vehicles or movable objects are cleared from the work area so that there is no damage or soiling from overspray during cleaning.
- Locate first aid kits, emergency exits, welfare facilities and a water source before unloading.
- Take photos of the work area for reference before work commences. Pay particular attention to loose slabs, cracked slabs, dropped paving etc. These are a trip hazard but also require lighter cleaning to prevent them from worsening.
- Park the vehicle as close to the work area as possible, without creating a hazard.
- Whilst unloading do not leave the vehicle unattended or unlocked. Members of the public and the customer's staff must not be able to access the vehicle contents.
- Observe manual handling techniques when unloading equipment.
- Ensure gloves and safety shoes are donned before unloading/setting up equipment.
- Make use of the ramp provided to unload large/heavy items from the vehicle, such as the jet washer and buffer tank, as examples.

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Nottingham 01156 715807 | Tamworth 01827 213529 | Loughborough 01509 277017 | Lichfield 01543 406156 | Ashby 01530 251707 |

Head Office Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX

- As soon as all equipment is placed next to the work area, use barrier tape to cordon off the work area, leaving as large a margin around the work area as possible, to account for overspray.
- Using a suitable connector/adaptor connect the water supply hose to the customer's tap. If this is using an internal tap, be sure to leave a drip loop in the sink for any surplus water to drip into the sink, rather than running down the hose on to the floor. Wrap the adapter with a cloth to ensure spray isn't escaping on to the surrounding area or surfaces. Use caution signs over the hose wherever it may cause a trip hazard, both internally and externally. Place the outlet of the hose in to the buffer tank and turn the tap on. Ensure that the buffer tank is not likely to cause a hazard or damage should it fill and overflow.
- Keep kit tidy and organised during cleaning; don't leave products and equipment unattended or outside the work area.
- Ensure jet washer is fuelled before use – gloves and goggles must be worn when dispensing fuel. Use the approved container provided and funnel/spout to avoid spillage. Fuel the jet washer in a suitable area on level ground (not inside the vehicle.) Ideally, fill the jet washer before use when it is cool – if it is necessary to refuel avoid contact/spillage near the exhaust which will be hot. Mop up any spillages with absorbent material immediately. Keep the fuel container lid on when not in use, keep it away from any heat sources.
- Clear the work area of any debris, weeds or waste prior to cleaning using hand tools as required. Deposit in waste sacks in the appropriate bin.
- Check the work area for any vulnerable surfaces/items/hazards that could be damaged by overspray that need to be moved or covered prior to cleaning. Examples include painted down pipes or woodwork where the paint may come off, door thresholds where water might go inside onto the carpet, electrical fittings like intercoms, doorbells that are mounted on external walls.
- Check PPE is clean and functional, before donning in full – including safety shoes, water proof trousers (and top if required,) gloves, face shield/visor, ear defenders.
- Once the buffer tank has an adequate store of water (approx 1/2 to 2/3,) connect the hydraulic hoses from the jet washer to the required lance (usually turbo lance to begin.)
- Open the pump dump valve by placing it in the down position
- Adjust the pump pressure valve to maximum

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Nottingham 01156 715807 | Tamworth 01827 213529 | Loughborough 01509 277017 | Lichfield 01543 406156 | Ashby 01530 251707 |

Head Office Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX

- Place the choke in the closed position for cold starting
- Place the fuel switch in the open/on position
- Turn the ignition switch to on
- Use the lever to apply medium throttle
- On level ground with clear space, place one hand on the handle of the jet washer, one foot on the rear wheel, one foot flat on the floor, use your spare hand to pull the chord to start the engine.
- After a short period of warming, open the choke, close the pump dump valve (sending water through the return pipe to the buffer tank), push the throttle lever to maximum.
- Complete a final check of the area before commencing cleaning. Ensure a firm stance before squeezing the trigger on the lance to ensure control of the lance against recoil, which can knock you off balance.
- Use the turbo lance to deep clean the perimeter of the work area, and any other areas that the surface cleaner cannot access. Start with the nozzle further away from the surface to test cleaning results – only move closer for more stubborn areas, and once confident the nozzle will not damage the surface.
- Work with a consistent action to give even cleaning results, keeping an eye on surrounding areas for overspray or passing vehicles/people/hazards.
- Stop regularly for breaks and to clean face shield as required.
- Never keep the lance or surface cleaner active whilst not looking at the tool.
- Once complete, release the lance trigger and place it down where it cannot easily be tripped on or trodden on and damaged.
- Reduce the throttle, open the dump valve, then press the trigger to release any surplus pressure in the lance – this allows the threaded hose connector to be removed from the lance. It can't be undone while a build up of pressure remains in the hose.
- Attach the surface cleaner to the hose, close the dump valve, increase the throttle.
- Note that pressure can be controlled by twisting the black pressure valve on the pump, as opposed to using the throttle.
- Slowly pass the surface cleaner over the area in straight passes. Pass over each run twice, overlapping by half each time. Once complete, repeat the process at 90 degrees to give even cleaning results.

