



Australian Government

CPPCLO3013 Clean window coverings

Release: 2

CPPCLO3013 Clean window coverings

Modification History

Release	Comment
Release 1	Replaces superseded equivalent CPPCLO3013A Clean window coverings. This version first released with CPP Property Services Training Package Version 4.
Release 2	Minor update to typo in the Knowledge Evidence, replace 'distilling' with 'diluting'. This version released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to assess the condition of blinds, curtains, screens and associated fixtures, and select required equipment, chemicals and methods to remove dirt and grime from a range of window coverings.

The unit supports cleaners who work alone or in teams. It applies to a range of window coverings, including blinds, curtains and screens in commercial and residential work sites.

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Cleaning operations

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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| <p>1. Plan and prepare to clean window coverings.</p> | <p>1.1. Work instructions are obtained and window coverings and fixtures to be cleaned are assessed for type, fixture method and scope of cleaning required.</p> <p>1.2. Work site <i>hazards</i> are assessed and risks controlled</p> |
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- according to company, legislative, and **health and safety requirements**.
- 1.3. **Soil type** is identified by observation and required cleaning chemicals are selected and prepared.
 - 1.4. **Equipment** is selected according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.
 - 1.5. **Personal protective equipment** (PPE) is sourced according to manufacturer specifications, and health and safety, and company requirements.
 - 1.6. Signs and barricades are selected and installed according to health and safety, and company requirements.
 - 1.7. Locations of washing and drying sites are selected according to health and safety, and legislative requirements.
 - 1.8. Pre-existing damage is identified and reported according to company requirements.
2. Clean and refit window coverings.
 - 2.1. Window coverings and fixtures are removed according to health and safety and company requirements and loose fittings are tagged to ensure correct refit.
 - 2.2. Window coverings are sorted according to washing method and company requirements.
 - 2.3. Window coverings are washed, rinsed, and excess water is removed using equipment, chemicals and **cleaning techniques**, and according to health and safety requirements.
 - 2.4. Window coverings are dried, checked and spot cleaned according to company requirements.
 - 2.5. Window coverings are refitted and checked to be in working order according to manufacturer specifications.
3. Tidy work site.
 - 3.1. Wash area is cleaned according to company requirements.
 - 3.2. Collected soil and waste are disposed of according to client and company specifications, and legislative, environmental, and health and safety requirements.
 - 3.3. Signs and barricades are removed according to health

and safety, and legislative requirements.

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| 4. Clean and safety check equipment, and store equipment and chemicals. | 4.1. Equipment and PPE are cleaned, safety checked and stored according to manufacturer specifications and environmental, health and safety, and company requirements. |
| | 4.2. Unused chemicals are stored or disposed of according to manufacturer specifications, and health and safety and company requirements. |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	dilute and mix chemicals required for cleaning tasks using whole numbers and routine fractions.
Oral communication skills to:	communicate clearly and concisely when requesting advice or further information and responding to client questions.
Reading skills to:	- interpret simple, structured manufacturer instructions when using equipment and preparing chemicals - interpret directions and safety instructions, including: - equipment operating manuals - product labels - safety data sheets (SDS).
Writing skills to:	document and report faults in equipment to manufacturer and other personnel.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

- Hazards*** that must be assessed include:
- biological and environmental contaminants
 - chemical exposure via absorption, ingestion and inhalation
 - chemical reactivity

Health and safety requirements must include:

- dust and fibre particulates
- electrical
- environmental allergens
- explosions
- fatigue
- fire
- manual handling
- noise
- poor ventilation
- slips, trips and falls
- syringes and sharps
- working in confined spaces.
- access to communication devices when working alone
- compliance with Safe Work Australia regulations and guidelines
- electrical equipment test and tag compliance
- emergency response procedures
- environmental controls
- hazard signs and barricades
- health and safety induction and refresher training
- manual handling techniques
- processes for safely dispensing chemicals
- risk assessment procedures, including:
 - hazardous chemicals register
 - hierarchy of control
 - job safety analyses (JSA) for low-risk situations
 - safe work method statements (SWMS) for high-risk situations
 - incident reporting
- SDS
- selection and use of required PPE
- storage and maintenance of equipment according to manufacturer specifications
- use of first aid according to SDS information.

