



Australian Government

Department of Education, Employment and Workplace Relations

SITHACS006B Clean premises and equipment

Revision Number: 1

SITHACS006B Clean premises and equipment

Modification History

Not applicable.

Unit Descriptor

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 requires the ability to set up cleaning equipment and to safely clean premises and equipment using resources efficiently to reduce negative environmental impacts. 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

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 SITHACS005B Prepare rooms for guests and SITHCCC004B Clean and maintain kitchen premises.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills 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

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|--|
| 1 Select and set up equipment and materials. | 1.1 Select <i>equipment</i> 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 <i>cleaning agents</i> |

ELEMENT	PERFORMANCE CRITERIA
	<i>and chemicals</i> according to relevant manufacturer and <i>OHS and environmental requirements</i> .
	1.4 Select and use <i>protective clothing</i> where necessary.
2 Clean wet and dry areas and associated equipment.	<p>2.1 Take account of potential customer inconvenience in scheduling and performing cleaning tasks.</p> <p>2.2 Prepare <i>wet and dry areas</i> to be cleaned and identify any <i>hazards</i>.</p> <p>2.3 Barricade the work area, or place warning signs as appropriate to reduce risk to colleagues and customers.</p> <p>2.4 Select and apply correct cleaning agents or chemicals for specific areas, according to <i>manufacturer recommendations</i>, safety procedures and enterprise policies and procedures.</p> <p>2.5 Select and apply correct agents and chemicals for particular equipment or surfaces.</p> <p>2.6 Use equipment correctly and safely.</p>
3 Maintain and store cleaning equipment and chemicals.	<p>3.1 Clean equipment after use according to enterprise requirements and manufacturer instructions.</p> <p>3.2 Carry out or arrange <i>routine maintenance</i> according to enterprise procedures.</p> <p>3.3 Identify <i>equipment faults</i> and report them according to enterprise procedures.</p> <p>3.4 Store equipment in the designated area and in a condition ready for re-use.</p> <p>3.5 Store chemicals according to health and safety requirements.</p>
4 Reduce negative environmental impacts.	<p>4.1 Use energy, water and other resources efficiently when cleaning premises to reduce negative environmental impacts.</p> <p>4.2 Safely dispose of all waste, especially hazardous substances, to minimise negative environmental impacts.</p>

Required Skills and Knowledge

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:

- correct use of personal protective equipment
- cleaning techniques for premises and equipment
- 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 the dilution requirements of chemical and cleaning products.

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

- cleaning procedures for various surfaces and equipment, including wet and dry
- correct cleaning chemicals, equipment and procedures for cleaning various surfaces and materials
- enterprise procedures and standards in relation to presentation of premises
- safe work practices relating to use of cleaning equipment, bending and manual handling
- applications of different types of cleaning products
- the essential features of and safe practices for using common hazardous substances used by the tourism and hospitality industry and in particular substances used by the organisation e.g. cleaning products and chemicals
- the environmental impacts of cleaning premises and equipment and minimal impact practices to reduce these especially those that relate to resource, water and energy use
- correct and environmentally sound disposal methods for waste and in particular for hazardous substances.

Evidence Guide

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 Evidence of the following is essential:

- ability to select and use relevant equipment and

EVIDENCE GUIDE**demonstrate competency in
this unit**

cleaning agents safely, efficiently and according to acceptable enterprise cleaning routines and timeframes

- ability to organise resource effective cleaning of both wet and dry areas
- ability to undertake duties according to organisational health, safety and security practices
- knowledge of correct and environmentally sound disposal methods for waste and in particular for hazardous substances
- ability to complete cleaning tasks within the timeframe required by a within commercially realistic timeframes.

EVIDENCE GUIDE

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.

EVIDENCE GUIDE

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 hazardous substances and efficient resource use
- 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.

RANGE STATEMENT

Equipment must include:

- electrically operated equipment such as scrubbers, polishers and vacuum cleaners
- brushes and brooms
- mops and buckets
- dusters and pans
- garbage receptacles.

Cleaning agents and chemicals may include:

- general and spot cleaning agents
- cleaning agents for specialised surfaces, including window and glass cleaners
- disinfectants
- pesticides
- deodorisers
- furniture and floor polishes.

OHS and environmental requirements may include:

- enterprise policies and procedures related to cleaning operations and disposal of used chemicals
- general workplace safety procedures
- correct use of manual handling techniques
- use of hazardous substances and storage requirements
- enterprise security procedures.

Protective clothing may include:

- overalls
- jackets
- aprons
- goggles and masks
- gloves
- waterproof clothing and footwear
- headwear
- breathing apparatus.

RANGE STATEMENT

- 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.

RANGE STATEMENT

Equipment faults may include:

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

Unit Sector(s)

Sector Hospitality

Competency field

Competency field Accommodation Services