

# Method Statement For Cleaning Business Premises

Name of Building:- Havebury House

Address:- Western Way  
Bury St Edmunds  
Suffolk  
IP33 3SP

Date:- 25.08.05

## 1. Description of works

Cleaning of windows both internal and external

## 2. Access to be used

Step-Ladders and Water Fed Pole System

## 3. Risk assessment enclosed

## 4. Control measures to be implemented

### Working at height

Yes

### Pedestrians/other workers

Yes, barriers to be used

### Traffic

Yes, barriers to be used

### Personal protective equipment ( PPE )

Hard hats, masks, safety glasses and high visibility vests where required

**5. Resources**

Four man team equipped with general cleaning tools secured to body.

**6. When can works take place safely?**

Interior before office hours. Exterior during the day with prior notice.

**7. Where is activity taking place?**

On site

**8. Duration of works**

To be assessed by site management

**9. Secure storage required?**

No

**10. Client procedures, i.e. fire evacuation, access to work area**

Available on site