CPPCLO3040 Clean ceiling surfaces and fittings

Release: 2

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Modification History

Release	Comment
Release 1	Replaces superseded equivalent CPPCLO2010A Clean ceiling surfaces and fittings. 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 clean ceiling surfaces and their fittings. It covers assessing the ceiling and fittings to identify the type of soil present, and then selecting and preparing required equipment and cleaning processes. Ceiling surfaces and fittings may be accessed using extension poles or ladders; and surfaces are cleaned to ensure they are free from adhered soil, cobwebs and dust.

The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites. Ceiling surfaces can be flat, suspended or raked, and made of hard or absorbent materials.

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.
1. Plan and prepare.	1.1. Ceiling surface area and *fittings* to be cleaned are assessed, soil types are identified, job requirements are

reviewed, and issues are clarified.

	1.2.	Work site *hazards* are assessed and risks controlled according to company, legislative, and *health and safety requirements*.
	1.3.	Cleaning techniques are selected according to company requirements.
	1.4.	*Equipment* is selected according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.
	1.5.	Required *cleaning chemicals* are selected and prepared.
	1.6.	*Personal protective equipment* (PPE) is sourced according to manufacturer specifications, and health and safety and company requirements.
	1.7.	Signs and barricades are selected and installed according to health and safety, and company requirements.
	1.8.	Pre-existing damage is identified and reported according to company requirements.
2. Clean ceilings and fittings.	2.1.	Floor, furniture and equipment are covered with drop sheets according to company requirements.
	2.2.	Cobwebs and dry dust are removed from ceiling and fittings using required equipment according to job requirements.
	2.3.	Difficult to reach areas are vacuumed according to job requirements.
	2.4.	Fittings are dry wiped according to job requirements.
	2.5.	Chemical solution is applied, if required, to surfaces and fittings, allowed to dwell, and rinsed from surfaces according to manufacturer specifications and job requirements.
	2.6.	Adhered soil is removed and delicate surfaces are cleaned using equipment, including stepladder, selected according to manufacturer safety recommendations.
3. Tidy work site.	3.1.	Collected soil and waste are disposed of according to client and company specifications, and legislative, environmental, and health and safety requirements.

		3.2.	Furniture and fittings are returned to original position according to job requirements.
		3.3.	Signs and barricades are removed according to health and safety, and company requirements.
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:	• dilute and mix required chemicals using whole numbers and routine fractions.
Oral communication skills to:	• ask questions to clarify job requirements • respond clearly and concisely to client questions.
Reading skills to:	• interpret simple, structured manufacturer instructions when using equipment and preparing chemicals • interpret directions and safety instructions, including: • equipment operating manuals • product labels • safety data sheets (SDS).
Writing skills to:	• 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.

Fittings must include at least five of the following:	• audiovisual equipment • cameras • ceiling fans • ceiling roses • cornices • lighting tracks • pendant lighting • recessed lights • skylights • sprinkler systems • vents and grilles.
Hazards to be assessed must include:	• biological and environmental contaminants • chemical exposure via absorption, ingestion and inhalation • chemical reactivity • 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.

Health and safety requirements must include:	• 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.

Equipment must include at least three of the following:

- buckets
- cleaning cloths
- cleaning trolleys
- cobwebbers
- drop sheets
- dust mops
- extension poles
- flat mop
- lamb's wool applicators
- microfibre cloths
- sponges
- vacuum cleaner and accessories.

Cleaning chemicals must include at least one of the following:

- glass cleaners
- solvent cleaners
- surfactants.

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

- eye protection
- goggles
- masks
- safety shoes.

Unit Mapping Information

CPPCLO2010A Clean ceiling surfaces and fittings

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b