

Clean windows from the inside

Overview

This standard is about cleaning the inside surfaces of windows, using appropriate cleaning equipment and materials. The standard does not require you to work above hand reach height. It is for room attendants or cleaners that regularly clean windows. A clean window in a room helps to further demonstrate a high level of cleanliness across the establishment.

When you have completed this standard you will be able to demonstrate your understanding of and ability to:

- Clean windows from the inside.

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Performance criteria

You must be able to:

Prepare to clean windows from the inside

1. Prepare your working area and equipment in line with the health and safety requirements of your workplace
2. Inspect the surface to be cleaned
3. Identify any damaged or loose surfaces
4. Report damaged or loose surfaces to the relevant person
5. Choose cleaning materials and methods that are appropriate to your work schedule, the type of dirt and the surface you are going to clean

Clean the inside surfaces of windows

6. Apply the cleaning agent to the surface in a controlled way, following the manufacturer's instructions and recommendations
7. Loosen dirt that is stuck on to the surface without causing damage
8. Rub the dirt thoroughly and remove it without damaging the surface
9. Report any dirt that you cannot remove to the relevant person
10. Leave windows and glass dry and smear free
11. Check that frames and sills are dry
12. Put the work area back as you found it

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Knowledge and understanding

You need to know and understand:

For the whole unit

1. Your organisation's standards for cleaning windows
2. How frequently windows should be cleaned in your organisation
3. Why you should wear personal protective equipment when cleaning
4. Why you should not mix cleaning materials
5. Why you should follow manufacturers' instructions when using cleaning equipment and materials
6. The types of problems you might come across when cleaning windows how to deal with these
7. What to do if window areas are above hand reach height
8. What the environmental/sustainability implications are for products and materials used to clean windows

Prepare to clean windows from the inside

9. Why it is important to prepare windows and surrounding areas for cleaning
10. Why you should identify and report any loose or damaged surfaces
11. The types of equipment and materials you should use for loose dirt and dirt that is hard to remove

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12. Why you should report any dirt that you cannot remove
13. Why you should leave frames and sills dry

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Scope/range

1. Preparation of work area

- 1.1 use of personal protective equipment
- 1.2 put up hazard warning signs
- 1.3 protect surrounding areas
- 1.4 placing of chemicals and equipment

2. Surfaces

- 2.1 windows
- 2.2 window frames
- 2.3 sills

3. Cleaning equipment and materials

- 3.1 cloths
- 3.2 cleaning chemicals
- 3.3 manual equipment
- 3.4 electronic equipment

4. Dirt

- 4.1 loose dirt
- 4.2 dirt that is hard to remove

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