Soil types must include at least three of the following:

- adhered soil
- cobwebs
- dust
- mould or mildew
- nicotine stains
- oil
- paint
- road grime.

Equipment must include at least two of the following:

- access equipment
- brushes
- chamois
- cleaning cloths
- garbage bins
- hoses
- hot air dryers
- microfibre products
- pressure-washing equipment
- scourers
- soft brooms
- water extraction machines.

Personal protective equipment must include at least two of the following:

- gloves
- eye protection
- safety shoes
- sun protection
- wet-work clothing.

Cleaning techniques must include at least six of the following:

- air blowing
- dusting
- low-water cleaning methods, such as using microfibre cleaning products
- pressure washing
- rinsing
- scrubbing
- spot cleaning
- water extraction
- wiping.

Unit Mapping Information

CPPCLO3013A Clean window coverings

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CPPCLO3013 Clean window coverings

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Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also clean one fixed awning and:

- two of the following blinds:
 - holland blinds
 - roman blinds
 - venetian blinds
 - vertical blinds
- two of the following curtains:
 - lined curtains
 - unlined curtains
 - pelmet systems
- two of the following screens:
 - flywire screens
 - securing screens
 - shutter screens.

In doing the above work, the person must select and prepare required cleaning chemicals to clean each window covering. By the end of the whole task, the person must have removed three of the following soil types:

- adhered soil
- cobwebs
- dust

- mould and mildew
- nicotine stains
- oil
- paint
- road grime.

In doing the above work, the person must demonstrate six of the following cleaning techniques:

- air blowing
- dusting
- low-water cleaning methods, such as using microfibre cleaning products
- pressure washing
- rinsing
- scrubbing
- spot cleaning
- water extraction
- wiping.

During the above work, the person must also:

- identify type and characteristics of window coverings and fixtures
- select and prepare cleaning equipment, including personal protective equipment (PPE)
- select and apply safe and efficient cleaning methods
- remove, clean and refit window coverings according to specified requirements.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- environmental requirements relating to the use of chemicals and cleaning equipment when cleaning window coverings, including:
 - clean-up, containment and isolation procedures
 - low-energy cleaning methods
 - low environmental impact chemicals
 - low-moisture cleaning methods
 - low water-use equipment and water-efficient cleaning methods
 - non-chemical cleaning methods
- types of different window covering surfaces and their suitability for either wet or dry cleaning
- range of techniques and methods to clean window coverings, including:
 - basic wash-down
 - full immersion wash

- spot cleaning
- cleaning chemicals and equipment suitable for cleaning window coverings, and their application for different window covering surfaces
- cleaning techniques for safely removing different soil types from different window coverings
- key requirements of legislation, regulations, codes of practice and industry advisory standards relating to cleaning window coverings
- processes for safely handling and disposing of waste, including:
 - chemicals past their expiry date
 - obsolete equipment
 - packaging
 - used containers
 - used or contaminated PPE
 - used or unused chemicals
- safe handling techniques for working with hazardous chemicals, including:
 - emergency chemical spill control measures
 - routes of entry and potential symptoms of exposure to chemicals
 - safe methods for diluting chemicals
 - working according to safety data sheets (SDS)
- types of window coverings and fixtures, their characteristics and methods of operation.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - as listed in the range of conditions
 - PPE as listed in the range of conditions
- materials:
 - acid cleaners
 - alkaline cleaners
 - low environmental impact chemicals
 - neutral cleaners
 - solvent cleaners
- specifications:
 - equipment operating manuals
 - product labels
 - SDS
- physical conditions:
 - work site or venue with a range of window covering types listed in the performance evidence
- relationships with team members and supervisor:

- work may be conducted alone or as part of a team.

Timeframe:

- as specified by the task.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

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