

ASTC215 - SQA Code HC8A 04

Clean glazed surfaces and façades



Overview

This unit is about cleaning surfaces, which must be carried out carefully in order to prevent causing accidental damage such as chips, scratches and other marks.

Many exterior surfaces have a shiny finish, therefore it is important that upon completion of cleaning surfaces are left dry and glass, in particular, is left free of smears and cleaning residue.

The term glazed can refer to other highly polished exterior surfaces e.g. marble or cladding.

This unit consists of two elements:

1. Conduct cleaning of glazed surfaces and façades
2. Complete cleaning of glazed surfaces and façades and reinstate the work area

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Performance criteria

Conduct gleaning of glazed surfaces and facades

You must be able to:

- P1 follow procedures for getting into the work area
- P2 inspect the surface for any defects prior to cleaning and report to the appropriate person
- P3 check that all cleaning equipment is clean and free of residue
- P4 check that all windows and openings are securely closed before starting cleaning
- P5 before cleaning starts, display the appropriate signage for the work area and work being conducted
- P6 treat surfaces before applying any cleaning agents to soften ground-in dirt and remove dust
- P7 use workplace or organisationally approved methods and equipment for conducting cleaning to avoid marking or scratching the surface
- P8 conduct cleaning operations using techniques that will reduce risks of personal strain and injury
- P9 operate cleaning equipment according to manufacturer's instructions and organisational policies, where applicable
- P10 avoid over wetting the work area in order to prevent leaks or seepage to the interior
- P11 report any previously unidentified damaged surfaces as you conduct cleaning
- P12 follow organisational or workplace procedures in the event of a fault or other emergency situation

Complete cleaning of glazed surfaces and facades and reinstate the work area

You must be able to:

- P13 remove excess water from surfaces, leaving them streak free
- P14 ensure all surfaces are dry upon completion of cleaning
- P15 apply any treatments or protective coatings to surfaces following cleaning
- P16 ensure accessories, fittings, frames and/or furniture such as handles and closures are free of any cleaning residue
- P17 upon completion of cleaning put the work area back as you found it
- P18 dispose of waste in accordance with workplace and/or organisation policies
- P19 ensure all cleaning equipment and/or machinery is clean and dry on completion of the work
- P20 return all equipment to the correct place, ensuring it is securely stored

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Knowledge and understanding

You need to know and understand:

Conduct gleaning of glazed surfaces and facades

- K1 the procedures for entering and leaving the workplace
- K2 how to inspect the surface, the correct procedures for reporting defects and why it is important to do this
- K3 why cleaning equipment should be clean before starting work
- K4 why windows and opening should be closed before starting cleaning and procedures for doing so
- K5 the advantages of treating surfaces before applying any cleaning agents
- K6 approved workplace or organisational methods for cleaning surfaces and the appropriate equipment to use
- K7 techniques for avoiding personal strain and injury
- K8 where to find manufacturer's instructions for operating equipment and/or machinery
- K9 workplace and/or organisational procedures for reporting faults and emergencies

Complete cleaning of glazed surfaces and façades and reinstate the work area

You need to know and understand:

- K10 techniques for removing excess water and appropriate equipment to use
- K11 any appropriate treatments to apply to surfaces upon completion of cleaning
- K12 why it is important to ensure that, upon completion of cleaning, accessories, fittings and/or furniture are free of cleaning residue
- K13 how to put the work area back as you found it and why you should do this
- K14 organisational or workplace procedures for disposing of waste
- K15 why cleaning equipment and/or machinery should be cleaned when you have finished your work and how to do this
- K16 the procedures for storage of cleaning equipment and/or machinery and where it is kept

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	