



Australian Government

CPPCLO2014 Clean and arrange furniture and fittings

Release: 1

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Modification History

Release	Comment
Release 1	This version first released with CPP Property Services Training Package Version 5.0.

Application

This unit of competency specifies the outcomes required to clean and arrange furniture and fittings, and to present rooms in a range of workplace contexts.

This unit applies to individuals who clean furniture and fittings and then place the furniture and fittings in their original positions, or in an arrangement specified by a client. It includes the ability to assess the extent of the cleaning task, understand client requirements and apply procedures.

This unit applies to individuals with the ability to follow effectively company policies and procedures and to safely perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Unit Sector

Cleaning Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

1.	Identify job requirements.	1.1	Review work order and work area to identify furniture, fittings and arrangement requirements.
		1.2	Identify furniture and fitting surfaces and soil types on surfaces.
		1.3	Identify equipment and chemicals required.
		1.4	Assess workplace hazards and work restrictions affecting completion of work order.
		1.5	Communicate and clarify issues with supervisor, team member or client.
		1.6	Refer to Safety Data Sheets (SDS) and follow safe work methods.
		1.7	Position safety signage and barriers to control hazards.
2.	Clean furniture and fittings.	2.1	Select, check and use personal protective equipment (PPE).
		2.2	Select cleaning technique.
		2.3	Select cleaning equipment and check for correct operation and safe use.
		2.4	Calculate and prepare chemicals following manufacturers' instructions and job requirements.
		2.5	Clean furniture and fittings in accordance with workplace procedures and hygiene standards.
		2.6	Return furniture and fittings to their designated location in the room and arrange in an orderly manner.
3.	Tidy work site.	3.1	Tidy work area and dispose of collected soil and waste in accordance with environmental requirements.
4.	Complete	4.1	Safely clean equipment and PPE, as

	cleaning tasks.		required by workplace standards.
		4.2	Check equipment for damage and wear before storing.
		4.3	Safely store equipment, chemicals, and PPE to allow ready-to-use access.
		4.4	Report malfunctions, faults, wear or damage to cleaning equipment and environs to supervisor.
		4.5	Complete workplace cleaning schedule.

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to the performance in this unit, but not explicit in the performance criteria.

Skill	Performance Feature
Reading skills to:	<ul style="list-style-type: none"> ▶ Interpret work orders and workplace safety procedures ▶ Interpret Safety Data Sheets (SDS) ▶ Interpret equipment manuals and chemical labels
Oral communication skills to:	<ul style="list-style-type: none"> ▶ Communicate effectively with supervisors and team members. ▶ Ask questions and clarify any queries when necessary ▶ Report any problems to supervisor
Learning skills to:	<ul style="list-style-type: none"> ▶ Locate information in workplace documents, manuals, and labels
Numeracy skills to:	<ul style="list-style-type: none"> ▶ Calculate and measure quantities of chemicals
Writing skills to:	<ul style="list-style-type: none"> ▶ Complete workplace reports

Range of Conditions

Not Applicable

Unit Mapping Information

No equivalent unit.

Links

An Implementation Guide to this Training Package is available at the VETNet website at - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>