

LANNAC3 - SQA Unit Code F8J4 04

Maintain the cleanliness of the working environment



Overview

This standard is designed to be applicable to those who undertake routine cleaning of the workplace and the materials and equipment that are used in the course of normal work.

The elements are:

1. Clean the work environment
2. Clean and maintain work equipment

Element 1 covers cleaning of the workplace which is a key factor in ensuring the health and safety of the people and animals within it. The cleanliness and appearance of the workplace is also a key factor in the organisation's image to customers and potential customers.

Element 2 covers the basic maintenance of equipment - that which manufacturers recommend as basic routine maintenance and which is carried out as part of a general cleaning and maintenance schedule. This standard does not refer to the maintenance of equipment and machinery of the sort that manufacturers and specialist contractors undertake on a contract basis

Performance criteria

You must be able to:

Clean the work environment

- P1 clean the **work environment** consistent with any agreed specifications and at time agreed by those concerned, causing least disruption
- P2 use the correct protective clothing, **cleaning equipment** and materials in accordance with manufacturers' guidelines in a manner which minimises risk to all individuals
- P3 dilute any **materials** correctly at an appropriate temperature and use them according to the manufacturers' instructions
- P4 leave working areas visibly free of dust, dirt and debris and in a state which is not likely to endanger the health and safety of others
- P5 return **cleaning equipment** and **materials** in good working order and condition to the appropriate storage area after use
- P6 dispose of waste in a safe manner and place
- P7 identify when **problems** arise during cleaning and take appropriate action
- P8 record information accurately, legibly and completely about any problems which arise during the cleaning and take the appropriate action

You must be able to:

Clean and maintain work equipment

- P9 carry out **cleaning** and maintenance of **equipment** according to agreed specifications and at a suitable time for those concerned, causing least disruption
- P10 comply with **cleaning** frequency that is consistent with organisational policy
- P11 select and use the protective clothing, tools and **materials** for **cleaning** in accordance with manufacturers' guidelines in a manner which minimises the risk to all individuals
- P12 report wear and tear accurately to the appropriate person as soon as possible
- P13 report to the appropriate person with minimum delay any **equipment** liable to cause injury
- P14 store **materials** and **equipment** safely and correctly after use

Knowledge and understanding

You need to know and understand:

Clean the work environment

- K1 what the potential hazards are in the work environment and the ways that they can be minimised
- K2 the materials and equipment that should be used for cleaning work areas and what protective clothing should be worn
- K3 the risks when using and storing cleaning materials and equipment, and the ways in which these risks can be minimised
- K4 the effects of not reporting problems found during cleaning activities
- K5 the cleaning materials used for particular fabrics, surfaces and equipment, the need to ensure their correct dilution and the possible effects of not doing so
- K6 why cleaning should minimise disruption to other staff and to animals
- K7 how and where waste should be disposed of, and what special precautions need to be taken regarding potentially hazardous waste (e.g. faeces, blood)
- K8 why it is important to leave the working environment clean and dry
- K9 the effect of legal and organisational policies and practices on cleaning (e.g. Control of Substances Hazardous to Health)
- K10 the contribution that good housekeeping practices have on customer relations and the image of the organisation

You need to know and understand:

Clean and maintain work equipment

- K11 which materials, equipment and cleaning methods should be used for cleaning the different types of equipment and what protective clothing should be worn
- K12 which equipment should be sterilised, when, why, and the potential risks if this is not done correctly
- K13 the frequency with which different items of equipment should be cleaned (such as which should be cleaned every time they are used, which should be cleaned daily and which less frequently)
- K14 the frequency with which different items of equipment should be maintained (such as which should be maintained every time they are used, which should be maintained every time they are cleaned)
- K15 how to recognise potentially hazardous equipment and the potential effects of not reporting it
- K16 the potential risks when using and storing cleaning materials and equipment and the ways in which these risks can be minimised
- K17 why cleaning agents should be correctly diluted and the possible effects of not doing this
- K18 the effect of legal and organisational policies and practices on cleaning (e.g. Control of Substances Hazardous to Health, Health and Safety at

Work Act)

Additional Information

Scope/range related to performance criteria

Clean the work environment

1. clean the following areas in the **work environment**:
 - 1.1. floors and walls
 - 1.2. work tables/benches
 - 1.3. washing and drying areas
 - 1.4. public areas
 - 1.5. animal accommodation
 - 1.6. staff facilities
2. use the following types of **cleaning equipment**:
 - 2.1. manual
 - 2.2. electrical
3. use the following **materials**:
 - 3.1. disinfectants
 - 3.2. cleaning agents
4. deal with the following **problems**:
 - 4.1. faulty equipment
 - 4.2. low levels of materials
 - 4.3. pests

Clean and maintain work equipment

5. clean and maintain the following work **equipment**:
 - 5.1. manual
 - 5.2. electrical
6. carry out the following **cleaning**:
 - 6.1. routine cleaning
 - 6.2. disinfection
7. select and use the following **materials**:
 - 7.1. cleaning agents
 - 7.2. disinfectants

LANNAC3 - SQA Unit Code F8J4 04

Maintain the cleanliness of the working environment

Developed by LANTRA

Version number 1

Date approved October 2008

Indicative review date October 2010

Validity Current

Status Original

Originating organisation LANTRA

Original URN NAC3

Relevant occupations Agriculture, Horticulture and Animal Care; Animal care and veterinary science; General

Suite Animal Care V2

Key words health, safety, schedule, appearance
