



**Australian Government**

# **CPPCLO2002 Clean hard floor surfaces**

**Release: 1**

## CPPCLO2002 Clean hard floor surfaces

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with CPP Property Services Training Package Version 5.0. |

### Application

This unit specifies the outcomes required to clean hard floor surfaces in a range of workplace contexts.

The unit applies to cleaning personnel who perform hard floor surface cleaning tasks. It includes the ability to assess the cleaning task, understand client requirements and follow workplace safety procedures.

It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

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

### Pre-requisite Unit

Nil

### Competency Field

### Unit Sector

Cleaning Operations

### Elements and Performance Criteria

| ELEMENT                                   |                            | PERFORMANCE CRITERIA                                                                            |                                                                                        |
|-------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Elements describe the essential outcomes. |                            | Performance criteria describe the performance needed to demonstrate achievement of the element. |                                                                                        |
| 1.                                        | Identify job requirements. | 1.1                                                                                             | Review work order and work area to identify hard floor surfaces cleaning requirements. |

|    |                           |     |                                                                                                       |
|----|---------------------------|-----|-------------------------------------------------------------------------------------------------------|
|    |                           | 1.2 | Identify hard floor surface and soil types on the surface.                                            |
|    |                           | 1.3 | Identify equipment and chemicals required.                                                            |
|    |                           | 1.4 | Assess workplace hazards and work restrictions affecting completion of work order.                    |
|    |                           | 1.5 | Communicate and clarify issues with supervisor, team member or client.                                |
|    |                           | 1.6 | Refer to Safety Data Sheets (SDS) and follow safe work methods.                                       |
|    |                           | 1.7 | Position safety signage and barriers to control hazards.                                              |
| 2. | Clean hard floor surface. | 2.1 | Select, check and use personal protective equipment (PPE).                                            |
|    |                           | 2.2 | Safely move, cover, or protect furniture and fittings that impede cleaning operation.                 |
|    |                           | 2.3 | Select cleaning technique and identify related chemicals and equipment.                               |
|    |                           | 2.4 | Select hard floor cleaning equipment and check for correct operation and safe use.                    |
|    |                           | 2.5 | Calculate and prepare chemicals following manufacturers' instructions and job requirements.           |
|    |                           | 2.6 | Clean floor in accordance with workplace procedures and hygiene standards.                            |
| 3. | Tidy work site.           | 3.1 | Tidy work area and dispose of collected soil and waste in accordance with environmental requirements. |
|    |                           | 3.2 | Remove protective covers from furniture and fittings.                                                 |
|    |                           | 3.3 | Safely replace furniture and fittings.                                                                |
| 4. | Complete cleaning task.   | 4.1 | Safely clean equipment and PPE, as required by workplace standards.                                   |
|    |                           | 4.2 | Clean equipment and check for damage and wear                                                         |

|  |  |     |                                                                                               |
|--|--|-----|-----------------------------------------------------------------------------------------------|
|  |  |     | before storing.                                                                               |
|  |  | 4.3 | Safely store equipment, chemicals, and PPE to allow ready-to-use access.                      |
|  |  | 4.4 | Report malfunctions, faults, wear or damage to cleaning equipment and environs to supervisor. |
|  |  | 4.5 | Complete workplace cleaning schedule.                                                         |

## Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to the performance in this unit, but not explicit in the performance criteria.

| Skill                         | Performance Feature                                                                                                                                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading skills to:            | <ul style="list-style-type: none"> <li>▶ Interpret work orders and workplace safety procedures</li> <li>▶ Interpret Safety Data Sheets (SDS)</li> <li>▶ Interpret equipment manuals and chemical labels</li> </ul>          |
| Oral communication skills to: | <ul style="list-style-type: none"> <li>▶ Communicate effectively with supervisors and team members.</li> <li>▶ Ask questions and clarify any queries when necessary</li> <li>▶ Report any problems to supervisor</li> </ul> |
| Learning skills to:           | <ul style="list-style-type: none"> <li>▶ Locate information in workplace documents, manuals, and labels</li> </ul>                                                                                                          |
| Numeracy skills to:           | <ul style="list-style-type: none"> <li>▶ Calculate and measure quantities of chemicals</li> </ul>                                                                                                                           |
| Writing skills to:            | <ul style="list-style-type: none"> <li>▶ Complete workplace reports</li> </ul>                                                                                                                                              |

## Range of Conditions

Not Applicable

## Unit Mapping Information

No equivalent unit.

## Links

An Implementation Guide to this Training Package is available at the VETNet website at - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>