



Australian Government

CPPCLO2011 Maintain ceiling surfaces and fittings

Release: 1

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Modification History

Release	Comment
Release 1	This version first released with CPP Property Services Training Package Version 5.0.

Application

This unit of competency specifies the outcomes required to maintain ceiling surfaces and fittings in a range of workplace contexts.

This unit applies to individuals who perform ceiling cleaning tasks. It includes the ability to assess the cleaning task, identify safety procedures, particularly height assessments.

This unit applies to individuals with the ability to follow effectively company policies and procedures and to safely perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Different states and territories may also have regulatory frameworks applicable to this unit or require a working at height licence. Users are advised to check for regulatory limitations.

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 assess work area to identify cleaning requirements

			for ceiling surfaces and fittings.
		1.2	Identify ceiling surfaces and fittings and soil types on surfaces.
		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.	Maintain ceiling surfaces and fittings.	2.1	Select, check, and use personal protective equipment (PPE).
		2.2	Safely move furniture and fittings that impede cleaning operation.
		2.3	Cover floor, furniture, and equipment with drop sheets.
		2.4	Select cleaning technique.
		2.5	Select equipment, including ladder and or step stool and check for correct operation and safe use.
		2.6	Calculate and prepare chemicals following manufacturers' instructions and job requirements.
		2.7	Clean ceiling and fittings attached to ceiling in accordance with workplace procedures.
		2.8	Vacuum difficult-to-reach areas.

3.	Tidy work site.	3.1	Tidy work area and dispose of collected soil and waste in accordance with environmental requirements.
		3.2	Remove drop sheets from furniture and equipment.
		3.3	Safely replace furniture and fittings.
4.	Complete tasks.	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:	▶ Interpret work orders and workplace safety procedures ▶ Interpret Safety Data Sheets (SDS) ▶ Interpret equipment manuals and chemical labels
Oral communication skills to:	▶ Communicate effectively with supervisors and team members. ▶ Ask questions and clarify any queries when necessary ▶ Report any problems to supervisor
Learning skills to:	▶ Locate information in workplace documents, manuals, and labels
Numeracy skills to:	▶ Calculate and measure quantities of chemicals
Writing skills to:	▶ Complete workplace reports

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>