

**Teledata method statement Data centre (TD1) deep clean.**  
**The work period has been estimated to 5 days to seal the under floor**  
**Then 3 days to clean the above floor.**

The work schedule is now as follows:

At 9.30 25<sup>th</sup> July 9.30am Induction training for all staff associated with the project. The key elements of the induction process to include.

Health and safety, safe work practice, understanding risk, escalation process.

Data Room Void Sealant/Vacuuming/floor clean - Start Date

Phase 1. 25<sup>th</sup> 26<sup>th</sup> 27<sup>th</sup> and 28<sup>th</sup> July 2011

Data Room full clean of above void

Phase 2. 3<sup>rd</sup> 4<sup>th</sup> and 5<sup>th</sup> August 2011

The water based seal will be applied by 4 inch roller by hand in such places as are easily accessible. Where there are cable trays or cables close to the base surface these will be sealed by hand using 1/2 inch paint brush. Mains sockets will not be disturbed rather they will be sealed around Where there is any risk the contractor will work up to the risk but not make contact with the item deemed at risk . The area will be left and noted.

These unsealed areas will be brought to the attention of the data centre manager and a decision made on a case by case basis. If there is a risk in applying seal to an area deemed as medium or high risk the area will be left unsealed.

### **Instructions to all Techclean Operatives**

- (i) All Techclean personnel to wear Techclean uniform and safety shoes within the data centre.
- (ii) A 'permit to work' to be organised prior to the job for each operative.
- (iii) Fire Alarm System switched the to manual over-ride and isolated during the work

(iv) Power provided from standard 13 Amp sockets located in the DC these as indicated

(v) No cleaning of any ancillary equipment within the racks should be undertaken without supervision

(vi) Use Extreme caution when cleaning areas close to any cabling.

### **Method Statement and Cleaning Specification for 'Rooms'**

1. Surfaces

2. Sub Floor Void

3. Vinyl Floors tiles

5. Equipment Cabinets & Server Racks Outsides only unless supervised.

6. Wall Mounted Equipment (Air Conditioning Units, etc)

7. Walls, Doors, Door Fixtures, Door Frames & Skirting

8. Lighting & Cable Trays

9. Removal of boxes

### **General Specialist Cleaning Specification**

#### **1. Surfaces**

Prior to cleaning, all accessible surfaces are thoroughly vacuumed using a Type H specialist vacuum with a filtration efficiency of 99.97%.

Our Type H vacuum cleaners provide highly efficient cleaning performance and are purposely designed and built to meet the needs of users to safely and effectively pick up hazardous dusts and debris. Examples of hazardous dust include asbestos, finely divided silica, carcinogens and highly active pharmaceutical products

All safely accessible surfaces are then cleaned and treated with anti-static cleaning cloths pre-impregnated with Techclean's specialist anti-static cleaning fluid 'DataRoom Clean.' 'DataRoom Clean' has been specifically formulated for deep cleaning data centres.

#### **2. Sub Floor Void**

Safety signs to be placed around the areas where tiles have been lifted or Contractor's personnel are working.

Floor voids are to be vacuumed where accessible.

Floor voids are to be accessed by lifting the floor tiles with suitable floor lifters. All debris will be removed and bagged. The floor void will then be vacuumed. The vacuum will be Type H and have a filtration efficiency of 99.97 per cent.

All floor fittings and supporting pedestals will be vacuumed. Under floor cabling will be vacuumed where possible.

Cables will not be moved and therefore some dust may still remain.

**Please note that no more than 4 adjoining floor tiles are to be removed at any**

one time as this may cause the temperature of the room to rise. Only appropriate tooling should be used for floor tile removal. Tiles should be lifted vertically as opposed to one side at a time as this may cause damage to the pedestal inserts. Extreme caution should be exercised near any smoke/water detectors including Gas System discharge nozzles and also air sampling points.

**All floor tiles and ventilation tiles to be replaced in their original positions and orientation.**

It is possible that there will be certain areas which may not be accessible due to racks having been placed on top of floor tiles.

Please note that dust will continue to accumulate where the sub-floor base has not been sealed by the customer with a specialist sealant.

The water based seal will be applied by 4 inch roller by hand in such places as are easily accessible. Where there are cable trays or cables close to the base surface these will be sealed by hand using 1/2 inch paint brush. Mains sockets will not be disturbed rather they will be sealed around Where there is any risk the contractor will work up to the risk but not make contact with any data cables. The area will be left and noted.

These unsealed areas will be brought to the attention of the data centre staff and a decision made on a case by case basis. If there is a risk in applying seal to an area deemed as medium or high risk the area will be left unsealed.

