



Australian Government

CPPCLO3035 Maintain cleaning storage areas

Release: 2

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Modification History

Release	Comment
Release 1	Replaces superseded equivalent CPPCLO2035A Maintain cleaning storage areas. 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 maintain cleaning consumable storage areas to ensure they are accessible to authorised personnel only, that their contents are safely stored, and that equipment is maintained in serviceable condition. It requires the ability to maintain and operate a safe and efficient cleaning storage area following established procedures for storing and using chemicals according to legislative and health and safety requirements. The unit includes the movement and control of equipment, chemicals and consumables used in the provision of cleaning services.

The unit supports cleaners who work alone or in teams. It applies to storage areas in a range of commercial and residential work sites, including cleaners' rooms at a client work site, chemical cupboards, equipment storage bays, and in-built vehicular storage arrangements to keep consumables and equipment secure during transportation.

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.

1. Ensure safety and security of cleaning storage area and its contents.
 - 1.1. **Storage area** is secured from unauthorised access according to legislative, company, and **health and safety requirements**.
 - 1.2. **Hazards** in storage area are assessed and risks controlled according to legislative, company, and health and safety requirements.
 - 1.3. Safety warning charts and labels are prominently displayed and **safety information** is made accessible according to legislative, company, and health and safety requirements.
 - 1.4. **Equipment** is stored, maintained and checked to enable ready access and re-use according to manufacturer specifications and legislative, company, and health and safety requirements.
 - 1.5. **Cleaning chemicals** and **consumables** are stored according to manufacturer specifications and legislative, company, and health and safety requirements.
 - 1.6. **Personal protective equipment** (PPE) is cleaned, safety checked and stored, and maintenance requirements are recorded, according to manufacturer specifications, and health and safety and company requirements.
 - 1.7. Communication tools are stored and used according to company requirements.
 - 1.8. Storage area is kept accessible and free of obstacles according to practical restrictions of site or vehicle, and health and safety and company requirements.
2. Control equipment, chemical and consumable stock.
 - 2.1. Inventory system of equipment, PPE, chemicals and consumables with maximum and minimum holding levels is maintained according to company requirements.
 - 2.2. Usage patterns are monitored and chemicals and consumables are re-ordered to maintain required levels according to company requirements.
 - 2.3. Labelling system of containers is maintained according to manufacturer specifications and legislative, company, and health and safety requirements.
 - 2.4. Chemicals and consumables are issued on a first-in first-out basis according to company requirements.

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| 3. Handle waste. | 3.1. Collected soil and waste are disposed of according to client and company specifications, and legislative, environmental, and health and safety requirements.

3.2. Obsolete equipment and chemicals are identified, collected and disposed of according to manufacturer specifications, and environmental, legislative, company, and health and safety requirements. |
| 4. Respond to emergency situations. | 4.1. Spillages and emergency situations are responded to in line with emergency response procedures and according to environmental, legislative, company, and health and safety requirements.

4.2. Required documentation is completed following an emergency situation and submitted according to environmental, legislative, company, and health and safety 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
Learning skills to:	identify and access a range of resources to assist in maintaining security and safety of cleaning storage area.
Numeracy skills to:	calculate current and required levels of stock.
Oral communication skills to:	ask questions to clarify job requirements.
Reading skills to:	- interpret simple, structured manufacturer instructions when using equipment and chemicals - interpret directions and safety instructions, including: - equipment operating manuals - product labels - safety data sheets (SDS).
Writing skills to:	- report faults in equipment to manufacturer and other personnel - use legible handwriting when recording stock levels and completing incident reports.
Teamwork skills to:	work collaboratively with others accessing and using the same storage area.

Initiative and enterprise skills to:

- proactively report the need for additional products or equipment.

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.

Storage area must include at least one of the following:

- cleaners' room located at client work site
- in-vehicular cleaning storage facility.

Health and safety requirements must include:

- 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.

