



Oven cleaning method statement

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Emergency contact details

In the event of an emergency contact Peter Hill on 07725 349613 immediately.

If you do not receive a response immediately, call the Spotless office on 01283 599219.

Data Protection Statement

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The following method statement has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by your manager or safety representative. **Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.**

The main hazards to your safety and health are:

- a) Injury from slips, trips and falls.
- b) Injury from use and carriage of compressed gas cylinders.
- c) Injury from incorrect manual handling.
- d) Injury from use of equipment/appliances
- e) Injury from use of hand tools
- f) Ill health or conditions caused by exposure to chemicals.
- g) Injury sustained during lone working.
- h) Injury to members of the public and/or clients during operations.

Preventative Measures you must take:

- a) You must be "competent" to carry out the task and to use the associated equipment. Follow all instruction and guidance given to you.
- b) You must not lift beyond your capabilities, get help if necessary.
- c) All other persons should be warned to keep away from the area that is being cleaned until completion.

- d) You must read and be familiar with the Manufactures Safety Data Sheets for cleaning products which contains first aid, fire fighting, and accidental release measures.
- e) Ask the client to remove any valuables from the area.

Personal Protective Equipment you must wear:

- a) Safety Glasses
- b) Appropriate work trousers with knee pads
- c) Gloves (disposable at all times, gauntlets during use of oven cleaning tank.)
- d) Appropriate footwear with grip and support

Environmental Protection Measures you must take:

- a) You must dispose of waste via the foul drain within each property (i.e. dirty water should be put down the toilet, not down any storm drains or gullies outside and never down a sink.)

Quality Control:

- a) Adhere strictly to the following procedure to ensure quality of service
- b) If in doubt contact your manager for clarification before proceeding.

Task Description

This method statement describes the work process for the cleaning of ovens, hobs and extractor hoods using a heated dip tank for removable components and hand tools for non-removable parts of the appliances.

Staff & Training

The projects will be carried out by staff from Spotless Cleaning ONLY. All members of staff are experienced and have received their two week's basic training before working alone or without supervision. Apprentices, young workers or new staff will be supervised and are not allowed to carry out tasks for which they have not been trained.

PPE

Footwear: All workers will wear appropriate footwear with ample grip, support and covering the foot with no open areas exposing skin on any part of the foot.

Hi vis: High visibility vests should be worn when on site at any commercial premises or business clients.

Eye Protection: Eye protection should be worn at all times during the cleaning process from start to finish.

Gloves: Should be worn at all times during the cleaning process where chemicals are being handled to prevent secretion through the skin or contact dermatitis. The heat proof gauntlets provided should be worn at all times when using the oven cleaning tank.

Knee pads: are advisable to prevent kneeling in any chemicals and also to save discomfort when kneeling.

Preparation & Induction

A risk assessment will be carried out for all tasks which should also be read by all staff before undertaking the associated task/work. You must raise any queries or concerns with your manager before undertaking any work. When visiting the site or premises of any business/commercial clients, always report to reception and check with the representative of the customer if a site induction is in place.

First Aid

In the event that first aid is required a first aid kit is available which should be kept in your vehicle.

Immediately report any accident or injury to the representative of the client and also to your manager.

Always check your first aid kit is fully stocked and request any used items are replaced by providing your manager with a list of required items.

Oven Cleaning – Step by step procedure

Preparation

1. Ensure Personal Protective Equipment is worn at all times.
2. Ventilate area wherever possible – particularly in small rooms or confined spaces.
3. Place Warning signs at the extremes of the work area prior to the work commencing.
4. Inspect the appliance that is being cleaned for damage or faults both visual and functional. Note any damage or none working items and report them to the customer before beginning the cleaning process.
5. Wherever possible isolate the electricity supply to the appliance being cleaned (often an isolator switch can be found on the splash back of the worktop and/or in the adjacent cupboard).

