



Australian Government

CPPCLO2014 Clean and arrange furniture and fittings

Release: 1

CPPCLO2014 Clean and arrange furniture and fittings

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 clean and arrange furniture and fittings, and to present rooms in a range of workplace contexts.

This unit applies to individuals who clean furniture and fittings and then place the furniture and fittings in their original positions, or in an arrangement specified by a client. It includes the ability to assess the extent of the cleaning task, understand client requirements and apply procedures.

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.

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 furniture, fittings and arrangement requirements.
		1.2	Identify furniture and fitting surfaces 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.	Clean furniture and fittings.	2.1	Select, check and use personal protective equipment (PPE).
		2.2	Select cleaning technique.
		2.3	Select cleaning equipment and check for correct operation and safe use.
		2.4	Calculate and prepare chemicals following manufacturers' instructions and job requirements.
		2.5	Clean furniture and fittings in accordance with workplace procedures and hygiene standards.
		2.6	Return furniture and fittings to their designated location in the room and arrange in an orderly manner.
3.	Tidy work site.	3.1	Tidy work area and dispose of collected soil and waste in accordance with environmental requirements.
4.	Complete	4.1	Safely clean equipment and PPE, as

	cleaning tasks.		required by workplace standards.
		4.2	Check equipment 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>

Assessment Requirements for CPPCLO2014 Clean and arrange furniture and fittings

Modification History

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

Performance Evidence

A person must demonstrate the ability to:

- select and use furniture and fitting cleaning equipment and cleaning agents to clean, using a different technique in each instance;
- two different types furniture items, including at least:
 - one furniture item with dry soiling; and
 - one furniture item with wet soiling.
- two different types of fittings, including at least:
 - one fitting with dry soiling; and
 - one fitting with wet soiling.
- arrange furniture and fitting twice using a different technique in each instance.

Performance must include:

- selecting, using, and maintaining personal protective equipment (PPE);
- manual handling techniques;
- communicating effectively with supervisor or clients;
- understanding, clarifying, and following supervisor or client instructions;
- safely using cleaning equipment and preparing and using cleaning agents;
- disposing of collected soil and waste; and
- using efficient cleaning methods
-

Knowledge Evidence

A person demonstrating competency in this unit must identify:

- industry standard types of furniture including; beds, bedside cupboards, shelves, benches, chairs, tables, desks, work stations and filing cabinets,
- industry standard types of fittings including; door handles, light fittings and switches, railings, skirting, window sills, window coverings, picture frames, clocks, ornaments, telephone handsets, computers, kettles and microwaves

- the main surface types including; wood, laminate, metal, glass, plastic, tile, vinyl, leather or fabric
- the main types of wet and dry soiling and effects on furniture and fitting surfaces including; mud and dirt, dust, cobwebs, grease, wax, ink, nail polish, food, beverages, blood, and human and animal waste
- standard furniture and fitting cleaning techniques and industry standard equipment
- • including;
 - wiping, washing, scrubbing, pre-spraying, vacuuming and polishing
 - cloths, sponges, scourers, microfibre products, lint-free dusters and polishing cloths, alcohol wipes, brooms, long-handle cleaner, extended squeegee, dry and wet mops, buckets, ladders, footstools, industrial dry and wet vacuums
 - cleaning agents; acid cleaners, alkaline cleaners, low environmental impact chemicals, neutral cleaners, solvent cleaners and stain removal agents
- workplace requirements for undertaking all aspects of cleaning furniture and arranging fittings including:
 - key workplace health and safety, hygiene and environmental regulations
 - use of safety data sheet (SDS) and selection, care and use of PPE
 - safe handling and usage of cleaning equipment and cleaning agents
 - manual handling techniques for moving furniture and fittings
- methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports.
- workplace procedures for;
 - health and safety, hygiene and environmental care
 - communicating and clarifying work requirements with supervisor, team members or client
 - notifying supervisor, team members or client of work completion; verbal communication in person or by phone, written communication including hard copy cleaning schedules, text or electronic form
 - use and care of equipment; including checking electrical safety tags to ensure safe use of equipment
 - tidying work areas, disposing of soil and waste, cleaning equipment and PPE, and storing equipment and chemicals
 - reporting incidents; accidents and injury, damage to or breakages in the cleaning area or cleaning equipment, theft and threats to personal security

Assessment Conditions

As a minimum, assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which reflect:

- the use of industry-standard equipment such as, ladders, footstools, brooms, long-handle cleaner, long-handle duster, extended squeegee, industrial dry and wet vacuums, dry and wet mops, cleaning agents, dry and wet cloth and sponges.
- industry-standards relating to workplace safety practices when moving and arranging furniture and fittings.
- performing tasks/activities to the level of proficiency and within timelines that would be expected in a workplace; and
- following standard and authorised work practices, safety requirements and environmental constraints.

Assessors are responsible for ensuring that candidates have access to:

- appropriate documents, materials, tools equipment and personal protective equipment currently used in industry;
- legislation and regulations; and
- workplace policies and procedures.

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>