



Australian Government

CPPCLO3013 Clean window coverings

Release: 2

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Modification History

Release	Comment
Release 1	Replaces superseded equivalent CPPCLO3013A Clean window coverings. This version first released with CPP Property Services Training Package Version 4.
Release 2	Minor update to typo in the Knowledge Evidence, replace 'distilling' with 'diluting'. This version released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to assess the condition of blinds, curtains, screens and associated fixtures, and select required equipment, chemicals and methods to remove dirt and grime from a range of window coverings.

The unit supports cleaners who work alone or in teams. It applies to a range of window coverings, including blinds, curtains and screens in commercial and residential work sites.

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

Pre-requisite Unit

Nil

Unit Sector

Cleaning operations

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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| 1. Plan and prepare to clean window coverings. | 1.1. Work instructions are obtained and window coverings and fixtures to be cleaned are assessed for type, fixture method and scope of cleaning required. |
| | 1.2. Work site <i>hazards</i> are assessed and risks controlled |

- according to company, legislative, and **health and safety requirements**.
- 1.3. **Soil type** is identified by observation and required cleaning chemicals are selected and prepared.
 - 1.4. **Equipment** is selected according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.
 - 1.5. **Personal protective equipment (PPE)** is sourced according to manufacturer specifications, and health and safety, and company requirements.
 - 1.6. Signs and barricades are selected and installed according to health and safety, and company requirements.
 - 1.7. Locations of washing and drying sites are selected according to health and safety, and legislative requirements.
 - 1.8. Pre-existing damage is identified and reported according to company requirements.
2. Clean and refit window coverings.
 - 2.1. Window coverings and fixtures are removed according to health and safety and company requirements and loose fittings are tagged to ensure correct refit.
 - 2.2. Window coverings are sorted according to washing method and company requirements.
 - 2.3. Window coverings are washed, rinsed, and excess water is removed using equipment, chemicals and **cleaning techniques**, and according to health and safety requirements.
 - 2.4. Window coverings are dried, checked and spot cleaned according to company requirements.
 - 2.5. Window coverings are refitted and checked to be in working order according to manufacturer specifications.
3. Tidy work site.
 - 3.1. Wash area is cleaned according to company requirements.
 - 3.2. Collected soil and waste are disposed of according to client and company specifications, and legislative, environmental, and health and safety requirements.
 - 3.3. Signs and barricades are removed according to health

and safety, and legislative requirements.

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| 4. | Clean and safety check equipment, and store equipment and chemicals. | 4.1. | Equipment and PPE are cleaned, safety checked and stored according to manufacturer specifications and environmental, health and safety, and company requirements. |
| | | 4.2. | Unused chemicals are stored or disposed of according to manufacturer specifications, and health and safety and company requirements. |

Foundation Skills

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

Skill	Performance feature
Numeracy skills to:	<ul style="list-style-type: none"> • dilute and mix chemicals required for cleaning tasks using whole numbers and routine fractions.
Oral communication skills to:	<ul style="list-style-type: none"> • communicate clearly and concisely when requesting advice or further information and responding to client questions.
Reading skills to:	<ul style="list-style-type: none"> • interpret simple, structured manufacturer instructions when using equipment and preparing chemicals • interpret directions and safety instructions, including: <ul style="list-style-type: none"> • equipment operating manuals • product labels • safety data sheets (SDS).
Writing skills to:	<ul style="list-style-type: none"> • document and report faults in equipment to manufacturer and other personnel.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

- Hazards*** that must be assessed include:
- biological and environmental contaminants
 - chemical exposure via absorption, ingestion and inhalation
 - chemical reactivity

Health and safety requirements must include:

- dust and fibre particulates
- electrical
- environmental allergens
- explosions
- fatigue
- fire
- manual handling
- noise
- poor ventilation
- slips, trips and falls
- syringes and sharps
- working in confined spaces.
- access to communication devices when working alone
- compliance with Safe Work Australia regulations and guidelines
- electrical equipment test and tag compliance
- emergency response procedures
- environmental controls
- hazard signs and barricades
- health and safety induction and refresher training
- manual handling techniques
- processes for safely dispensing chemicals
- risk assessment procedures, including:
 - hazardous chemicals register
 - hierarchy of control
 - job safety analyses (JSA) for low-risk situations
 - safe work method statements (SWMS) for high-risk situations
 - incident reporting
- SDS
- selection and use of required PPE
- storage and maintenance of equipment according to manufacturer specifications
- use of first aid according to SDS information.

Soil types must include at least three of the following:

- adhered soil
- cobwebs
- dust
- mould or mildew
- nicotine stains
- oil
- paint
- road grime.

Equipment must include at least two of the following:

- access equipment
- brushes
- chamois
- cleaning cloths
- garbage bins
- hoses
- hot air dryers
- microfibre products
- pressure-washing equipment
- scourers
- soft brooms
- water extraction machines.

Personal protective equipment must include at least two of the following:

- gloves
- eye protection
- safety shoes
- sun protection
- wet-work clothing.

Cleaning techniques must include at least six of the following:

- air blowing
- dusting
- low-water cleaning methods, such as using microfibre cleaning products
- pressure washing
- rinsing
- scrubbing
- spot cleaning
- water extraction
- wiping.

Unit Mapping Information

CPPCLO3013A Clean window coverings

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>