



**Australian Government**

# **CPPCLO3100 Maintain cleaning storage areas**

**Release: 2**

# 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.

## Application

This unit specifies the skills and knowledge required to maintain a safe and efficient cleaning storage area following established procedures.

It applies to systematic storage of supplies of equipment, cleaning agents, consumables and personal protective equipment (PPE) in a range of sites, such as cleaners' rooms at client work sites, equipment storage bays, and in-built vehicle storage arrangements.

This unit applies to cleaning industry personnel who work alone or in teams in commercial and domestic sites. They use a range of cognitive, technical and communication skills to select and apply a range of methods, tools, materials and information to complete routine cleaning activities and provide solutions to predictable and sometimes unpredictable problems.

All work must be carried out in accordance with relevant state/territory legislation and regulations, including work health and safety (WHS), and codes of practice as well as organisational procedures.

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

## Pre-requisite Unit

Nil.

## Unit Sector

Cleaning

## Elements and Performance Criteria

Elements describe the            Performance criteria describe what needs to be done to

essential outcomes.	demonstrate achievement of the element.
1 Maintain safety and security of cleaning storage area	<ol style="list-style-type: none"><li>1.1 Identify and follow storage access and security procedures according to organisational requirements.</li><li>1.2 Display safety charts and warning information according to legislative, WHS and organisational requirements.</li><li>1.3 Assess hazards and risks in storage area and control according to WHS and organisational requirements.</li><li>1.4 Ensure storage area is kept clean, tidy and free of obstacles to allow easy access to equipment, materials, cleaning agents, and personal protective equipment (PPE) according to WHS and organisational requirements.</li><li>1.5 Store equipment, cleaning agents and consumables according to manufacturers' instructions, WHS and organisational requirements.</li></ol>
2 Monitor levels of cleaning supplies.	<ol style="list-style-type: none"><li>2.1 Store cleaning agents and consumables on a first-in, first-out basis according to organisational requirements.</li><li>2.2 Dispose of used and out-of-date cleaning agents and waste consumables in accordance with environmental and organisational procedures.</li><li>2.3 Record need for replacement cleaning agents and consumables to facilitate re-ordering to maintain required levels according to organisational requirements.</li><li>2.4 Identify and report faults, wear or damage and need for maintenance and replacement equipment according to organisational requirements.</li></ol>

## Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- reading skills to interpret safety signs and symbols in work area and on cleaning agent labels
- writing skills to record usage of cleaning agents
- numeracy skills to count stock.

## Unit Mapping Information

Supersedes and is equivalent to CPPCLO3035 Maintain cleaning storage areas.

## 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>