



Australian Government

CPPCLO2034 Maintain storage area and cleaning equipment

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 cleaning equipment and consumable storage areas in a range of workplace contexts.

This unit applies to cleaning personnel that perform maintenance on cleaning storage areas. It includes the ability to safely secure and store equipment, chemicals and consumables, follow workplace safety procedure.

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

ELEMENTS		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 maintenance requirements for cleaning

			storage area.
		1.2	Assess workplace hazards and work restrictions affecting completion of work order.
		1.3	Communicate and clarify issues with supervisor, team member or client.
		1.4	Refer to Safety Data Sheets (SDS) and follow safe work methods.
		1.5	Position safety signage and barriers to control hazards.
2.	Maintain cleaning equipment and chemicals.	2.1	Select, check and use personal protective equipment (PPE).
		2.2	Follow workplace safety policies and procedures and display safety warning and information.
		2.3	Ensure storage area is accessible and free of obstacles.
		2.4	Store chemicals and consumables on a first-in first-out basis.
		2.5	Store equipment, chemicals, and consumables following manufacturers' instructions.
3.	Tidy work site.	3.1	Dispose of obsolete equipment, chemicals and waste in accordance with workplace procedures.
		3.2	Complete basic regulatory and company documentation.
4.	Complete task.	4.1	Safely clean equipment and PPE, as required by workplace standards.
		4.2	Check equipment for damage and wear before storing.
		4.3	Store equipment, chemicals, and PPE to allow ready-to-use access.

		4.4	Report malfunctions, faults, wear or damage to cleaning equipment and storage area to supervisor.
		4.5	Complete workplace maintenance 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

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 CPPCLO2034 Maintain storage area and cleaning equipment

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Performance Evidence

A person must demonstrate the ability to:

- select and properly use PPE and safely store and maintain cleaning equipment in three different types of storages.

Performance must include:

- selecting, using, and maintaining personal protective equipment (PPE);
- manual handling techniques;
- communicating effectively with supervisors; and
- understanding, clarifying, and following supervisor or client instructions
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Knowledge Evidence

A person demonstrating competency in this unit must identify:

- common requirements for storage of equipment, chemicals, and consumables and reasons for storage methods
- PPE, cleaning solutions, vehicle security elastic straps and nets
- key procedures for keeping storage areas accessible and free of obstacles including the cleaning storage areas: commercial, industrial and vehicle
- principles of first-in first-out storage of chemicals and consumables
- workplace requirements for undertaking all aspects of maintaining storage area and cleaning equipment including:
 - key workplace health and safety, hygiene and environmental regulations
 - use of safety data sheets (SDS) and selection, care and use of PPE
 - safe handling of cleaning equipment and cleaning agents
 - manual handling techniques
- 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
 - identifying and understanding the requirements of manufacturers' instruction for storing cleaning chemicals and equipment
 - 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
 - methods for completing basic regulatory and company documentation
 - 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, PPE, cleaning solutions, vehicle security elastic straps and nets.
- 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>