**Extreme caution should be exercised when cleaning areas close to any data or mains cabling as these connections may be inadvertently displaced.**

### **3. Vinyl Floors**

Floors are to be vacuumed and then cleaned using pre-impregnated anti-static cleaning cloths and/or mechanical polishing machines. Appropriate cleaning fluids are to be used sparingly.

All accessible vinyl surfaces to be stripped of old polish and marks where possible. Once completed, the floor tiles are to be buffed using a Numatic Nuspeed

NSU Ultra Flo High Speed Burnisher (White Pad).

Any surface spillage should be dealt with immediately.

Should any liquids enter the sub floor void then Teledata staff must be notified and appropriate maintenance action arranged.

### **5. Equipment Cabinets & Server Racks**

All accessible external and internal areas, if requested, are initially vacuumed using a Type H vacuum with a filtration efficiency of 99.97per cent.

All accessible outside surfaces of the Equipment Cabinet is to be cleaned and treated with Techclean's specialist cleaning fluid 'DataRoom Clean.'

Scuff marks and ink and adhesive residues, on the outside of the Equipment Cabinet, is to be removed where possible using specialist Techclean solution 'Ink and Adhesive remover.' Removal of excess fluids will be carried out using dry brushes and/or micro-cloths.

When cleaning the outside of the Equipment Cabinets, 'DataRoom Clean' is applied directly onto specialist Techclean brushes and/or Micro-cloths.

**Cleaning fluids are never sprayed directly onto any surface.**

internal areas of the Equipment Cabinet can be vacuumed only on those racks where this is requested and only under supervision of Teledata staff. All inaccessible and difficult areas to reach, such as floor supports, racking panels and small gaps between hardware, are cleaned, where accessible, using small crevice style brushes. Please note that it may sometimes not be possible to reach certain areas which are completely inaccessible or have a high concentration of cabling. Extreme care is to be taken when vacuuming close to equipment fascias and switches again cleaning of internal areas of the racks must be supervised

All visible areas to finally be inspected by the Techclean Operative

**Extreme caution should be exercised when cleaning areas close to any data or mains cabling as these connections may be inadvertently displaced. No fluids are to be used close to any mains cabling/connections. These areas should be vacuumed only.**

**6. Wall Mounted Equipment**

Safely accessible wall mounted equipment, such as air conditioning units, electrical distribution panels, power strips, etc are vacuumed using a Type H vacuum with a filtration efficiency of 99.97per cent.

**7. Doors, Door Fixtures, Door Frames & Skirting**

Safely accessible surfaces are to be vacuumed.

Door frames, door fixtures and skirting are then to be wiped with preimpregnated

anti-static cleaning cloths and 'DataRoom Clean.'

**9. Other Equipment**

This equipment is likely to be live and extreme care should be taken when cleaning and then only with the express permission of and under the supervision of Teledata staff.

**10. Lighting**

Light fittings to be vacuumed where safely accessible.

**11. Removal of boxes**

All boxes on the floor area will be removed prior to the work being undertaken

**Operational Monitoring**

All work to be carried out is to be documented by the Techclean Operative during

the course of the job. He or she will record the following:

- (i) Location
- (ii) Date
- (iii) Time
- (iv) Techclean Operatives (Name(s))
- (v) Task(s) completed

### **Visual Inspections to be carried out during the course of the job by the Techclean**

#### **Operative and accompanied by Teledata Staff**

- (i) Depth and type of contamination in the floor voids
- (ii) Badly fitting floor tiles
- (iii) Damage to cabling in floor void if seen
- (iv) Condition of floor tiles
- (v) Damaged glazing
- (vi) Damage to entrance doors
- (vii) Condition of Equipment Cabinet doors, handles and locks
- (viii) Any other items

#### **Escalation of Faults & Reporting**

Any faults/defects listed in 'Visual inspections,' are to be reported immediately Teledata staff.

#### **Techclean Service Appraisal Form**

On completion of the job, the Techclean Service Appraisal Form, in triplicate, is to be completed by Teledata staff. Each section to be completed and a copy retained by the Teledata. The second and third copy is to be returned to Techclean.

#### **Alteration of Specification**

Should Teledata staff wish to alter the specification during the job, they will need to provide a written request to Techclean Head office. Techclean reserves the right to amend the price of the job accordingly.

#### **Vacuums**

Vacuums will be Type H and/or have a filtration efficiency of 99.97per cent.

#### **Health & Safety Note to Techclean Staff**

All vacuums and floor polishers should be visually inspected for safety every week,

a thorough inspection every month and an electrical safety check carried out at least

once a year with the appropriate due by date sticker prominently displayed. It is the responsibility of the user of any electrical equipment to assure themselves that an item is safe to use. **If you are not sure DO NOT use it.** Report any suspected problem to a senior supervisor and the item can be taken out of service. When removing plugs from wall sockets, switch off first and then remove the plug. All vacuums and floor polishers must be fitted with an RCD.