Hazards that must be assessed include:

- biological and environmental contaminants
- chemical exposure via absorption, ingestion and inhalation
- chemical reactivity
- 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.

Safety information must include:

- chemical co-location, separation and segregation arrangements
- chemical manifests
- chemical registers
- company policies and procedures relating to workplace safety
- equipment operation manuals
- manufacturer specifications
- product labels
- SDS.

Equipment must include at least five of the following:

- access equipment, such as ladders
- bins
- brooms
- buckets
- buffers
- cleaning trolleys
- cloths
- cobwebbers
- doodle bag holders
- drop sheets
- drying equipment
- dustpans and brushes
- dusters
- extension poles
- extraction units
- wands
- hoses
- microfibre products
- mops
- polishers
- pressure-washing equipment and attachments
- scouring pads
- scrapers
- scrubbers
- sponges

- spray bottles
 - squeegees
 - steam cleaners
 - sweepers
 - vacuum cleaners and attachments
 - window cleaning equipment
 - work site communication devices.
- Cleaning chemicals*** must include at least one of the following:
- acid cleaners
 - alkaline cleaners
 - low environmental impact chemicals
 - neutral cleaners
 - solvent cleaners.
- Consumables*** must include at least two of the following:
- air fresheners
 - hand towels
 - liner bags
 - soap
 - toilet paper.
- Personal protective equipment*** must include at least two of the following:
- disposable respirators
 - eye protection
 - gloves
 - protective clothing
 - safety shoes.

Unit Mapping Information

CPPCLO2035A Maintain cleaning storage areas

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 CPPCLO3035 Maintain cleaning storage areas

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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 maintain one of the following cleaning storage areas:

- cleaners' room located at client work site
- in-vehicular cleaning storage facility used to transport cleaning equipment from site to site.

In doing the above work, the person must:

- maintain cleaning storage area and stock levels, ensuring correct storage of equipment, chemicals and consumables required for work site and client requirements
- maintain the security and accessibility of storage area
- maintain accurate labelling of chemicals
- maintain legible stock control records and documentation
- access each of the following documentation:
 - accident and incident reporting documentation
 - job sheets
 - health and safety control procedures, forms and documentation
 - safety data sheets (SDS).

In doing the above work, the person must also implement correct emergency response procedures in the event of a chemical spillage on site or inside the cleaning storage area, including:

- undertaking correct clean-up procedures, including erecting required signs and barricades

- accurately and legibly completing required incident reporting documentation.

Knowledge Evidence

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

- application and operation of on-site communication tools, including:
 - mobile telephones
 - noticeboards
 - two-way radios
 - whiteboards
- documentation requirements in the event of an incident or accident
- environmental requirements relating to maintaining cleaning storage areas, including:
 - clean-up, containment and isolation procedures
 - environmental protection agency requirements relating to maintaining cleaning storage areas
 - use of low-energy cleaning methods
 - use of low-moisture cleaning methods
 - use of low water-use equipment and water-efficient cleaning methods
 - use of non-chemical cleaning methods
- key requirements of legislation, regulations, codes of practice and industry advisory standards relating to maintaining cleaning storage areas, including:
 - health and safety legislation
 - industry advisory standards and codes, such as dangerous goods codes
- 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 SDS
- procedures for safe treatment and handling of the following waste:
 - chemicals past their expiry date
 - obsolete equipment
 - packaging
 - used containers
 - used or contaminated personal protective equipment (PPE)
 - used or unused chemicals
- processes for inventory and stock control and ordering replenishment stock
- manufacturer specifications for equipment and chemicals being used.

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:
 - cleaning chemicals as listed in the range of conditions
 - consumables as listed in the range of conditions
- contingencies:
 - handling of chemicals that are past expiry
 - disposal of contaminated PPE and materials
 - handling of emergency situations
- specifications:
 - equipment operating manuals
 - product labels
 - SDS
- physical conditions:
 - access to commercial or residential cleaning site with suitable cleaning storage area
- 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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