



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SITHACS006A Clean premises and equipment**

**Release: 1**

## **SITHACS006A Clean premises and equipment**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties as part of a job role in a tourism or hospitality enterprise or any other service industry context. It does not include contract cleaning which is covered by the Asset Maintenance Training Package.

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

### **Application of the Unit**

This unit requires the application of techniques to clean both wet and dry areas as well as knowledge of cleaning equipment and materials, including key safety and environmental issues. A person undertaking this role works under guidance and supervision.

In a tourism and hospitality context this unit would usually be undertaken in conjunction with specialist operational units such as SITHACS005A Prepare rooms for guests and SITHCCC004A Clean and maintain kitchen premises.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Nil

### **Employability Skills Information**

The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where **bold italicised** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### Elements and Performance Criteria

Element	Performance Criteria
1 Select and set up equipment and materials.	1.1 Select <b>equipment</b> according to type of cleaning to be undertaken.
	1.2 Check that all equipment is clean and in safe working condition prior to use.
	1.3 Select and prepare suitable wet and dry <b>cleaning agents and chemicals</b> according to relevant manufacturer and <b>OHS and environmental requirements</b> .
	1.4 Select and use <b>protective clothing</b> where necessary.
2 Clean wet and dry areas and associated equipment.	2.1 Take account of potential customer inconvenience in scheduling and performing cleaning tasks.
	2.2 Prepare <b>wet and dry areas</b> to be cleaned and identify any <b>hazards</b> .
	2.3 Barricade the work area, or place warning signs as appropriate to reduce risk to colleagues and customers.
	2.4 Select and apply correct cleaning agents or chemicals for specific areas, according to <b>manufacturer recommendations</b> , safety procedures and enterprise policies and procedures.
	2.5 Select and apply correct agents and chemicals for particular equipment or surfaces.
	2.6 Use equipment correctly and safely.
	2.7 Dispose of garbage and used chemicals according

- to hygiene, safety and environmental legislation requirements.
- 3 Maintain and store cleaning equipment and chemicals.
- 3.1 Clean equipment after use according to enterprise requirements and manufacturer instructions.
  - 3.2 Carry out or arrange **routine maintenance** according to enterprise procedures.
  - 3.3 Identify **equipment faults** and report them according to enterprise procedures.
  - 3.4 Store equipment in the designated area and in a condition ready for re-use.
  - 3.5 Store chemicals according to health and safety requirements.

## Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- organisational skills to prepare equipment and materials for a given cleaning context
- literacy skills to interpret product labels and safety instructions
- numeracy skills to calculate quantities of chemicals and other cleaning agents.

The following knowledge must be assessed as part of this unit:

- specific requirements of state and territory OHS legislation relating to cleaning operations
- environmental legislation that impacts on cleaning operations
- safe handling of common cleaning equipment used in the relevant work context
- safe handling and treatment of common hazards encountered in areas to be cleaned, including all those listed in the range statement.

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for this Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the following is essential:

understanding of the importance of cleaning services to the overall quality of service provided by the organisation

ability to select and use relevant equipment and cleaning agents safely, efficiently and according to acceptable enterprise cleaning routines and timeframes

demonstration of skills through cleaning both wet and dry areas

completion of cleaning tasks within commercially realistic timeframes.

**Context of and specific resources for assessment**

Assessment must ensure access to:

- areas to be cleaned, including a range of different surfaces such as carpet, marble, ceramic, wood, clay, rubber, vinyl, leather, woodwork, painted surfaces, crystal, mirrors and glass, terrazzo, slate and granite
- cleaning equipment and cleaning agents that reflect current industry practice, including:
  - cleaner's trolley
  - chemical dispenser
  - sink and sluice sink
  - storage areas
  - appropriate chemicals, detergents, deodorisers, polishes and sanitisers
  - cleaning products, including glass and multi-surface, cream and acid
  - range of cloths, including dry, wet, lint-free and dusting
  - toilet brush and toilet cleaning cloth
  - protective gloves
  - bucket, mop and floor rags
  - range of brooms, brushes, rags and dusters for different surfaces
  - window squeegee mop and extension poles
  - 'wet floor' or 'cleaning in progress' signs
  - syringe bin and tongs
  - access to sanitary disposal systems
  - polishing machine
  - automatic scrubber.

## Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

direct observation of cleaning and maintenance activities

oral or written questioning to assess knowledge of cleaning and maintenance procedures, materials equipment and legislation

review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

## Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts. Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. **Bold italicised wording** in the performance criteria is detailed below.

<b>Equipment</b> must include:	electrically operated equipment such as scrubbers, polishers and vacuum cleaners brushes and brooms mops and buckets dusters and pans garbage receptacles.
<b>Cleaning agents and chemicals</b> may include:	general and spot cleaning agents cleaning agents for specialised surfaces, including window and glass cleaners disinfectants pesticides deodorisers furniture and floor polishes.
<b>OHS and environmental requirements</b> may include:	enterprise policies and procedures related to cleaning operations and disposal of used chemicals legislation related to general workplace safety, hazardous substances, and manual handling and storage requirements enterprise security procedures.
<b>Protective clothing</b> may include:	overalls jackets aprons goggles and masks gloves waterproof clothing and footwear headwear breathing apparatus.



**Wet and dry areas** may include:

bathrooms  
bedrooms  
kitchens  
balconies  
private lounge areas  
internal and external public areas  
function rooms  
storage areas.

**Hazards** may include:

spillages  
breakages, including broken glass  
wet or slippery surfaces  
broken or damaged furniture  
fumes  
blood  
needles and syringes  
used condoms  
sharp objects, including knives and skewers  
human waste  
surgical dressings  
fat and oil  
heated utensils and surfaces  
sharp food scraps, including bones and crustacean shells.

**Manufacturer recommendations** may include:

cleaning and maintenance guidelines  
dosage and dilution of chemicals  
safety requirements.

**Routine maintenance** is undertaken according to planned, preventative maintenance programs and may include:

wiping down and cleaning  
washing and rinsing  
sanitising  
drying out  
dismantling and reassembling  
emptying.

**Equipment faults** may include:

breakdowns  
damage to parts, surfaces, electrical cords and connections.

## **Unit Sector(s)**

Hospitality

## **Competency field**

Accommodation Services