

METHOD STATEMENT FOR WINDOW CLEANING

CLIENT _____

ADDRESS _____

FOR THE CLEANING OF ALL ACCESSIBLE WINDOWS: INSIDE / OUTSIDE / INSIDE AND OUTSIDE

A THOROUGH PHYSICAL INSPECTION OF ALL WINDOWS TO BE CLEANED

BRIEF DESCRIPTION OF TYPES OF WINDOW

- CRITTAL (METAL)
- SASH
- UPVC SEALED
- METAL SEALED
- WOOD
- OTHER

- OPEN FROM INSIDE
- OPEN FROM OUTSIDE
- DO NOT OPEN
- TESTED**
- YES
- NO

GENERAL WORKING ORDER

- GOOD
- POOR
- UNSAFE *
- BROKEN *

*** IF UNSAFE OR BROKEN HAS THIS BEEN REPORTED TO THE CLIENT?**

YES

NO

MAKE A NOTE OF LOCATION AND NUMBER HERE

REMEDY YOU RECOMMEND

REPLACE

EASE

REPAIR

WARNING

UNSAFE, POOR OR BROKEN WINDOWS ARE NOT TO BE CLEANED UNDER ANY CIRCUMSTANCES

ANCHOR POINTS

YES

NO

ARE THERE ADEQUATE NUMBER?

YES

NO

ARE ANCHOR POINTS REQUIRED?

YES

NO

METHOD STATEMENT FOR WINDOW CLEANING

LOCATION

<input type="checkbox"/>	BASEMENT	<input type="checkbox"/>	GROUND	<input type="checkbox"/>	FIRST
<input type="checkbox"/>	SECOND	<input type="checkbox"/>	THIRD	<input type="checkbox"/>	FOURTH
<input type="checkbox"/>	FIFTH	<input type="checkbox"/>	OTHER (PLEASE SPECIFY)	_____	

THE EQUIPMENT RECOMMENDED TO USE AT THIS SIDE

<input type="checkbox"/>	ABSEILING	
<input type="checkbox"/>	CRADLE	
<input type="checkbox"/>	HARNESS – ANCHOR POINTS	
<input type="checkbox"/>	LADDER	SIZE <input type="text"/>

ALL EQUIPMENT USED WILL BE TESTED THOROUGHLY BEFORE STARTING ITS USE

A SURVEY HAS BEEN MADE OF THE IMMEDIATE VICINITY OF THE WORKING AREA AND ANY POTENTIAL RISK HAS BEEN NOTED ON A RISK ASSESSMENT FORM

ALL ACCESSIBLE WINDOWS WILL BE CLEANED IN COMPLIANCE WITH:
CURRENT HEALTH AND SAFETY LEGISLATION &
PIONEER QUALITY SERVICES HEALTH AND SAFETY MANUAL FOR WINDOW CLEANING

STEP BY STEP SEQUENCE / METHOD TO BE USED AT THIS SITE

DATE _____
