



Australian Government

CPPCLO2032 Plan basic cleaning activities

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 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>