

Standard Operating Procedure

Graffiti Removal

HAZARDS: Fall from height, cuts, slip and trip, shoulder strain can occur if performing work above shoulder height, back strain.

WARNING:

Assess area for hazards like broken windows and overhead electrical wires – Do not attempt to clean close to the overhead electrical wires

PURPOSE:

The purpose of graffiti removal is to remove all graffiti as a result of graffiti vandalism in public and private surfaces.

EQUIPMENT / MATERIALS:

- Graffiti Removing Agents / Chemicals
- Glass cleaning solution
- Suitable scraper
- Applicator (if required)
- Lint free cloths
- Basket
- Approved stepladder (if required)
- Personal Protective Equipment (Safety Glasses, Gloves, Safety Shoes, Hi Vis Vest / Jacket
- Safety signs

PROCEDURE:

- Ensure required PPE is worn prior commencing work
- Ensure that all works are carried out with due regard for the safety of the public.
- Ensure the correct use of traffic control devices to warn, instruct and guide road and footpath users in the safe negotiation of the work site.
- Ensure not to commence works or continue any works unless all appropriate signage, barricades and traffic control measures are in place
- Before choosing the type of graffiti removing method and chemical, identify the surface type

Procedure 1

Surface type : Glass, windows, aluminium, stainless steel

- Remove excess thick paint carefully with a suitable scraper
**Ensure the surface doesn't get damaged i.e aluminium, stainless steel*
- Apply Graffiti Remover (neat) with a cloth or spray directly onto surface
- Wipe off with a clean dry cloth
- If required, water rinse completely or wipe with damp clean cloth and allow to dry.
- Repeat application for graffiti that is difficult to remove.

Procedure 2

Concrete, Brick, Terrazzo / Ceramic Surface

- Remove excess thick paint carefully with a suitable scraper
- Apply Graffiti Remover (neat) with a cloth or spray directly on the surface
- Use a stiff bristled brush to work well into the surface.
- Leave to act for at least ten minutes – longer if possible
- Water rinse completely or wipe with a damp clean cloth.
- Repeat application for difficult to remove graffiti

For exterior work, a high pressure temperature sprayer is desirable when washing off graffiti.

Procedure 3

Painted Surface

- Apply Graffiti Remover (neat) with a clean cloth or spray directly on to the surface.
- Allow a minimum contact time and wipe off immediately with a clean cloth.
- Wash off with water or wipe with a clean damp cloth and allow to dry.
- Repeat application until graffiti is removed

Important: Test a small or inconspicuous spot prior to large scale cleaning

Procedure 4

Wood, Vinyl, Plastic and Rubber

- Apply Graffiti Remover (neat) with a clean cloth or spray directly on to the surface.
- Allow a minimum contact time and wipe off immediately with a clean cloth.
- Wash off with water or wipe with a clean damp cloth and allow to dry.
- Repeat application until graffiti is removed

Important: Test a small or inconspicuous spot prior to large scale cleaning

Painting

Painted surfaces from which graffiti cannot satisfactorily be removed by the recommended methods is required to be painted over with prior approval by the Client Relationship Manager and the client.

Care shall be taken to ensure that paint does not go onto surfaces that are not to be painted.

The painter should use appropriate masking techniques to prevent paint spatter and to give neat horizontal or vertical straight line finishes to the painting edges. The minimum paint area shall be one (1) square metre.

The painter is to ensure “wet paint” warning signs are displayed at all times whilst painting and drying is in progress.

PREPARATION:

- Plan the work before commencing
- Display safety signs if applicable
- Assess area for hazards like broken windows and overhead electrical wires – **Do not attempt to clean close to the overhead electrical wires**
- Put on rubber gloves and safety glasses to mix cleaning solution

SAFETY:

- Check Safe Work Procedures for Graffiti Removal
- Check all equipment is in safe working condition – **Do not use faulty equipment**
- Areas not easily accessible report to your supervisor
- Ensure that all works are carried out with due regard for the safety of the public.
- Do not climb onto window ledges or unsecured objects such as chairs, desks or other makeshift platforms
- As required by legislation the vehicle used for the service must have all Safety Data Sheets (SDS) prominently displayed for all hazardous substances carried within the vehicle or on site.
- Avoid prolonged work above shoulder height ensure that you move arms up and down

CARE OF EQUIPMENT:

- Wash and dry equipment
- All equipment to be returned to vehicle / cleaners room and stored correctly
- Cleaners room to be left clean and tidy at all times

NOTE: Pay attention at all times to complete the task safely

ENVIROMENTAL:

- Remove minor chemical spills according to site requirements.
- Dispose waste materials according to job site requirements and including recycling guidelines.
- Do not dispose waste down storm water drains.
- After use ensure you switch of equipment at power point with dry hands.
- Where applicable ensure correct bin liners and bins are used in accordance with site requirements and recycling guidelines.
- Turn off tap after use.
- Once you have carried out your cleaning duties where applicable switch off lights.

NOTE: Report any leaking taps, faulty appliances and incorrect disposal of waste materials to your site supervisor or manager.