



Australian Government

CPPCLO3108 Clean window coverings

Release: 2

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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 CPPCLO3013 Clean window coverings.

Application

This unit specifies the skills and knowledge required to assess the condition of blinds, screens, shutters and associated fixtures, and select required methods, equipment and cleaning agents to remove dirt and grime from a range of window coverings.

It applies to a range of window coverings, including blinds, screens and shutters in commercial and domestic sites.

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 Plan and prepare to clean window coverings.
 - 1.1 Identify cleaning requirements, worksite access, security and privacy 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 and remove, cover or protect furniture and fittings according to WHS and job requirements.
 - 1.4 Check and document pre-existing damage and condition of window coverings according to organisational requirements.
 - 1.5 Remove window coverings such as screens to permit access and prevent damage and tagging loose fittings for correct refit according to WHS and organisational requirements.
 - 1.6 Determine the appropriate cleaning methods and sequence of tasks based on window covering type, fixture method and soil types according to WHS and organisational requirements.
 - 1.7 Select, prepare and confirm requirements for safe use required equipment and cleaning agents, according to manufacturer instructions, WHS and job requirements.
 - 2 Clean and refit window coverings.
 - 2.1 Use spot cleaning methods according to organisational and job requirements.
 - 2.2 Wash and rinse window coverings and remove excess water using equipment and cleaning agents according to manufacturer recommendations, WHS and job requirements.
 - 2.3 Dry and check window coverings according to job and organisational requirements.
 - 2.4 Replace window coverings and check that they are in working order according to manufacturer specifications.

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| 3 Complete work activities. | 3.1 Tidy work area, remove safety signage, barriers and protective covers and dispose of soil and waste in accordance with WHS and environmental requirements. |
| | 3.2 Safely clean and/or dispose of PPE as required by organisational standards. |
| | 3.3 Check cleaning equipment for faults, wear or damage and report in accordance with organisational requirements. |
| | 3.4 Record site cleaning and store cleaning equipment and materials in accordance with 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 CPPCLO3013 Clean window coverings.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcfl3d9b>