



Australian Government

Department of Education, Employment and Workplace Relations

FDFSUG105A Manually clean and maintain housekeeping standards

Release: 1

FDFSUG105A Manually clean and maintain housekeeping standards

Modification History

New Unit based on *SUGCMCH1A Manually clean and maintain housekeeping standards*.

Unit Descriptor

This unit describes the outcomes required to carry out manual cleaning and housekeeping procedures where there is no requirement to use tools to dismantle equipment.

Application of the Unit

This unit has application in the sugar milling industry.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

There are no pre-requisite units for this competency standard.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare cleaning and sanitizing agents, tools and equipment for cleaning	1.1 Cleaning and sanitizing agents, equipment and services are prepared for use 1.2 Equipment is safe to clean
2 Manually clean equipment	2.1 Equipment is cleaned to meet requirements 2.2 Equipment is prepared for operation after cleaning 2.3 Cleaning data is recorded according to workplace recording requirements
3 Collect and dispose of waste	3.1 Waste is sorted and collected as required 3.2 Waste is recycled, transferred for rework or further treatment or disposal as required
4 Maintain housekeeping standards of the work area	4.1 The work area is inspected to any non-compliance with housekeeping standards 4.2 Equipment and the work area meet housekeeping standards

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills include:

Ability to:

- access and apply workplace information to identify cleaning requirements
- identify the cleaning and sanitizing agents used
- handle cleaning and sanitation agents safely including following correct handling and preparation procedures and use of appropriate protective clothing and equipment
- prepare cleaning and sanitizing agents as required
- prepare equipment for cleaning including rendering equipment safe to clean and clearing all materials, consumables and waste
- advise affected work areas of cleaning schedule and progress
- clean/sanitize equipment as required according to procedures
- return equipment to operating order
- maintain housekeeping standards
- contain spills and dispose of spilled material according to company procedure
- store cleaning agents and equipment as required
- record cleaning and sanitation data in required format

Required skills include:

Knowledge of:

- basic purpose of cleaning/sanitizing and housekeeping
- safe handling and storage of requirements of cleaning agents and equipment used
- purpose of protective clothing and equipment related to cleaning role
- action required in the event of an accident when handling cleaning chemicals
- methods used to render equipment safe to clean including lock-out, tag-out and isolation procedures where relevant
- housekeeping and cleaning standards and methods relevant to equipment and the work area
- procedures for preparing cleaning/sanitizing agents including consequences of mixing incorrectly and combining incompatible chemicals
- procedures for applying cleaning/sanitizing agents
- procedures for safe use of cleaning/sanitizing equipment and chemicals
- types of waste generated by both the production and the cleaning process and related collection, treatment and disposal requirements
- spill control procedures and recycling or disposal of spilled materials including environmental responsibilities covered by environmental legislation
- requirements to liaise/advise related work areas

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Requires the ability to: • Handle cleaning and sanitation agents safely • Advise affected work areas of cleaning schedule and progress • Clean/sanitize equipment as required.
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: • Cleaning schedule and related procedures, including OHS advice • Cleaning procedures including safe work procedures • Personal protective clothing and equipment • Material Safety Data Sheets as required • Cleaners, sanitisers and related equipment • Equipment to be cleaned • Waste collection and treatment/disposal procedures • Advice on environmental management issues relevant to work responsibilities • Housekeeping standards and procedures • Workplace information recording systems, requirements and procedures.
Method of assessment	Other units of competency relevant to the work role should be assessed in conjunction with this unit.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Policies and procedures	Work is carried out in accordance with company policies and procedures, licensing requirements, manufacturer's recommendations, legislative requirements, codes of practice and industrial awards and agreements.
Codes of Practice	Codes of practice include the Sugar Milling Operations Industry Code of Practice.
Workplace information	Workplace information can include: • Standard Operating Procedures (SOPs), • cleaning schedules and • Material Safety Data Sheets (MSDS).
Cleaning agents	Cleaning agents include: • cleaning and sanitizing chemicals.
Equipment	Equipment used to clean and sanitise depends on specific requirements and would normally include: • brooms, cloths, scrapers, brushes, mops, spray packs and hoses.
Teamwork	Work may require the ability to work within a team environment.
Services	Services depend on specific requirements. Examples include: • high-pressure water or steam.
Housekeeping standards	Housekeeping standards may be defined in housekeeping audit criteria.

Unit Sector(s)

Sugar Milling.