

# ASTC111 - SQA Unit Code HC8N 04

## Clean a variety of surfaces using correct methods



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### Overview

This unit is about applying various cleaning methods to surfaces. It is designed for cleaning operatives undertaking basic cleaning tasks. It is suitable for cleaning furniture, floors fixtures and fittings.

NB: This unit is not suitable for cleaning washrooms

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### Performance criteria

- You must be able to:*
- P1 select and wear the appropriate PPE for the task
  - P2 check that you have access to the equipment you require and that it is in safe working order
  - P3 ventilate the area as necessary
  - P4 select the appropriate colour-coded equipment
  - P5 ensure any appropriate safety/warning signs are displayed clearly
  - P6 check and prepare appropriately the surface for cleaning
  - P7 select an appropriate cleaning agents for the surface to be cleaned
  - P8 prepare any cleaning agents in line with manufacturer's instructions and organisational procedures
  - P9 use the correct technique to clean the surface
  - P10 ensure that the surface to be cleaned is covered systematically so that the whole area is cleaned correctly
  - P11 check the condition of the surface after cleaning
  - P12 dispose of any left over cleaning agents in line with organisational procedures
  - P13 reinstate the work area
  - P14 clean the equipment and return it to the storage area

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### Knowledge and understanding

*You need to know and understand:*

- K1 what PPE is appropriate for the task
- K2 what equipment is appropriate for the task you are undertaking
- K3 why it is important to ventilate the area correctly
- K4 why it is important to choose the correct colour coded equipment
- K5 how to check that the equipment is safe for use
- K6 what safety / warning signs are appropriate
- K7 the cleaning agents which are appropriate for different types of surface
- K8 the correct method for the preparation of the solution
- K9 the correct technique for the use of the equipment concerned
- K10 how to ensure full coverage of the surface to be cleaned
- K11 what you might look for when inspecting the surface post-cleaning
- K12 how to reinstate the work area
- K13 how to clean the equipment and where it should be stored

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>	