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Nottingham 01156 715807 | Tamworth 01827 213529 | Loughborough 01509 277017 | Lichfield 01543 406156 | Ashby 01530 251707 |

Head Office Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX

- Regularly monitor the amount of water in the buffer tank, aiming to shut off the water supply such that cleaning is complete with the buffer tank as close to empty as possible. A large amount of excess water in the buffer tank is wasteful and cumbersome to empty.
- Repeat the process above to switch to the fan lance to gently clean any surfaces from debris/overspray such as nearby windows, brickwork etc. Guide any excess debris to one area.
- To turn the machine off, reduce the throttle, open the dump valve, set throttle to minimum, turn the ignition off. Leave the engine to cool before placing hoses or accessories on the machine – the exhaust will be hot and could melt plastic hoses, for example.
- Gather waste material with brush, shovel and waste bag – deposit in the appropriate bin.
- Use the water supply hose to rinse down any debris, check the surrounding areas are clean.
- Wait for the area to fully dry to ensure even cleaning results and ask for customer approval. Don't pack away fully whilst drying so that further cleaning can be done if required.
- Once results are satisfactory and engine has cooled, turn the fuel switch off.
- If the surface is block paving, brush dry kiln sand in to clean, dry joints. Return at a later date if weather does not permit. Make several passes to ensure all gaps are filled.
- Clean all tools and equipment before loading and securing in the vehicle.
- Use the ramp for larger items.
- Once all items are packed away take photos of the complete work for reference.
- Always leave site driving cautiously and slowly, trying to avoid reversing as much as possible.

Maintenance Notes

- Ensure the surface cleaner is greased monthly using the grease gun and grease nipple on the top of the cleaner.
- Do not use the jet washer and contact the office right away if any of the oil levels are low – engine, gearbox, pump
- The air cleaner should be cleaned after every use

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Nottingham 01156 715807 | Tamworth 01827 213529 | Loughborough 01509 277017 | Lichfield 01543 406156 | Ashby 01530 251707 |

Head Office Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX



**Surface Cleaner
Grease Nipple**

www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Nottingham 01156 715807 | Tamworth 01827 213529 | Loughborough 01509 277017 | Lichfield 01543 406156 | Ashby 01530 251707 |

Head Office Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX

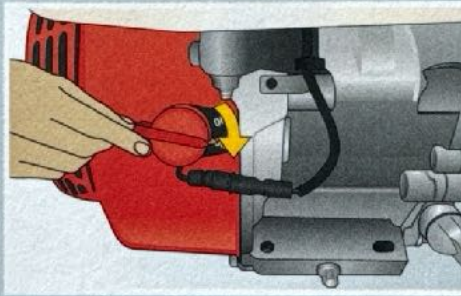
▶ How to start

▶ How to stop 5 → 2

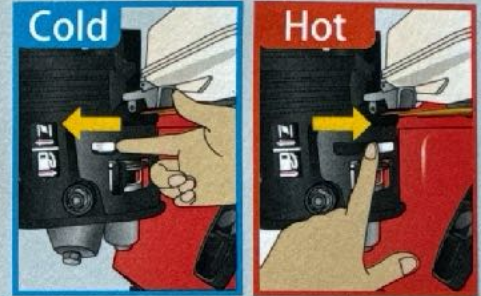
1 Check engine oil



2 Switch ON



3 Choke ON/OFF



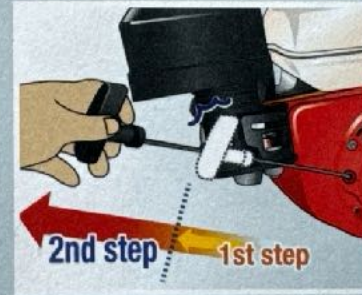
4 Fuel cock ON



5 Throttle lever



6 Start



7 (Choke off)

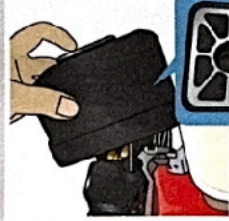


▶ Air Cleaner Element

1



2



3 Soak



4 Squeeze



5 Oil



6 Squeeze



www.spotlesslyclean.com | info@spotlesslyclean.com

Burton 01283 599219 | Derby 01332 561635 | Nottingham 01156 715807 | Tamworth 01827 213529 | Loughborough 01509 277017 | Lichfield 01543 406156 | Ashby 01530 251707 |

Head Office Spotless Midlands Ltd Glensyl Way Burton on Trent DE14 1LX