



Australian Government

Department of Education, Employment and Workplace Relations

SUGCMCH1A Manually clean and maintain housekeeping standards

Revision Number: 1

SUGCMCH1A Manually clean and maintain housekeeping standards

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This is a Core unit for the processing stream. It covers the skills and knowledge required to carry out manual cleaning and housekeeping procedures where there is no requirement to use tools to dismantle equipment. This unit is based on and equivalent to FDFOPTHS1A Manually clean and sanitise equipment.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Element	Performance criteria
1. Prepare cleaning and sanitizing agents, tools and equipment for cleaning	1.1 Cleaning and sanitizing agents, equipment and services are prepared for use 1.2 Equipment is safe to clean
2. Manually clean equipment	2.1 Equipment is cleaned to meet requirements 2.2 Equipment is prepared for operation after cleaning 2.3 Cleaning data is recorded according to workplace recording requirements
3. Collect and dispose of waste	3.1 Waste is sorted and collected as required 3.2 Waste is recycled, transferred for rework or further treatment or disposal as required
4. Maintain housekeeping standards of the work area	4.1 The work area is inspected to any non-compliance with housekeeping standards 4.2 Equipment and the work area meet housekeeping standards

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Access and apply workplace information to identify cleaning requirements
2. Identify the cleaning and sanitizing agents used
3. Handle cleaning and sanitation agents safely. This includes following correct handling and preparation procedures and use of appropriate protective clothing and equipment
4. Prepare cleaning and sanitizing agents as required
5. Prepare equipment for cleaning. This includes rendering equipment safe to clean and clearing all materials, consumables and waste
6. Advise affected work areas of cleaning schedule and progress
7. Clean/sanitize equipment as required according to procedures
8. Return equipment to operating order
9. Maintain housekeeping standards
10. Contain spills and dispose of spilled material according to company procedure
11. Store cleaning agents and equipment as required
12. Record cleaning and sanitation data in required format

Knowledge of:

13. Basic purpose of cleaning/sanitizing and housekeeping
14. Safe handling and storage of requirements of cleaning agents and equipment used
15. Purpose of protective clothing and equipment related to cleaning role
16. Action required in the event of an accident when handling cleaning chemicals
17. Methods used to render equipment safe to clean including lock-out, tag-out and isolation procedures where relevant
18. Housekeeping and cleaning standards and methods relevant to equipment and the work area
19. Procedures for preparing cleaning/sanitizing agents. This includes consequences of mixing incorrectly and combining incompatible chemicals
20. Procedures for applying cleaning/sanitizing agents
21. Procedures for safe use of cleaning/sanitizing equipment and chemicals
22. Types of waste generated by both the production and the cleaning process and related collection, treatment and disposal requirements
23. Spill control procedures and recycling or disposal of spilled materials. This includes environmental responsibilities covered by environmental legislation
24. Requirements to liaise/advise related work areas

Relationship with other standards

Pre-requisite units

There are no pre-requisite units for this competency standard.

Co-assessment of related units

Other units of competency relevant to the work role should be assessed in conjunction with this unit.

Resources required for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- Cleaning schedule and related procedures, including OHS advice

- Cleaning procedures including safe work procedures
- Personal protective clothing and equipment
- Material Safety Data Sheets as required
- Cleaners, sanitisers and related equipment
- Equipment to be cleaned
- Waste collection and treatment/disposal procedures
- Advice on environmental management issues relevant to work responsibilities
- Housekeeping standards and procedures
- Workplace information recording systems, requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

Range Statement

Range statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out in accordance with company policies and procedures, licensing requirements, manufacturer's recommendations, legislative requirements, codes of practice and industrial awards and agreements. Codes of practice include the Sugar Milling Operations Industry Code of Practice
- Workplace information can include Standard Operating Procedures (SOPs), cleaning schedules and Material Safety Data Sheets (MSDS)
- Cleaning agents include cleaning and sanitizing chemicals
- Equipment used to clean and sanitise depends on specific requirements and would normally include brooms, cloths, scrapers, brushes, mops, spray packs and hoses
- Work may require the ability to work within a team environment
- Services depend on specific requirements. Examples include high-pressure water or steam
- Housekeeping standards may be defined in housekeeping audit criteria
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Unit Sector(s)

Not applicable.