

<b>Document Title:</b>	<b>Sign Cleaning</b>
<b>Officer:</b>	
<b>Review Date:</b>	

<b>Method Statement</b>	
<b>Title</b>	<b>Sign Cleaning</b>
<b>Resources for Activity</b>	2 operatives, buckets and mops or sponges, optional stepladder or mechanical hoist, hand rammer

1. Staff or volunteers employed in these tasks on behalf of the local council need to apply their training, manufacturer's instructions and the outcome of any risk assessment before undertaking work. The following method statement is to be seen as general advice only.
2. West Berkshire operates a street works permit scheme and anyone carrying out works in the road will legally need to apply to West Berkshire Council for permission, in advance of the works. These forms can be obtained at our website at <http://info.westberks.gov.uk/index.aspx?articleid=31032> and should be sent to the Street Works Team at [streetworks@westberks.gov.uk](mailto:streetworks@westberks.gov.uk).
3. All works on the public highway must comply with the signing, lighting and guarding requirements of Section 65 of the [New Roads and Street Works Act 1991](#).
4. Any traffic management requirements, including any Portable Light Signals, must be applied for with the permit for the works, giving at least seven days notice, unless of an emergency nature, and including a legible plan depicting each layout and sent to the Street Works email address above.

<b>Recommended Work Sequence</b>	
1.	All operatives to wear appropriate Personal Protective Equipment.
2.	Set up appropriate traffic management in accordance with the <a href="#">Safety at Street Works and Road Works Code of Practice</a> .
3.	Wash sign faces from top down with a biodegradable detergent or clean water only, and sponge or mop.
4.	For large signs do not use ladder propped against sign face, use long handled mops or brushes.
5.	Dispose of used water in roadside drainage that is not a watercourse or which discharges direct to a watercourse.
6.	If necessary, straighten hazard and marker posts and compact ground around base using hand rammer.
7.	Remove traffic management, if applicable.