



**Australian Government**

# **CPPCLO4024 Manage the supply of cleaning stores to the work site**

**Release: 1**

# CPPCLO4024 Manage the supply of cleaning stores to the work site

## Modification History

Release 1.

Revised unit of competency replacing superseded equivalent CPPCLO4024A Control the supply of resources to the work site.

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

## Application

This unit of competency specifies the outcomes required to manage the supply of cleaning equipment, chemicals and consumables used when providing cleaning services at a work site. Supply is based on sound understanding of available cleaning methods, the equipment and chemicals used for each method, and demand estimates. The unit covers updating information on products and equipment and amending orders to improve cost-effectiveness.

The unit supports supervisory staff responsible for selecting and ensuring the continuous availability of cleaning supplies at a work site. It applies in a range of commercial and residential work sites.

No licensing, legislative, regulatory or certification requirements apply to this unit 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. Identify and order required supplies. | 1.1. <b><i>Work site areas</i></b> to be cleaned are assessed, cleaning methods to be applied are confirmed according to company requirements, and issues are clarified.                   |
|                                          | 1.2. Types of required <b><i>equipment, personal protective equipment (PPE), cleaning chemicals and consumables</i></b> are determined according to client, company and <b><i>work</i></b> |

***health and safety requirements.***

- |    |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | 1.3.                                                                      | Suitability of different options for the supply of equipment, PPE, chemicals and consumables is assessed and items are selected to meet cleaning requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|    | 1.4                                                                       | Quantities of equipment, PPE, chemicals and consumables are estimated and ordered to meet anticipated demand, based on cleaning and health and safety requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2. | Control and maintain stocks of equipment, PPE, chemicals and consumables. | <p>2.1. Stock control system for equipment, PPE, chemicals and consumables is implemented and operated according to health and safety and company requirements.</p> <p>2.2. Equipment, PPE, chemicals and consumables are acquired according to company requirements.</p> <p>2.3. Usage patterns are monitored and equipment, PPE, chemicals and consumables are re-ordered according to manufacturer specifications and legislative, health and safety, and company requirements.</p> <p>2.4. Stock records and chemical register are maintained according to legislative, health and safety, and company requirements.</p> |
| 3. | Review effectiveness of equipment, PPE, chemicals and consumables.        | <p>3.1. Effectiveness and efficiency of equipment, PPE, chemicals and consumables are reviewed according to company requirements.</p> <p>3.2. Industry information is reviewed and new products are assessed in comparison with existing selections of supplies.</p> <p>3.3. Recommendations for future purchases of equipment, PPE, chemicals and consumables are recorded and discussed with required personnel according to company requirements.</p>                                                                                                                                                                     |

**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:
- apply prior knowledge of cleaning tasks and methods to assess equipment, chemicals and consumables required
  - identify and access reliable sources of industry information about new products.
- Numeracy skills to:
- manage stock control systems
  - estimate turnover of supplies.
- Oral communication skills to:
- confirm details of cleaning tasks required and methods to be used
  - question suppliers and manufacturers about new product performance using technical language.
- Reading skills to:
- interpret safety data sheets (SDS) for cleaning chemicals and ensuring availability of required PPE
  - ensure correct supplies for splashes or spillage are available at work site
  - interpret equipment operating manuals.
- Writing skills to:
- maintain stock control documentation
  - prepare notes on cost-effectiveness, characteristics and performance of new products.
- Planning and organising skills to:
- implement stock control system efficiently, and on a first-in first-out basis for chemicals, to minimise waste.

## 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.

- Work site areas*** must include:
- wet areas
  - food service areas
  - general office areas
  - public areas.

- Equipment*** must include at least three of the following:
- brooms
  - buckets
  - cleaning trolleys
  - cloths
  - cobwebbers
  - dustpans and brushes
  - dusters
  - extension poles
  - mops
  - scouring pads

- scrapers
  - scrubbers
  - site communication devices
  - spray bottles
  - squeegees
  - vacuum cleaners and attachments
  - window cleaning equipment.
- Personal protective equipment** must include at least two of the following:
- ear muffs and plugs
  - gloves
  - eye protection
  - high visibility vests and clothing
  - protective clothing
  - disposable respirators
  - safety shoes
  - splash-proof face masks
  - sun protection
  - tongs
  - wet-work clothing.
- Cleaning chemicals** must include at least two of the following:
- acid cleaners
  - alkaline cleaners
  - low environmental impact chemicals
  - neutral cleaners
  - solvent cleaners.
- Consumables** must include at least one of the following:
- air freshener
  - hand towels
  - liner bags
  - soap
  - toilet paper.
- Work 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:
    - 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.

## Unit Mapping Information

CPPCLO4024A Control the supply of resources to the work site

## 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 CPPCLO4024 Manage the supply of cleaning stores to the work site

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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:

- assess the requirements for equipment, personal protective equipment (PPE), chemicals and consumables for one work site over a two-week period
- in doing the above work:
  - select suitable supplies for the cleaning methods used
  - estimate volume of supplies required over the timeframe and ensure a continuous supply of suitable supplies to the work site
  - implement and maintain effective stores and ordering systems
  - review effectiveness of current products.

## Knowledge Evidence

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

- cleaning tasks, methods and supplies required, including:
  - cleaning chemicals and their uses
  - cleaning equipment, including PPE and its uses
  - methods for assessing effectiveness of cleaning products
  - sources of information for updating knowledge
  - surfaces to be cleaned and compatible cleaning methods
- company requirements relating to managing the supply of cleaning stores to the work site, including:
  - client communication and confidentiality procedures and service standards
  - environmental protection procedures
  - quality and continuous improvement processes and standards
  - records and information systems and processes
  - stock purchasing processes and procedures
- work health and safety (WHS) policies and procedures, including:

- emergency procedures
- injury, dangerous occurrence and incident reporting
- risk assessment and hazard control
- routes of entry and potential symptoms of exposure to chemicals
- safe operating practices and procedures
- safe work method statements
- manufacturer specifications relating to supplies, including:
  - equipment operating manuals
  - instructional guides
  - product labels
  - safety data sheets (SDS)
  - safety instructions pre-printed on equipment
- mathematical methods for estimating resources
- regulatory compliance requirements in relation to managing the supply of cleaning stores to the work site, including:
  - AS 2508 Safe storage and handling information card for hazardous material
  - key requirements of legislation and regulations relating to managing work site cleaning stores, including:
    - chemical controls
    - chemical registers and manifests
    - consumer protection
    - energy conservation
    - environmental protection
    - industrial equipment certificates of competency or licences
    - health and safety legislation and regulations
    - privacy
    - public health
    - water conservation
  - quality assurance and certification requirements
- stock control procedures and methods.

## Assessment Conditions

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

- equipment:
  - cleaning equipment and PPE required for a work site
- materials:
  - cleaning chemicals and consumables as listed in the range of conditions
  - company procedures for managing the supply of cleaning stores to the work site, including purchasing procedures
- specifications:

- AS 2508 Safe storage and handling information card for hazardous material
- manufacturer information relating to cleaning products
- physical conditions:
  - work site areas to be cleaned, as listed in the range of conditions
- relationships with team members and supervisor:
  - supervisory responsibility for a small 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.

## Links

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