



Australian Government

CPPCLO2032 Plan basic cleaning activities

Release: 1

CPPCLO2032 Plan basic cleaning activities

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 plan for safe and efficient cleaning activities in a range of workplace contexts.

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

It applies to individuals who work alone or as part of a team, 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

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 plan cleaning activities.
		1.2	Identify time of day cleaning activity is required and time frames for completing work order.

		1.3	Identify types and volume of work.
		1.4	Identify cleaning methods, equipment and chemicals required.
		1.5	Assess workplace hazards and work restrictions affecting completion of work order.
		1.6	Communicate and clarify issues with supervisor, team member or client.
		1.7	Refer to Safety Data Sheets (SDS) and review safe work methods.
		1.8	Identify required safety signage and barriers.
		1.9	Identify and review emergency response and evacuation procedures
2.	Plan and prepare work activities.	2.1	Obtain access key or card for area or premises to be cleaned.
		2.2	Determine availability of equipment, chemicals, consumables and personal protective equipment (PPE) suitable for implementing work order.

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to the performance of 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
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Unit Mapping Information

No equivalent unit.

Links

Companion Volumes to this Training Package are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPCLO2032 Plan basic cleaning activities

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Performance Evidence

A person must demonstrate the ability to:
plan two different safe and efficient cleaning activities.

Performance must include:

- communicating effectively with supervisor, team members or clients; and
- understanding, clarifying, and following supervisor or client instructions.
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Knowledge Evidence

A person demonstrating competency in this unit must identify:

- workplace requirements for undertaking all aspects of planning basic cleaning activities including:
 - key workplace health and safety, hygiene and environmental regulations
 - workplace emergency response and evacuation procedures
 - 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 practices such as workplace cleaning policies and procedures including workplace safety practices relating to cleaning activities.
- 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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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>