

ASTC205 (SQA Unit Code - F4PL 04)

Clean and maintain internal surfaces and areas



Overview

This unit is about working efficiently in a routine, low risk working environment and describes the processes and procedures to be followed, applicable to the workplace.

It covers assessing the area to see what work has to be done, selecting the most appropriate equipment for the job and dealing with spillages and accidents.

When carrying out your work it is important to conduct cleaning tasks in the most efficient order to prevent dirtying other areas, including those you have just cleaned. When you have finished cleaning it is important that the work area meets workplace requirements.

This unit consists of two elements:

1. Prepare for cleaning
2. Carry out your cleaning duties

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Performance criteria

You must be able to:

Prepare for cleaning

- P1 follow the instructions and procedures for entering and leaving your workplace
- P2 ensure your levels of personal hygiene meet workplace requirements and are maintained throughout the cleaning process
- P3 inspect the area for the cleaning needed, taking into account the different surfaces within it
- P4 ensure that the right people know when cleaning is taking place and when the area will be free for use again
- P5 follow the correct procedures to deal with any lost property or unattended items
- P6 for each cleaning task, choose the appropriate equipment and materials taking into account factors such as manufacturer's instructions, risk, efficiency, access, time, surface and type of soiling
- P7 if the appropriate equipment and materials are not available, select suitable alternatives or inform the appropriate person
- P8 wear the personal protective equipment required for the cleaning method and materials being used
- P9 plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces
- P10 ensure that all surfaces to be cleaned are accessible and can be reached to perform adequate cleaning
- P11 ensure that there is adequate ventilation for the work being carried out

Carry out your cleaning duties

You must be able to:

- P12 before beginning your work remove loose dirt, debris and detritus
- P13 use the correct cleaning method for the work area, type of soiling and surface
- P14 clean in a sequence so as to avoid re-soiling clean areas and surfaces
- P15 take steps not to disturb or cause nuisance to others when cleaning
- P16 avoid causing obstructions to access with cleaning equipment and power leads
- P17 place warning signs so that no-one may come into your work area without being warned
- P18 adapt your cleaning method according to the available equipment, materials and any problems you have identified
- P19 report to the appropriate person any difficulties in carrying out your work
- P20 deal efficiently with spillages, using the equipment, materials and method appropriate to the surface and the type of spillage
- P21 identify and report to the appropriate person any additional cleaning required that is outside your responsibility or skill

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- P22 follow workplace procedures to deal with any accidental damage caused during the cleaning process
- P23 replenish any necessary supplies or consumables
- P24 ensure that, on completion of the work, the area is left clean and dry and meets requirements
- P25 return the equipment, materials and personal protective equipment you have used to the right places making sure they are clean, safe and securely stored
- P26 recognise when cleaning equipment and materials may need replacing and take action to organise extra resources

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Knowledge and understanding

You need to know and understand:

Prepare for cleaning

- K1 what permits and checks are required for you to work on the premises
- K2 the instructions and procedures for entering and leaving the workplace and why you should follow them
- K3 the levels of personal hygiene required by your workplace and why it is important to maintain them during your work
- K4 which cleaning tasks you are required to complete and have the skill and knowledge to perform
- K5 how factors such as manufacturer's instructions, risk, efficiency, access, time, surface and type of soiling can influence the cleaning method you use
- K6 how to inspect a work area to decide what cleaning it needs and the best way of carrying this out
- K7 the right personal protective equipment for the work area, equipment, materials and chemicals used
- K8 why it is important to wear personal protective equipment when required and why it is important for others to see you wearing it
- K9 your work schedules and why you should keep to them
- K10 the correct sequence for cleaning the work area
- K11 which methods and materials are most effective on the surface and soiling to be cleaned and what are the alternatives
- K12 why different equipment should be used for different cleaning tasks and the reasons for colour-coding
- K13 how to clean the surfaces without causing injury or damage

Carry out your cleaning duties

You need to know and understand:

- K14 the time allowed for completing the work
- K15 the results expected from each cleaning operation
- K16 the right techniques to use with chosen equipment and materials
- K17 the results of using wrong or unsuitable materials and/or not following the manufacturer's instructions
- K18 how to change your cleaning method to suit the soiling and surface and the different methods available
- K19 how to identify the signs of pest infestation and the right action to take to deal with it
- K20 cleaning methods and techniques that may cause nuisance to the public/client and how to avoid this (e.g. by changing the timing/sequence of cleaning operations)
- K21 why it is important to check the quality of your work as you go along
- K22 how to identify and deal with tasks that are outside your area of skill or responsibility

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K23 the procedures for dealing with and reporting accidental damage

K24 storage areas for the return of equipment and materials and why they should be kept clean, safe and secure

K25 the procedures for organising replacement and/or extra resources

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