



Australian Government

SITHACS001 Clean premises and equipment

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to carry out general cleaning duties. It requires the ability to set up cleaning equipment and to safely clean premises and equipment using resources efficiently to reduce negative environmental impacts.

The unit applies to people responsible for general cleaning duties in any industry context. They work under supervision and usually as part of a team.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Accommodation Services

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select and set up equipment and materials.	1.1.Select appropriate equipment for cleaning task. 1.2.Check equipment is clean and in safe working condition according to manufacturer instructions prior to use. 1.3.Select and prepare required wet and dry cleaning agents or chemicals according to manufacturer recommendations and work health and safety procedures . 1.4.Select and use personal protective clothing where necessary.
2. Clean wet and dry areas and associated equipment.	2.1.Minimise potential customer inconvenience in scheduling and performing cleaning tasks.

- 2.2. Prepare wet and dry areas to be cleaned and identify hazards.
- 2.3. Barricade work areas or place warning signs as required.
- 2.4. Use cleaning agents or chemicals for specific areas, surfaces and equipment, according to manufacturer recommendations and work health and **organisational procedures**.
- 2.5. Use equipment safely and according to manufacturer instructions.
- 2.6. Reduce negative environmental impacts through efficient use of energy, water and other resources.
- 2.7. Sort general waste and safely dispose of waste and hazardous substances to minimise negative environmental impacts.
3. Maintain and store cleaning equipment and chemicals.
 - 3.1. Clean equipment after use according to organisational requirements and manufacturer instructions.
 - 3.2. Carry out or arrange **routine maintenance** of equipment.
 - 3.3. Identify and report equipment faults.
 - 3.4. Store equipment in designated area in a condition ready for re-use.
 - 3.5. Store chemicals according to workplace health and safety requirements.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• read and interpret organisational documents and diagrams in: • safety and waste disposal procedures • safety data sheets (SDS) and product instructions for cleaning agents and chemicals.
Writing skills to:	• complete orders to replace out of stock cleaning materials.
Numeracy skills to:	• follow simple dilution requirements for chemicals and cleaning products, and calculate ratios in order to make them up.
Learning skills to:	• locate key information in cleaning schedules and procedures manuals.
Planning and organising skills to:	• efficiently sequence the stages of cleaning premises.
Self-management skills to:	• manage own speed, timing and productivity • recognise a chemical accident and follow safety procedures to

contain it.

Range of Conditions

Specifies different 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.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Work health and safety procedures must include:

- information on hazardous substances and storage requirements
- use of safe manual-handling techniques
- SDS.

Organisational procedures must include:

- hygienic personal contact with food and food contact surfaces
- hygienic cleaning practices:
 - cleaning food contact surfaces with clean tea towels and cleaning cloths
 - preventing cross-contamination of bacteria from bathroom or bedroom areas to mini-bar or kitchen areas
- use of personal protective equipment.

Routine maintenance must include:

- dismantling and reassembling
- drying out
- emptying
- sanitising
- washing and rinsing
- wiping down and cleaning.

Unit Mapping Information

SITHACS101 Clean premises and equipment

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITHACS001 Clean premises and equipment

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- select and safely use cleaning agents and equipment to clean six different areas from the following, including both wet and dry areas:
 - balconies
 - bathrooms
 - bedrooms
 - function rooms
 - kitchens
 - lounge areas
 - public areas
 - storage areas
- complete above cleaning tasks to required standards while:
 - conserving resources in the cleaning process
 - disposing or recycling of waste
 - using correct manual-handling and cleaning techniques
 - using hygienic cleaning practices
 - completing tasks within commercially-realistic timeframes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- cleaning chemicals, equipment and procedures for wet and dry surfaces and materials:
 - wet:
 - toilets
 - basins
 - sinks
 - walls
 - dry:
 - carpet
 - laminate

- soft furnishings
 - woodwork
- safe operational practices using essential functions and features of equipment used to clean wet and dry areas
- role and use of safety data sheets (SDS)
- safe manual-handling techniques when:
 - carrying
 - lifting
 - pulling
 - pushing
- safe handling and disposal requirements for hazardous cleaning products
- hygiene procedures and requirements:
 - hygiene responsibilities of cleaning staff
 - hygiene hazards for cleaning
 - potential food contamination and transmission of airborne illnesses
 - cleaning practices that minimise hygiene risks
- ways of minimising negative environmental impacts in the cleaning process:
 - resource conservation – energy and water
 - waste disposal
- standards for presentation of premises and organisational procedures to achieve them.

Assessment Conditions

Skills must be demonstrated in an operational commercial environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- fixtures:
 - chairs
 - desks
 - lamps and light fittings
 - mini-bar or refrigerator
 - shower, bath or spa
 - soft furnishings
 - telephone
 - television
 - toilet
 - vanity unit and hand basin
 - wall mirrors

- small equipment:
 - bed linen and pillows
 - crockery
 - cutlery
 - electric kettles or jugs
 - fire extinguishers
 - glassware
 - radio or alarm clock
 - tea and coffee making facilities
 - towels and bathrobes
 - waste paper bin and liners
- cleaning equipment:
 - electrically operated equipment:
 - polishers
 - scrubbers
 - vacuum cleaners
 - garbage receptacles
 - manual equipment:
 - brushes
 - buckets
 - dusters
 - mops
 - pans
 - tea towels
 - toilet brushes
 - range of cloths:
 - dry
 - dusting
 - lint-free
 - polishing
 - wet
- cleaning agents and chemicals for hard and soft surfaces:
 - acid-based products
 - agents for specialised surfaces:
 - glass
 - wood
 - cream cleansers
 - deodorisers
 - disinfectants
 - laundry detergent

- multi-surface cleaners
- sanitisers
- spot cleaning agents
- pesticides
- personal protective clothing:
 - aprons
 - breathing apparatus
 - gloves
 - goggles and masks
 - headwear
 - jackets
 - overalls
 - waterproof clothing and footwear
- wet and dry areas to be cleaned, that include a range of different hard and soft surfaces
- organisational specifications:
 - equipment manufacturer instructions
 - product manufacturer instructions
 - procedures for cleaning premises and equipment
 - standards for presentation of premises.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

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