### **Working Practices & Safety Requirements for working in Data centres**

The Working Practices & Safety Requirements of the customer are to be followed at all times. In addition, the Working Practices & Safety Requirements of the Techclean are also to be followed.

#### **Site Security**

All customer site security procedures are to be followed at all times.

#### **Working in The data centre.**

**All Techclean personnel should comply with all relevant Health and Safety regulations whilst working in "Rooms." In addition, please note that the following rules also apply:**

- (i) All Techclean personnel are to work in accordance with instructions received from authorised staff of Teledata whenever Techclean personnel are within the "Room" and or on the customer's premises.
- (ii) No Techclean personnel shall make any attempt to access or use any equipment within the data centre to which the Techclean personnel have not been accorded access unless authorised or directed to do so by the Teledata.
- (iii) Techclean personnel shall not divulge or disclose to any other person or persons such information as would render the firm open to breaches of security or liable to prosecution under the Data Protection Act unless instructed or authorised to do so by the customer within the customer's premises.
- (iv) Techclean personnel shall not allow any **food or drink** to be taken into or consumed within the data centre In addition, the building is a **no smoking** area.
- (v) The Techclean personnel is not to introduce into or remove from the data centre any mechanical, electrical or electronic equipment, or any tape, disk or other magnetic, optical or other media unless instructed or authorised by authorised staff of the customer.

(vi) The Techclean personnel are to report any and all faults found or mistakes made immediately to Teledata staff.

At all times be aware of others around you who could be injured by leaving kit and equipment lying around.

Do not leave vacuums or cables across doorways, passageways or in any place where someone could trip over them. When not in use, stow away vacuums and cables.

Should you have cause to lift a heavy item, do so in the correct way as laid down in the Techclean Operatives Training Manual, as well as the Manual Handling document provided with your Techclean Health & Safety Policy. If you are unsure about lifting an item DO NOT try.

The correct use of the cleaning materials must be strictly adhered to and the relevant material safety data sheets must be read and understood.

The correct use of ladders and step ladders must be adhered.

**Guide lines for working at heights are detailed in our Simply-Safe Health and Safety Manual Section S9. In summary specific safe use of step ladders are as follows:-**

1. All ladders must be properly placed on a firm and stable ground and extended to the full stretch of the spreaders / cables or stays, stepladders will provide a stable platform from which to work. If the steps come with safety information attached, read this and comply ensuring that any stays are locked in position.

2. If the task is of reasonably short duration i.e. no more than 30 minutes on the

steps at any one time then steps may be safely used. If working for longer periods a scaffold tower or similar platform may be required.

3. The steps should be in good repair with all four feet properly fitted and placed

on an even and secure surface. When mounting the first step check the ladders for security and stability. If in doubt re-position and try again..

**There is a particular hazard in the data centre that of equipment and rails fixed to the ceiling which constitutes a risk to injury to the head when working from heights.**

**Health & Safety Note to Techclean Operatives/Personnel**

Before starting to carry out any work there are a number of very important Health & Safety items that everyone who works for Techclean needs to be aware of and these are listed below:

Teledata staff will provide safety and induction training before work can commence

Work permits will be issued by Teledata to individuals who have attended the induction.

Permits to work will not be issued to those operatives who have not attended the induction training.

4. Where possible the use of steps should be a two-person operation with the individual on the surface securing the steps and passing necessary equipment / parts up. Otherwise a tool belt or similar should be provided so that persons working on the steps have their equipment readily available without the need to climb up and down to frequently.

5. Steps as a means of access should be high enough to do the work without stretching. If the work is over two metres high additional spreaders attached to the feet may be needed to spread the base 'footprint' sideways and reduce the risk of overbalance. The risk assessment may also identify the need for additional persons to physical secure the steps whilst in use.

6. Users of the steps should not at any time reach out to cause the steps to over balance sideways.

7. Use of the steps should not involve standing on the top most platform without a handrail to support or using the 'back' parts of the steps as a platform if not designed to do so.

8. Ensure that the steps are placed so that passersby do not collide with, interfere or that doors will not hit them when swung open (secure these back).

#### **Customers' Responsibilities:**

(i) Techclean personnel to make use of existing socket outlets indicated by Teledata staff to connect mobile cleaning equipment to the mains electrical supply, providing that:-

(ii) The power supplied will be made available free of charge to Techclean personnel.

(iii) Domestic hot water will be made available free of charge to the Techclean personnel if required.

(iv) The customer must complete any work that is liable to create dust during the job outside of the "Room."

(v) It is the customer's responsibility to isolate the fire detection system and Techclean shall not be held responsible should the Fire Alarm System be set off during the job.

#### **Chemicals used**

A full description of the chemicals to be used and information on these can be found in the method statement/ risk assessment provided by the contractor