



**Australian Government**

# **CPPCLO4003 Manage cleaning equipment maintenance and supply**

**Release: 1**

# CPPCLO4003 Manage cleaning equipment maintenance and supply

## Modification History

Release 1.

New unit of competency.

This version first released with CPP Property Services Training Package Version 4.

## Application

This unit of competency specifies the outcomes required to ensure that equipment used by a cleaning team is inspected, serviced and maintained regularly, is fit for purpose, and is replaced when required. The equipment involved includes items such as high pressure hoses, high-reach safety ladders, steam cleaners, vacuum cleaners, buffers, scrubbers and sweepers.

The unit involves conducting regular audits and developing and monitoring maintenance schedules.

The unit supports those who supervise cleaning teams and take responsibility for the quality of cleaning at a particular work site. It applies in a range of 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.

- |                                                         |                                                                                                                                                       |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Initiate equipment audit and maintenance procedures. | 1.1. Initial <b><i>equipment</i></b> audit is conducted and number, type, age and condition of work site cleaning equipment are identified and noted. |
|                                                         | 1.2. <b><i>Maintenance requirements</i></b> and service providers for different types of equipment are determined from                                |

- manufacturer recommendations and company procedures.
- 1.3. Maintenance schedules and checklists for work site equipment are developed and confirmed with cleaning team, service providers and required company personnel.
  - 1.4. Work site equipment audit schedule is developed and confirmed with required company personnel.
2. Manage equipment faults.
- 2.1. Company procedures for equipment fault reporting are confirmed and explained to cleaning team members.
  - 2.2. Equipment fault reports are followed up promptly and substitute equipment is provided to cleaning team, or alternative cleaning methods are explained and demonstrated as required.
  - 2.3. Service providers are notified of equipment faults, and repair or replacement strategies are negotiated, actioned and recorded.
  - 2.4. Repaired or replacement equipment is examined and operation is checked according to company procedures before releasing to cleaning team for use.
3. Monitor equipment maintenance.
- 3.1. Maintenance activities to be conducted by cleaning staff are explained and demonstrated, and observed and checked periodically.
  - 3.2. Regular maintenance checklists completed by cleaning team are monitored.
  - 3.3. Maintenance conducted by service providers, including electrical tag and testing services, is monitored to ensure scheduled checks are completed.
  - 3.4. Maintenance records and reports from service providers are reviewed and processed according to workplace procedures.
4. Audit and manage work site equipment.
- 4.1. Number, type, age and condition of work site cleaning equipment are assessed and compared to initial or previous audit and noted.
  - 4.2. Equipment requiring replacement is noted and suitable alternatives are researched and discussed with cleaning team and required company personnel.

- 4.3. Replacement equipment is selected and obtained according to company procedures.
- 4.4. Industry information is reviewed regularly and new types of equipment suitable for workplace cleaning activities are noted for future reference.

## 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:           | <ul style="list-style-type: none"> <li>• apply knowledge of cleaning equipment operation, common faults and required repairs to assess condition of equipment and effectiveness of maintenance, service and repair work</li> <li>• locate and use reliable sources for information about advances in equipment technology and performance.</li> </ul> |
| Numeracy skills to:           | <ul style="list-style-type: none"> <li>• interpret numerical data in manufacturer information to identify types and regularity of maintenance requirements for different equipment.</li> </ul>                                                                                                                                                        |
| Oral communication skills to: | <ul style="list-style-type: none"> <li>• explain fault reporting requirements and maintenance activities in language suitable for cleaning team members</li> <li>• negotiate services to be provided by equipment repair and service providers using technical language.</li> </ul>                                                                   |
| Reading skills to:            | <ul style="list-style-type: none"> <li>• interpret technical details of manufacturer recommendations for regular maintenance, service and repair of equipment.</li> </ul>                                                                                                                                                                             |
| Writing skills to:            | <ul style="list-style-type: none"> <li>• complete equipment audit documentation according to company requirements</li> <li>• develop equipment maintenance schedules and checklists in suitable formats for use by cleaning team.</li> </ul>                                                                                                          |

## 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.

***Equipment*** must include at least five of

- high pressure hoses
- high-reach safety ladders

the following:

- steam cleaners
- vacuum cleaners
- buffers
- scrubbers
- sweepers.
- daily, weekly and monthly operator maintenance tasks, including keeping equipment and attachments clean
- electronic tagging and testing
- periodic maintenance and servicing to be provided by manufacturer-approved service providers
- inspecting for damage
- cleaning filters and parts
- replacing consumables
- charging batteries.

**Maintenance requirements** must include:

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>