

Module 8

HIGH LEVEL CLEANING (WORKING FROM THE GROUND)

Q&A and Practical Module

1. **Put out warning signs.** - why do we need to put signs out? – what are the implications if we don't?
2. Ensure correct PPE is worn, always follow the **Risk Assessment.** - how do you know when to wear the PPE? – how do you know which PPE to wear?
3. When using a corded suction cleaner, always ensure the cable is behind the line of work. - why do you need to have the cable behind you while working? – what are the pitfalls of not following the risk assessment?
4. Never stand on objects – always keep your feet on the ground. - what could happen if you stand on objects? – what is classed as working at heights? – why is it important to keep your feet on the ground?
5. If the machine appears to be faulty cease work and place a **Do Not Use** label on the machine, and report to your supervisor line manager. – what could happen if you fail to report it? – why should we always report faulty equipment?
6. Remember to switch off the power before removing the plug. - why should you do this? – what could happen if you do not follow this procedure?
7. Make sure all furniture and where applicable any wall mountings or fixtures are removed as necessary, to enable access to required areas. - why do we need to do this?
8. High level cleaning

High level Suction Clean (Hoover & attachments)

- Put out warning signs.
- Ensure correct PPE is worn, follow the **Risk Assessment.**
- Assemble all equipment and check for faults. - what are the benefits of assembling all the equipment? – what are the downsides of not doing this? – why are we checking for faults?

- Attach relevant head to the suction cleaner, depending on surface to be cleaned. – what can happen if we use the wrong attachments?
- Where required attach extra poles to reach the area of work. - what should we be aware of when working at heights? – why would you put extra barriers around the area?
- Always start from the exit/doorway and work in systematic sections of around 5 feet square. - why do you need to work from the exit? – what can happen if you do not follow the systematic approach?
- Work down from the top to the bottom of each area. - what happens if you work the opposite way?
- Follow this procedure until the task is complete. – what can happen if you do not follow the procedure? – what are the benefits of following this procedure?
- Once the task has been completed make sure all the furniture and fittings etc. are placed back into their original positions. -why do we need to do this?
- Once completed, switch of the socket, remove the plug, and recoil the wire in a safe manner. - why should you do this? – what could happen if you do not follow this procedure?
- Clean all equipment replacing any full dust bags, check for faults and return to the correct cleaning cupboard. Remove all warning signs. – why do we need to clean equipment? – why do we need to check for faults? – what can happen if we don't check for faults?

High level clean (Telescopic Duster)

- Put out warning signs. - what are the benefits of assembling all the equipment? – what are the downsides of not doing this? – why are we checking for faults?
- Ensure correct PPE is worn, follow the **Risk Assessment**. - how do you know when to wear the PPE? – how do you know which PPE to wear?
- Assemble all equipment and check for faults. - what are the benefits of assembling all the equipment? -what are the downsides of not doing this? – why are we checking for faults?



- Extend duster to the correct height to reach the work area.
- Always start working from the Exit/doorway, and work in systematic sections around 5 feet square. -why do you need to work from the exit? – what can happen if you do not follow the systematic approach?
- Place the dust mop on the wall, in a vertical position at the top of the wall, or area to be cleaned.
- Always move the duster across each section working from left to right, making sure that you overlap on each pass. - what happens if you do not follow this method?
- Follow this procedure until the task is completed. - what are the benefits of following procedure?
- The telescopic duster should be used for all hard to reach areas area's and fittings/recesses using the same techniques to gain the desired result.
- Clean all equipment, check for faults, and return to correct cleaning cupboard – then remove all warning signs.- why do we need to clean equipment? – what do we need to check for faults? – what can happen if we don't check for faults?
- Clean down duster and return to cleaning cupboard to be stored head up.
- Ensure vac is disassembled correctly and returned to correct store for safe keeping.