Step by Step Guide

1. Park van safely and as close to the job as possible without blocking any walkways.

2. Greet the client and explain who you are, assess the area that you are working on to look out for any unusual hazards or problems. Large steps, trip hazards, spillages, tears in floor covering, trailing cables, busy areas requiring access during cleaning, are just a few examples.
3. Put on Personal Protective Equipment.
4. Move kit/equipment from the van to the property; observe manual handling techniques to lift all items but particularly any heavier items.
5. Place warning signs at the extremes of the work area and at all points of entry/exit. If this is not feasible on a domestic job ensure that customer and all those in the house are warned that you are working in the area before you commence. Ask them to tread carefully on hard flooring.
6. Ensure the van is parked on a level surface with the hand brake on, for added safety leave the van in gear (remembering to take out of gear before starting upon departure.)
7. Ensure the tank cleaning powder is added to clean water at the correct ratio. Use the scoop provided. Ensure the drain valve is firmly shut before adding any liquid to the tank.
8. Ensure the steam valve is in the open position before lighting the burner - it is essential that excess vapour and steam can escape the tank while in the lid is secured. If this is not kept in the open position pressure can build up in the tank which is extremely dangerous.
9. Ensure the vehicle is kept locked whenever unattended so that no third parties can enter the vehicle and tamper with equipment.
10. Check gas pipe from cylinder to tank and ensure it is firmly in place at each end and not damaged at any point. With oven cleaning tank gas valve in off position, open the valve on the top of the gas cylinder. Open the valve on the oven cleaning tank and light the burner immediately. Never leave the gas valves open without the burner being lit. Never leave either valve in the open position during transit. Only wear clean gloves when lighting the burner to ensure no flammable chemicals are present during ignition.
11. Cleaning mat should be placed on the floor directly under the appliance being cleaned. All equipment, tools, materials and anything else used during the cleaning process MUST only be placed on this mat when not in use during the cleaning process. Transfer of chemical to any items that are then placed on a surface may damage or mark said surface!
12. Carefully extract removable components from the appliance that are suitable for soaking in the dip tank. Place the items in the dip tank (remember to keep the van locked whilst items are soaking and check steam pipe is in place on roof vent to release vapour from the van load bay)

13. If there is any doubt about the suitability of cleaning chemical being used on an appliance surface or coating, use a very small amount on an inconspicuous area to ensure there are no unwanted reactions or damage caused to the surface. Only proceed once a satisfactory amount of dwell time has been observed.
14. Apply oven gel to the inside of the oven compartment(s) using the brush provided. Leave to dwell and break down dirt.
15. Using trigger spray apply degreaser to external areas such as extractor hoods and hobs. Wipe off grease and dirt using blue roll and place used blue roll in your own waste bin immediately (never in the customer's bin.)
16. For stubborn marks and or food use scourers or wire wool to remove build up. Only use such abrasive methods on internal surfaces or external surfaces that aren't susceptible to scratching or marking. If in doubt test a small, inconspicuous area first.
17. When using oven gel and degreaser be sure to avoid elements and any other exposed electrical components or fittings, such as light bulb holders in extractor hoods, heating elements inside ovens, grill elements, fans etc.
18. Use the Unger razor scraper to carefully remove burnt on marks and build up on the inside of the appliance. All fingers should be behind the blade at all times. Blades should only be changed using pliers not your fingers. Only use the scraper at a 30 degree angle to avoid damaging the surface or snapping the blade.
19. Unclip the hinge locks on oven doors to carefully remove oven doors, allowing cleaning access to the recess and all parts of the hinges. Whilst removed, ensure the door and door glass are stored somewhere safe away from potential damage. Also check that any excess chemical on the door is removed and cannot damage any surfaces.
20. Remove excess cleaning material and loose dirt from all parts of the appliance using blue roll.
21. Use a damp cloth to remove the final residue of chemical and/or dirt from all surfaces.
22. Where appropriate use WD40 and blue roll to buff and shine all surfaces.
23. Using the gauntlets provided, open the oven tank and use scourers and tools as needed to remove remaining dirt and waste. Dry the items and shine using blue roll before reassembling in the oven.
24. Secure the oven tank lid and shut off the oven tank gas valve. Immediately shut off the gas cylinder valve. Leave the steam valve open as the liquid cools.
25. Check all items are clean, dried and reassembled. Complete a final check of the appliance for cleanliness.

26. Switch the appliance back on at the isolator/socket(s) before turning on to check the appliance is in working order.
27. Clean all equipment and check it is in safe working order.
28. Pack away tools and equipment and secure in the van load bay ready for transit.
29. Close the steam valve on the oven cleaning tank after cooling time is observed, this ensures the liquid content cannot escape during transit. Secure the lid of the tank firmly.
30. Check all rubbish is removed from the work area and that all surfaces are clean. Check floor area under the appliance is clean and that no tools remain inside or outside of the appliance in the work area.
31. Ensure the customer is satisfied with the result before signing to that effect and collecting payment where applicable.