

Unit DR44 04 (1HK2)

Clean windows from the inside

This Unit has the following elements:

Element 1 (1HK2.1)

Prepare to clean windows from the inside

Element 2 (1HK2.2)

Clean the inside surfaces of windows

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit DR44 04 (1HK2)

Clean windows from the inside

Unit Summary

This Unit is about cleaning the inside surfaces of windows, using appropriate cleaning equipment and materials. The Unit does not require you to work above hand reach height.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ preparing windows and surrounding areas for cleaning
- ◆ wearing protective clothing
- ◆ choosing appropriate chemicals and equipment for the type of dirt on the window
- ◆ cleaning the windows and frames
- ◆ drying windows and frames
- ◆ putting the area back as you found it

What some of the words in this Unit mean	
Protective clothing	for example, gloves and overalls
Organisation	the place where you work

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Element 1 (1HK2.1)

Prepare to clean windows from the inside

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Prepare your working area and equipment	
②	Inspect the surface to be cleaned	
③	Identify any damaged or loose surfaces	
4	Report damaged or loose surfaces to the relevant person and ask for advice	
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	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Preparation of work area, at least two required from the following:</i>						
wearing protective clothing						
putting up hazard warning signs						
protecting surrounding areas						
<i>Surfaces, both required from the following:</i>						
Windows						
window frames						
<i>Cleaning equipment and materials, at least two required from the following:</i>						
cloths						
cleaning chemicals						
squeegees						
<i>Dirt, at least one required from the following:</i>						
loose dirt						
dirt that is hard to remove						

Unit DR44 04 (1HK2)**Clean windows from the inside****Element 1 (1HK2.1)****Prepare to clean windows from the inside**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DR44 04 (1HK2)

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Element 2 (1HK2.2)

Clean the inside surfaces of windows

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Apply the cleaning agent to the surface in a controlled way, following the manufacturer’s instructions and recommendations	
②	Loosen dirt that is stuck on to the surface without causing damage	
③	Rub the dirt thoroughly and remove it without damaging the surface	
4	Report any dirt that you cannot remove to the relevant person	
⑤	Leave windows and glass dry and smear free	
⑥	Make sure that frames and sills are dry	
⑦	Put the work area back as you found it	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Surfaces, at least two required from the following:</i>						
windows						
frames						
<i>Dirt, at least one required from the following:</i>						
loose dirt						
dirt that is hard to remove						

Unit DR44 04 (1HK2)**Clean windows from the inside****Element 2 (1HK2.2)****Clean the inside surfaces of windows**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DR44 04 (1HK2)**Clean windows from the inside**

What you must know for the Unit	
For the whole Unit	
K1	Your organisation's standards for windows
K2	How frequently windows should be cleaned in your organisation
K3	Why you should wear protective clothing when cleaning
K4	Why you should not mix cleaning materials
K5	Why you should follow manufacturers' instructions when using cleaning equipment and materials
K6	The types of problems you might come across when cleaning windows and how to deal with these
K7	What to do if window areas are above hand reach height
Element 1 (1HK2.1) Prepare to clean windows from the inside	
K8	Why it is important to prepare windows and surrounding areas for cleaning
K9	Why you should identify and report any loose or damaged surfaces
K10	The types of equipment and materials you should use for loose dirt and dirt that is hard to remove
Element 2 (1HK2.2) Clean the inside surfaces of windows	
K11	Why you should report any dirt that you cannot remove
K12	Why you should leave frames and sills dry

Knowledge evidence retained

Assessor signature: _____**Date:** _____

Unit DR44 04 (1HK2)**Clean windows from the inside**

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback