

## ASTC108 (SQA Unit Code - FM0N 04)

### Use and store equipment and cleaning agents in line with organisational procedures



---

#### Overview

This unit is about following manufacturer's instructions and organisational procedures for the safe use and storage of equipment and cleaning agents. It is also about ensuring that equipment is left in a condition where it is ready to be used, making appropriate selections of cleaning agents, using them correctly and disposing of them safely.

## ASTC108 (SQA Unit Code - FM0N 04)

### Use and store equipment and cleaning agents in line with organisational

---

#### Performance criteria

- You must be able to:*
- P1 select and wear the appropriate personal protective equipment (PPE)
  - P2 display any appropriate warning signs
  - P3 ensure the area is adequately ventilated for the equipment you are about to use
  - P4 check equipment is safe and free from faults when removing from storage
  - P5 report any faults with equipment to the appropriate person in line with your organisation's procedures
  - P6 use equipment in line with manufacturer's instructions and organisational procedure
  - P7 select appropriate cleaning agents for the area you are going to clean
  - P8 prepare and use cleaning agents in line with manufacturer's instructions and organisational procedures
  - P9 store cleaning agents securely and safely
  - P10 check stock levels and follow organisational procedures for reporting any shortages
  - P11 clean equipment and check for safety before returning it to the storage area
  - P12 ensure the storage area is clean before returning equipment to the store
  - P13 ensure that equipment and cleaning agents are stored appropriately and in line with health and safety rules and organisational procedures

## ASTC108 (SQA Unit Code - FM0N 04)

### Use and store equipment and cleaning agents in line with organisational

---

#### Knowledge and understanding

*You need to know and understand:*

- K1 why it is important to wear protective clothing when using equipment and cleaning agents
- K2 the warning signs which are appropriate for the use of different types of equipment
- K3 why it is important to ventilate the area
- K4 the location of the storage area and how to gain access
- K5 the location of the nearest water and electricity supplies to the storage area which can be used for cleaning and testing equipment
- K6 how to check equipment for faults
- K7 who to report faults with equipment to and the organisation's procedures for this
- K8 aspects of health and safety legislation which are relevant to the use of equipment and cleaning agents
- K9 how to clean equipment in line with manufacturer's instructions and your organisation's procedures
- K10 how to store equipment in line with health and safety requirements and your organisation's procedures
- K11 basic legal requirements relating to safe practices when using cleaning agents
- K12 the warning signs used on cleaning agent containers and what they mean
- K13 how to select appropriate cleaning agents for the full range of cleaning tasks you undertake in your area of responsibility
- K14 why it is dangerous to mix certain types of cleaning agents together
- K15 why it is important to follow manufacturer's instructions on cleaning agents
- K16 what might happen if you do not follow the relevant legal requirements for this sort of work
- K17 why work routines and sequences need to be followed
- K18 what preparations should be made to the work area before using cleaning agents
- K19 how cleaning agents should be stored and the reasons for this
- K20 your organisation's procedures for reporting shortages of cleaning agents
- K21 the types of problems that could occur when preparing and using cleaning agents and how to deal with these

## ASTC108 (SQA Unit Code - FM0N 04)

Use and store equipment and cleaning agents in line with organisational

<b>Developed by</b>	Asset Skills
<b>Version number</b>	1
<b>Date approved</b>	November 2009
<b>Indicative review date</b>	November 2011
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Asset Skills
<b>Original URN</b>	C108
<b>Relevant occupations</b>	Retail and commercial enterprise; Service enterprises; Elementary Occupations; Elementary Cleaning Occupations
<b>Suite</b>	Cleaning and Support Services 2009
<b>Key words</b>	instructions, organisational procedures, equipment, cleaning agents, disposing