



Australian Government

Assessment Requirements for CPPCLO4022 Schedule and monitor cleaning tasks

Release: 1

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Modification History

Release 1.

Revised unit of competency replacing superseded equivalent CPPCLO4022A Organise and monitor cleaning operations.

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

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:

- schedule and monitor cleaning staff for cleaning operations in one of the following types of premises:
 - wet areas
 - food service areas
 - general office areas
 - public areas
- clarify details of the cleaning work requirements for the above premises, including:
 - timing of access to work site and specific access and egress points
 - completion times and dates
 - details of different cleaning tasks
 - dress and presentation requirements
 - need for cleaners to communicate while on site with client or members of the public
 - required use of signs and barricades
 - work site contact persons.

In doing the above work, the person must:

- analyse work order and assess resource requirements
- comply with company requirements relating to staff scheduling, including award or enterprise agreements
- develop work schedules for cleaning tasks, ensuring that scheduling and resourcing meet client and company requirements
- implement effective system for monitoring the completion of cleaning work order
- identify and supply equipment, personal protective equipment (PPE), chemicals and consumables to work team.

Knowledge Evidence

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

- company processes and procedures, including those relating to:
 - biological and viral control
 - emergency response and evacuation procedures
 - environmental protection procedures
 - identifying hazards and controlling risks
 - injury, dangerous occurrence and incident reporting
 - work health and safety (WHS) procedures
- key requirements of legislation, regulations, codes of practice and industry advisory standards relating to scheduling cleaning staff, including award or enterprise agreements
- mathematical methods required to calculate resource requirements specific to work order
- product knowledge, including:
 - chemicals and their uses
 - cleaning equipment and its uses
 - surfaces and effective and compatible cleaning methods
- types of restrictions that may affect volume of work and procedures for addressing contingencies that arise, including assessment of:
 - amount of cleaning anticipated
 - client activities at the work site during scheduled cleaning times
 - team member level of literacy and communication skills
 - faulty or unsuitable equipment
 - site accessibility
 - site hazards
 - skills of work unit or team
 - staffing resources
 - time limitations
- routes of entry and potential symptoms of exposure to chemicals
- safe work practices for using:
 - chemicals
 - equipment, including PPE
- work order specifications.

Assessment Conditions

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

- materials:
 - client work order, instructions or service level agreement
 - scheduling and rostering documentation
- physical:

- cleaning work sites as listed in the performance evidence
- relationships with team members and supervisor:
 - supervisory responsibility for a small team
- relationship with client:
 - client contact required.

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.

Links

Companion Volume implementation guides are found in VETNet -

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