



Australian Government

SITHACS101 Clean premises and equipment

Release 1

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Modification History

The version details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Version	Comments
1.0	E Replaces and is equivalent to SITHACS006B Clean premises and equipment. Minor adjustments to expression of content to streamline and improve unit.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties. It requires the ability to set up cleaning equipment and to safely clean premises and equipment using resources efficiently to reduce negative environmental impacts.

Application of the Unit

This unit applies to people responsible for general cleaning duties in any industry context. They work under supervision and usually as part of a team.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

- | | |
|---|---|
| 1. Select and set up equipment and materials. | 1.1 Select <i>equipment</i> for cleaning task.
1.2 Check that equipment is clean and in safe working condition prior to use.
1.3 Select and prepare suitable wet and dry <i>cleaning agents</i> according to manufacturer instructions, <i>work health and safety and environmental requirements</i> .
1.4 Select and use <i>protective clothing</i> 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 <i>wet and dry areas</i> to be cleaned and identify <i>hazards</i> .
2.3 Barricade work areas or place warning signs as required reducing risks to others.
2.4 Select and apply correct cleaning agents or chemicals for specific areas, surfaces and equipment, according to manufacturer recommendations, safety and organisational procedures.
2.5 Avoid <i>unhygienic personal contact</i> with food or <i>food contact surfaces</i> .
2.6 Avoid <i>unhygienic cleaning practices</i> that may cause food-borne illnesses.
2.7 Use equipment correctly and safely.
2.8 Reduce negative environmental impacts through efficient use of energy, water and other resources.
2.9 Safely dispose of all waste and hazardous substances. |
| 3. Maintain and store cleaning equipment and chemicals. | 3.1 Clean equipment after use according to organisational requirements and manufacturer instructions.
3.2 Carry out or arrange <i>routine maintenance</i> .
3.3 Identify and report equipment faults.
3.4 Store equipment in designated area 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 skills and knowledge required for this unit.

Required skills

- literacy skills to interpret product labels and product safety instructions
- numeracy skills to calculate dilution requirements of cleaning products
- planning and organising skills to complete the cleaning process in a logical and efficient way
- problem-solving skills to identify and resolve routine cleaning problems.

Required knowledge

- cleaning chemicals, equipment and procedures for wet and dry surfaces and materials:
 - wet:
 - toilets
 - basins
 - walls
 - dry:
 - carpet
 - laminate
 - soft furnishings
 - woodwork
- role and use of Material Safety Data Sheets (MSDS)
- safe manual handling techniques:
 - carrying
 - lifting
 - pulling
 - pushing
- safe handling requirements for hazardous cleaning products, including disposal
- hygiene procedures and requirements:
 - hygiene responsibilities of cleaning staff
 - hygiene hazards for cleaning, including potential food contamination and transmission of airborne illnesses
 - cleaning practices that minimise hygiene risks
- ways of minimising negative environmental impacts in the cleaning process:
 - resource conservation – energy and water
 - waste disposal
 - typical procedures and standards for presentation of premises.

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence of the ability to:

- select and safely use cleaning agents and equipment on wet and dry areas
- complete cleaning tasks to required standards within commercially-realistic timeframes
- use hygienic cleaning practices
- integrate knowledge of cleaning products, cleaning techniques, waste disposal and ways of
- conserving resources in the cleaning process.

Context of and specific resources for assessment

Assessment must ensure use of:

- wet and dry areas to be cleaned, that include a range of different hard and soft surfaces
- electrical and manual cleaning equipment
- cleaning agents for multiple hard and soft surfaces
- protective clothing and other safety equipment.

Method 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
- inspection of areas cleaned by the individual
- 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 individual.

Guidance information for assessment

The assessor should design integrated assessment activities to holistically assess this unit with other units relevant to the industry sector, workplace and job role, for example:

- SITHACS202 Prepare rooms for guests.

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Equipment may include:

- electrically operated equipment:
 - polishers
 - scrubbers
 - vacuum cleaners
- garbage receptacles
- manual equipment:
 - brushes
 - buckets
 - dusters
 - mops and cloths.

Cleaning agents may include:

- agents for specialised surfaces:
 - glass
 - wood
- deodorisers
- disinfectants
- spot cleaning agents
- pesticides.

Work health and safety and environmental requirements may include:

- hazardous substances and storage requirements
- MSDS
- safe manual handling techniques.

Protective clothing may include:

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

Wet and dry areas may include:

- balconies
- bathrooms
- bedrooms
- function rooms
- kitchens
- private lounge areas

Hazards may include:

- public areas
- storage areas.
- breakages
- heated utensils and surfaces
- human material or waste
- sharp items:
 - knives
 - needles and syringes
- surgical dressings
- wet or slippery surfaces.

Unhygienic personal contact may include:

- transferring micro-organisms by:
 - blowing nose
 - coughing
 - drinking
 - eating
 - scratching skin and hair
 - sneezing
 - spitting
 - touching wounds
- transmitting tobacco products by smoking.

Food contact surfaces may include:

- chopping boards
- containers
- cooking utensils
- crockery
- cutlery
- glassware
- pots and pans
- sinks
- workbenches.

Unhygienic cleaning practices may include:

- cleaning food contact surfaces with linen that may be contaminated with human waste:
 - blood
 - body secretions
 - faeces
- using dirty:
 - cleaning cloths
 - tea towels
 - spreading bacteria from bathroom or bedroom areas to mini-bar or kitchen areas.

Routine maintenance may include:

- dismantling and reassembling

- drying out
- emptying
- sanitising
- washing and rinsing
- wiping down and cleaning.

Unit Sector(s)

Hospitality

Competency Field

Accommodation Services