

ASTICT2 - SQA Unit Code H54R 04

Carry out information communication technology (ICT) equipment cleaning operations



Overview

- 1 Carry out cleaning operations on ICT equipment
- 2 Store equipment and materials in the correct location
- 3 Remove and dispose of waste

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Performance criteria

Carry out cleaning operations on ICT equipment

You must be able to:

- P1 select the correct equipment, tools and materials for the **surface**, type of **dirt** and equipment to be cleaned
- P2 use the equipment, tools and materials following **instructions and** the correct **procedures**
- P3 carry out the cleaning process in line with instructions and the correct procedures
- P4 take prompt action to deal with any accidental damage to ICT equipment caused through cleaning processes
- P5 make sure that all surfaces are left dry and free of smears and dirt when you have finished

Store equipment and materials in the correct location

You must be able to:

- P6 make sure that sites of cleaning operations are clear of equipment, tools and materials that are not to be left at the site
- P7 make sure that the equipment and tools are not damaged or **unserviceable**
- P8 take the correct **action** to deal with unserviceable equipment
- P9 make the appropriate arrangements to maintain stocks of consumable materials
- P10 return the equipment, tools and materials to the correct storage location

Remove and Dispose of waste

You must be able to:

- P11 wear the correct **personal protective equipment** as required for the **waste** involved
- P12 make sure that sites of cleaning operations are clear of waste that is not to be left at the site
- P13 use the correct **containers** for disposable waste
- P14 handle and remove the waste safely and according to regulations, instructions and good practice
- P15 make sure that waste containers are taken safely to the allocated collection point and made secure where necessary

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Knowledge and understanding

You need to know and understand:

Carry out cleaning operations on ICT equipment

- K1 where to get the information on how to select the appropriate equipment, tools and materials
- K2 the processes you should use to clean ICT equipment
- K3 why it is important to follow the manufacturers' instructions when you use the equipment, tools and materials and understand the consequences of not doing so
- K4 what action to take if a cleaning operation cannot be completed
- K5 what action to take if any damage occurs during the cleaning process and why it is important to take this action

Store equipment and materials in the correct location

You need to know and understand:

- K6 what equipment, tools and materials you took and used on the site of the cleaning operation
- K7 what action to take if any of the equipment, tools and materials are damaged or unserviceable and why it is important to take this action
- K8 why it is important to maintain stocks of consumable materials, and at what level these stocks should be
- K9 **who to ask** to confirm the correct storage location for the equipment, tools and materials

Remove and Dispose of waste

You need to know and understand:

- K10 what personal protective equipment is required for the waste involved, where it can be obtained and why you should use it
- K11 the hazards associated with typical waste from cleaning operations
- K12 who to ask or where to find out what and where are the correct containers for the waste involved and why this is important
- K13 why it is important to handle and dispose of the waste safely according to regulations and instructions and where to access this information
- K14 where the allocated collection point for waste containers is
- K15 why waste containers should be made secure

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Additional Information

Scope/range

Carry out cleaning operations on ICT equipment

- 1 **surface** type: glass; plastics; rubber; metals; cloths; paints
- 2 type of **dirt**: dust; skin; hair; liquids; insects; food debris; residue from stick ons
- 3 **instructions and procedures** from: manufacturers your organisation; your clients

Store equipment and materials in the correct location

- 4 **unserviceable** because: does not operate properly; requires emptying, servicing or cleaning
- 5 **action**: report details of unserviceable equipment to the relevant person; take equipment to the relevant person; carry out emptying, servicing or cleaning where authorised
- 6 **who to ask**: management; members of your team; your client

Remove and Dispose of waste

- 7 **personal protective equipment** type: gloves; masks; goggles; clothing
- 8 **waste** type: chemicals; dirt; cloths and disposable wipes; disposable personal protective items; empty cleaning agent containers
- 9 correct **containers** suitable for waste that is: hazardous; non hazardous; recyclable

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Relevant occupations

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