

ASTICT1 - SQA Unit Code H54P 04

Prepare to carry out cleaning operations on information communication technology (ICT) equipment



Overview

This standard is about making preparations to clean ICT equipment. It includes confirming instructions for the work to be carried out and the state of the equipment to be cleaned. It is important to select the appropriate equipment for the cleaning to be undertaken and prepare the equipment properly.

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Performance criteria

Get and confirm instructions and specific details of ICT cleaning operations to be carried out

- You must be able to:*
- P1 have sufficient correct **details** about the cleaning operations that you are required to carry out
 - P2 have sufficient **instructions or specific information** that could affect cleaning operations
 - P3 have the **authority** to carry out the cleaning operations
 - P4 clarify any details, instructions or specific information that you do not understand

Collect equipment, tools and materials required

- You must be able to:*
- P5 have sufficient details about what **equipment, tools and materials** you might need
 - P6 confirm that equipment, tools and materials are available when you need them
 - P7 confirm that equipment is operating properly and is safe to use
 - P8 confirm that tools are safe to use
 - P9 confirm that you have sufficient materials
 - P10 confirm that all materials are stored according to suppliers' instructions and are still within use by date
 - P11 confirm that any **instructions** for use of equipment, tools or materials are up to date and provide the information you need where appropriate

Confirm the state of the ICT equipment and prepare it for cleaning

- You must be able to:*
- P12 make sure that the **equipment** is available for the duration of the cleaning operation
 - P13 confirm that all equipment is present and free from damage
 - P14 comply with the relevant health and safety guidelines and requirements whilst inspecting equipment
 - P15 make sure that the equipment is **safe** to clean

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Knowledge and understanding

You need to know and understand:

Get and confirm instructions and specific details of ICT cleaning operations to be carried out

- K1 what information, instruction and other information you might need to carry out cleaning operations
- K2 how to get more information when you need it
- K3 specific information about ICT equipment that could affect how you carry out cleaning operations
- K4 what authority is needed to carry out cleaning operations, why it is needed and from where to get this authority

Collect equipment, tools and materials required

You need to know and understand:

- K5 the types of equipment, tools and materials you need and from where to get them
- K6 where to get instructions on the proper operation of equipment, tools and materials when you need them
- K7 why it is important to confirm the proper operation of equipment
- K8 the safety requirements for using equipment, tools and materials, including the Health and Safety at Work Act (HASAW) and Control of Substances Hazardous to Health (COSHH) requirements

Confirm the state of the ICT equipment and prepare it for cleaning

You need to know and understand:

- K9 what action to take if the equipment is not available
- K10 who is responsible or available to make the equipment safe to clean and how to contact them
- K11 what procedures to follow if you are responsible for making the equipment safe to clean and why you must follow them
- K12 the current health and safety guidelines for cleaning ICT equipment
- K13 the procedure for recording missing or damaged items of equipment and why you must follow them

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Additional Information

Scope/range

Get and confirm instructions and specific details of ICT cleaning operations to be carried out

- 1 **details** of: location of equipment; type of equipment; access to and availability of equipment
- 2 **instructions or specific information** from: your client; your own organisation's procedures
- 3 **instructions or specific information** about: access; security; equipment availability
- 4 **authority** from: client; own organisation e.g. access to sensitive or restricted areas.

Collect equipment, tools and materials required

- 5 **equipment**: protective clothing; warning signs as required by client or own organisation's procedures
- 6 **tools**: hand **tools**; power **tools**; specialist **tools**
- 7 **materials**: cloths; disposable wipes and tissues; cotton buds; cleaning agents; cleaning solutions.
- 8 **instructions** from: the manufacturer; your own organisation; your client

Confirm the state of the ICT equipment and prepare it for cleaning

- 9 **equipment**: computers; printers, scanners; keyboards; mice; headsets; telephones; speakers; fax machines; photocopiers.
- 10 **safe** to clean: unplug from power source; all parts of the equipment are accessible.

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Relevant occupations Cleaning services; specialist cleaning;

Suite Specialist cleaning operations

Key words computers; printers, scanners; keyboards; mice; headsets; telephones; speakers; fax machines, photocopiers, safe to clean: unplug from power source, accessible.