

Standard Operating Procedure

Glass Cleaning

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 glass cleaning is to remove all marks and dirt from internal and external windows, internal partitions and other areas where glass is used

EQUIPMENT / MATERIALS:

- Glass cleaning solution
- Applicator
- Squeegee
- Cobweb brush
- Lint free cloth
- Plastic bucket
- Extension pole
- Approved stepladder if required
- Personal protective equipment
- Safety signs

PROCEDURE:

- Place protective covers on floors in carpeted areas
- Clear cobwebs with cobweb brush
- Remove excess dirt by applying soft bristle broom/cobweb brush to remove excess dust (if cleaning external windows)
- Use a window scraper on glass surfaces to remove tape and other materials, ensure no hand or fingers are in the way
- Apply washing solution to cloth – do not apply too much, dampen cloth only
- Wash windows with cleaning solution using an applicator and an extension pole where suitable by using horizontal strokes working from the top to the bottom
- Remove the water with a squeegee from the top to the bottom or if cleaning high external windows hose off
- Wipe glass with a clean, dry cloth making sure no streaks or marks are left
- Wipe edge of squeegee blade with a clean cloth after each stroke
- Dry accessible edges and window frames with absorbent cloth
- Mop up any spillages
- Avoid prolonged work above shoulder height ensure that you move arms up and down.

Treated Glass Surfaces:

- Clean treated glass surfaces in accordance with instructions supplied by manufacturers or suppliers of treated glass.

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 Working with Ladders
- Check all equipment is in safe working condition – **Do not use faulty equipment**
- Areas not easily accessible report to your supervisor
- Do not climb onto window ledges or unsecured objects such as chairs, desks or other makeshift platforms
- Wear safety glasses to protect your eyes when removing cobwebs and cleaning windows above shoulder height
- Rotate low and high glass cleaning tasks

CARE OF EQUIPMENT:

- Wash and dry equipment
- All equipment to be returned to 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

ENVIRONMENTAL:

- 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 off 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.