



Australian Government

**Assessment Requirements for
CPPCLO3100 Maintain cleaning storage
areas**

Release: 2

Assessment Requirements for CPPCLO3100 Maintain cleaning storage areas

Modification History

Release 2 This version first released with CPP Property Services Training Package Release 17.0.

Editorial corrections in the Knowledge Evidence.

Release 1 This version first released with CPP Property Services Training Package Release 15.0.

Supersedes and is equivalent to CPPCLO3035 Maintain cleaning storage areas.

Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by:

- systematising two different cleaning storage areas. For each storage area the candidate must:
 - organise cleaning supplies, including cleaning agents, consumables, and personal protective equipment (PPE)
 - organise cleaning equipment, including mops, brooms, buckets, cloths and vacuum cleaner.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- personal and site security procedures and requirements:
 - site access - security cards, codes and keys
 - areas of the worksite not to be accessed
 - alarm activation and deactivation
 - maintaining client privacy and confidentiality
 - contingencies if personal safety at risk
- organisational requirements for:
 - reporting incidents - accidents and injury, damage to or breakages in the cleaning area or cleaning equipment, theft and threats to personal security and breaches of site security
 - communication – face-to-face, electronic, written and reporting
 - procedures for checking equipment operation and safety

- use of cleaning equipment, cleaning agents, consumables and PPE
- types of hazards and risks and ways to control:
 - WHS requirements
 - Safe Work Australia regulations and guidelines
 - job safety analyses (JSAs) and safe work method statements (SWMS)
 - manufacturer instructions and safety data sheets (SDS)
 - types of PPE and correct selection, care, use and disposal
 - slips, trips, falls and spills
 - manual-handling techniques when carrying, lifting, pushing and pulling
 - identification and safe practices with hazardous materials on site
 - correct use of signage, barriers, containment and engineering controls and PPE
 - safe use of electrical equipment
- principles of storage of equipment and cleaning agents:
 - clean, tidy and systematic
 - clear labelling
 - height placement
 - electrical equipment
 - first-in, first-out
 - storage
 - colour coding
- storage requirements for cleaning equipment
- routine maintenance of cleaning equipment and cloths
- types of cleaning agents - their purpose, action, correct use, precautions, safe handling, storage and disposal:
 - detergents
 - sanitisers
 - disinfectants
 - solvents
 - abrasives
- cleaning principles:
 - cleaning agent, time, agitation and temperature
 - significance of pH value of cleaning agents
 - sequence and direction of cleaning
 - achieve results while doing no harm
- environmentally sustainable work practices and compliance with environmental regulations:
 - storage and disposal of cleaning agents
 - ways of minimising negative environmental impact
 - conserving energy and water
 - recycling

- waste disposal:
 - general waste
 - hazardous waste
 - recyclable waste
 - organic and green waste
 - used materials and cleaning agents.

Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting where these skills and knowledge would be performed.

Candidates must have access to:

- industry-standard cleaning equipment and materials
- appropriate PPE
- equipment manuals and workplace documents.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>