



Australian Government

CPPCLO2016 Clean wet surfaces

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 clean a wet area in a range of workplace contexts.

This unit applies to cleaning personnel who perform cleaning tasks on wet areas. 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 wet area cleaning

			requirements.
		1.2	Identify wet surface and soil types on 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 wet areas.	2.1	Select, check and use personal protective equipment (PPE).
		2.2	Safely remove, cover, or protect furniture and fittings that impede cleaning operation.
		2.3	Select cleaning technique.
		2.4	Select 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 wet surface 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 tasks.	4.1	Safely clean equipment and PPE as 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 CPPCLO2016 Clean wet surfaces

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Performance Evidence

A person must demonstrate the ability to:

- select and use wet surface cleaning equipment and cleaning agents; and
- clean, using a different technique in each instance, four different types of wet surfaces, including at least:
 - one wet surface with dry soiling; and
 - one wet surface with wet soiling.

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 wet surface 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:

- characteristics of a wet surface and the main industry environments with wet surface cleaning requirements including; bathrooms, toilets, change rooms and laundries
- the main types of wet and dry soiling and effects on wet surfaces
- cleaning techniques and equipment for wet areas including;
 - scrubbing, wiping, mopping, polishing, vacuum and pressure cleaning
 - dry and wet mops, buckets, soft cloths, microfibre cloths, lint free cloths, towels and
 - cleaning agents; cleaning solutions for hard floors, low environmental impact cleaning solutions, solvent cleaners, stain removal agents and stain removal cleaning agents
 - manufacturers' instructions for mixing and using cleaning chemicals and stain removers
- workplace requirements for undertaking all aspects of cleaning wet surfaces 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 of equipment
- safe usage of 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
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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, lint free cloths and towels, brooms, dry and wet mops, microfibre cloths and cleaning agents.
- 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.
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