



**Australian Government**

# **CPPCLO3102 Clean hard floors**

**Release: 2**

## CPPCLO3102 Clean hard floors

### 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 CPPCLO3001 Maintain hard floor surfaces.

### Application

This unit specifies the skills and knowledge required to undertake regular and periodic cleaning of vinyl, tiled, stone, timber and engineered hard floors in a range of residential, educational, community, health care, accommodation and business settings.

It includes the selection, use and basic care of manual equipment and hand-held mechanical equipment, such as mops and a walk behind floor scrubber, to remove soiling from hard floors while following work health and safety (WHS) procedures.

This unit applies to cleaning industry personnel who work alone or in teams. 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 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 essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- 1 Prepare to clean hard floors.
  - 1.1 Identify cleaning requirements and worksite access and security procedures and, if needed, clarify issues with supervisor, team member or client.
  - 1.2 Select, check for fit and serviceability, and use personal protective equipment (PPE) according to WHS and job requirements.
  - 1.3 Identify site hazards and risks and position safety signage and barriers according to WHS and job requirements.
  - 1.4 Check and document pre-existing condition and any damage to floors according to organisational requirements.
  - 1.5 Confirm type of floor and soil types on surfaces to determine appropriate cleaning methods.
  - 1.6 Select the appropriate equipment and cleaning agents and confirm requirements for safe use according to manufacturer instructions and WHS requirements.
  - 1.7 Determine sequence of tasks for maximum hygiene and efficiency of cleaning.
- 2 Clean floor surface.
  - 2.1 Move and protect furniture and fittings that impede cleaning operation according to WHS and job requirements.
  - 2.2 Pre-clean by removing superficial soil from surfaces according to job requirements.
  - 2.3 Use appropriate equipment and cleaning agents to clean floors following safe work practices and manufacturer recommendations according to job requirements.
  - 2.4 Compare cleaned area with surrounding surface to determine need for further action according to job and organisational requirements.
- 3 Complete work activities.
  - 3.1 Tidy work area, remove safety signage and barriers and dispose of soil and waste according to WHS and environmental requirements.
  - 3.2 Clean and/or dispose of PPE as required by hygiene and

organisational standards.

- 3.3 Check cleaning equipment for faults or damage, and report according to organisational requirements.
- 3.4 Undertake basic care and maintenance needed to leave equipment and supplies in ready to use order.
- 3.5 Record site cleaning and store cleaning equipment and materials according to organisational requirements.

## 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
- numeracy skills to measure quantities of cleaning agents.

## Unit Mapping Information

Supersedes and is equivalent to CPPCLO3001 Maintain hard floor surfaces.

## 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>