

WHAT GREAT LOOKS LIKE



TASK 21 OFFICE CLEANING

RAMS: Refer to relevant RAMS, folder in office

MSDS Sheets: Refer to COSHH folders located in office & cleaning cupboards

Equipment Required for task – use relevant colour coded equipment

Safety signage x 2	Rug Doctor
Cloths	Feather Duster
Mop & bucket	Hoover
Dustpan & brush	

Chemicals required including dosing details

Stainless steel/glass cleaner	Taski Sprint 200 Pur Eco smart dose
Multi-surface floor cleaner	Jontec 300 = 40ml per litre water
Wax free polish	
Premiere screen virucidal disinfectant	500ml of water to 20ml of disinfectant
	2.5lt of water to 100ml of disinfectant

Location of Cleaning Task

PPE required for task

Management Suite Offices & Security Control room	Gloves
	Goggles for dilution
	Mask for dilution

Step by Step cleaning instructions



PLEASE WASH YOUR HANDS BEFORE & AFTER YOUR TASK

Ensure safety signage is displayed around working area

Sweep / Hoover floors paying attention to edges and corners including skirting boards. Mop all hard floors.

Any stains/marks on carpets to be removed with the Rug Doctor.

Clean all desks, tables and cupboards with the relevant cleaning products and coloured cloth

Remove any cobwebs (look at higher level) and dust with feather duster

Clean all push and kick plates with stainless steel cleaner and buff to a shine

Hoover all chairs

Remove safety signage only when area is safe and dry.

