

# ASTC208 - SQA Unit Code HC8C 04

## Clean washrooms and replenish supplies



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### Overview

This unit is about cleaning washrooms and involves following the procedures for entering the washroom, selecting equipment and preparing the cleaning agents you will use. It is also about replacing supplies of consumables, such as toilet paper, and checking your work when you have finished.

In order to reduce risks to personal health and safety when cleaning washrooms it is important to maintain high levels of personal hygiene. As you may clean washrooms in an environment where you conduct a variety of other cleaning tasks it is also important that, in order to prevent cross-contamination, the correct colour-coded equipment is used.

The term washroom covers all sanitary areas requiring this type of cleaning.

This unit consists of two elements:

1. Carry out cleaning of washrooms
2. Replenish supplies and reinstate the work area

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### Performance criteria

#### Carry out cleaning of washrooms

*You must be able to:*

- P1 ensure that levels of personal hygiene meet workplace requirements and are maintained when carrying out the work
- P2 check that the correct personal protective equipment for the cleaning task is available for use and worn when conducting cleaning
- P3 follow any special procedures for entering washrooms
- P4 before you start work make sure that there is enough ventilation in the area while you are cleaning
- P5 select and use the colour coded equipment and colour coded cloths for the area you are cleaning
- P6 before you start, remove loose dust, hair and debris from surfaces, fixtures and fittings
- P7 dilute and apply cleaning agents according to the manufacturer's instructions
- P8 clean the surface methodically, without over-wetting
- P9 clean the fixtures and fittings in an order that is least likely to spread infection or contamination, leaving them clean and free of smears
- P10 ensure surfaces are dry on completion of cleaning and do not present a slip hazard
- P11 leave the waste outlets and overflows free from dirt, hair and debris

#### Replenish supplies and reinstate the work area

*You must be able to:*

- P12 check holders and containers for levels of consumables
- P13 follow the manufacturer's instructions when refilling or replacing items
- P14 deal with waste appropriately, disposing of slurry and taking solid waste materials safely to the correct collection point
- P15 make sure the area has the right amount of consumables when you have finished
- P16 on completion of cleaning, report any faults and problems to the appropriate person
- P17 ensure cleaning equipment is clean and in working order when you have finished, taking appropriate action to deal with any items that are not
- P18 put everything back in the right place when you have finished
- P19 remove or replace personal protective equipment following workplace procedures to dispose of or store used personal protective equipment

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### Knowledge and understanding

*You need to know and understand:*

#### Carry out cleaning of washrooms

- K1 the levels of personal hygiene required by your workplace and why it is important to maintain personal hygiene when conducting cleaning tasks
- K2 why it is important to wear personal protective equipment when cleaning washrooms and the risks of not doing so
- K3 the workplace procedures for entering and leaving washrooms and why these should be followed
- K4 why there should be adequate ventilation in the work area and the risks of inadequate ventilation
- K5 the most suitable equipment for the cleaning task and why it is important to use the appropriately colour-coded equipment
- K6 why loose dust, hair and debris should be removed before cleaning surfaces, fixtures and fittings
- K7 the most suitable cleaning agents to use and why it is important to follow manufacturer's instructions for diluting and applying them
- K8 why surfaces should not be over-wetted
- K9 the most appropriate order in which to clean fixtures and fittings so as to avoid cross contamination or risk of infection
- K10 why surfaces should be dry on completion of cleaning and the risks of not doing so
- K11 why it is important to ensure that waste outlets and overflows are free from dirt, hair and debris and where these can be found

#### Replenish supplies and reinstate the work area

*You need to know and understand:*

- K12 the consumables that should be replenished and why it is important to follow manufacturer's instructions when doing so
- K13 where consumables can be found and the correct procedures for organising replacement or additional supplies
- K14 workplace procedures for disposing of waste and why these should be followed
- K15 holding areas for the collection of waste
- K16 the correct procedures for reporting faults or problems and why these should be followed
- K17 the correct place for the storage of cleaning equipment and materials
- K18 why used personal protective equipment should be removed or replaced upon leaving the sanitary area
- K19 the workplace procedures for dealing with used personal protective equipment

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

**Unit assessed as being complete**

<b>Candidate's Name:</b>	
<b>Candidate's Signature:</b>	
<b>Date submitted to assessor as complete:</b>	

<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	
<b>Date assessed as complete:</b>	

**Internal Verification —**

to be completed in accordance with centre's IV strategy

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

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

<b>Date of admin check</b>	<b>IV's Signature</b>	<b>IV's Name</b>

**Unit completion confirmed**

<b>IV's Name:</b>	
<b>IV's Signature:</b>	
<b>Date complete:</b>	