

Unit DR6H 04 (1HK4)

Help to clean and maintain furnished areas

This Unit has the following elements:

Element 1 (1HK4.1)	Clean surfaces, furnishings, fixtures and fittings
Element 2 (1HK4.2)	Clean floors and floor coverings
Element 3 (1HK4.3)	Service furnished areas

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 DR6H 04 (1HK4)

Help to clean and maintain furnished areas

Unit Summary

This Unit is about preparing and cleaning surfaces such as wood, plastic and fabric. It also covers cleaning floors and floor coverings such as carpets, vinyl and cork. Finally the Unit deals with servicing furnished areas, for example checking heating/lighting and emptying bins.

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

- ◆ preparing the work area and equipment
- ◆ using cleaning equipment and materials
- ◆ emptying waste bins
- ◆ disposing of waste

What some of the words in this Unit mean	
Porous coverings	for example, wood and cork
Semi-porous coverings	for example, vinyl and linoleum
Non-porous coverings	for example, marble and ceramic tiles

Unit DR6H 04 (1HK4)

Help to clean and maintain furnished areas

Element 1 (1HK4.1)

Clean surfaces, furnishings, fixtures and fittings

What you must do (circled numbers must be observed)		Assessor initials/date
①	Prepare the work area for cleaning	
②	Check and prepare cleaning equipment in line with the manufacturers' instructions before you use it	
③	Clean surfaces, furnishings and fittings so that they are free from dust, debris and removable marks	
④	Follow the manufacturers' instructions when using equipment and materials	
⑤	Deal with cleaning equipment correctly after use	

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 the surrounding area						
<i>Surfaces, furnishings, fixtures and fittings, at least four required from the following:</i>						
wood						
glass						
plastic						
wall coverings						
metal						
painted surfaces						
fabric						
<i>Equipment and materials, at least one required from the following:</i>						
manual equipment						
powered equipment						
cleaning chemicals						

Unit DR6H 04 (1HK4)**Help to clean and maintain furnished areas****Element 1 (1HK4.1)****Clean surfaces, furnishings, fixtures and fittings**

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

Unit DR6H 04 (1HK4)

Help to clean and maintain furnished areas

Element 2 (1HK4.2)

Clean floors and floor coverings

What you must do (circled numbers must be observed)		Assessor initials/date
①	Prepare the work are for cleaning	
②	Check and prepare cleaning equipment and materials in line with the manufacturers' instructions before you use it	
③	Clean floor and floor coverings safely and systematically	
④	Make sure that finished floors and floor coverings are dry and free from dust, dirt, debris and removable marks	
⑤	Get rid of waste and dirty water correctly and safely	
⑥	Clean and store cleaning equipment and materials correctly after use	

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 areas, at least two required from the following:</i>						
wearing protective clothing						
putting up hazard warning signs						
protecting surrounding surface area						
<i>Cleaning equipment and materials, at least two required from the following:</i>						
manual equipment						
powered equipment						
cleaning chemicals						
<i>Floor and floor coverings, at least two required from the following:</i>						
porous						
semi-porous						
non-porous						
carpets						

Unit DR6H 04 (1HK4)**Help to clean and maintain furnished areas****Element 2 (1HK4.2)****Clean floors and floor coverings**

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

Unit DR6H 04 (1HK4)

Help to clean and maintain furnished areas

Element 3 (1HK4.3)

Service furnished areas

What you must do (circled numbers must be observed)		Assessor initials/date
①	Check that heating, lighting and ventilation systems are set correctly	
②	Make sure that furnished areas are free from unpleasant smells	
③	Empty waste bins and leave them clean and ready for use	
④	Get waste ready for collection , sorting it if asked to	

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>Waste, at least one required from the following:</i>						
hazardous						
non hazardous						
<i>Collection methods, at least two required from the following:</i>						
external collection						
incineration/compression						
recycling						

Unit DR6H 04 (1HK4)**Help to clean and maintain furnished areas****Element 3 (1HK4.3)****Service furnished areas**

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

What you must know for the Unit	
Element 1 (1HK4.1) Clean surfaces, furnishings, fixtures and fittings	
K1	Why you should wear protective clothing when cleaning
K2	Why you should not mix cleaning materials
K3	Why you should put up hazard signs and protect surrounding areas
K4	Why you should get rid of all traces of cleaning materials from interior surfaces, furnishings, fixtures and fittings
K5	What precautions you should take when using ladders or moving furniture during cleaning
K6	Why you should protect surrounding areas when cleaning interior surfaces, furnishings, fixtures and fittings
K7	Why you should follow the manufacturers instructions when using cleaning equipment and materials
K8	How to deal with equipment when you have finished using it
K9	How to identify and report equipment that needs repair or servicing
K10	Basic legal requirements about the use of cleaning equipment and materials
Element 2 (1HK4.2) Clean floors and floor coverings	
K11	What dangers are caused by water coming into contact with electricity supplies or batteries when cleaning floors and floor coverings
K12	What precautions you should take to avoid electrocution when cleaning floors and floor coverings
K13	Why you should follow manufacturers' instructions when using cleaning equipment and materials to clean floors and floor coverings
K14	How to avoid causing slips when cleaning floors and floor coverings
K15	How to get rid of used cleaning materials safely and correctly
Element 3 (1HK4.3) Service furnished areas	
K16	Why it is important to maintain the internal environment
K17	Why waste should be handled and disposed of correctly
K18	What the different ways of dealing with waste are and why it is important to use the correct one
K19	Why it is important to correctly identify waste and how you can identify hazardous waste

Knowledge evidence retained

Assessor signature: _____

Date: _____

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

Assessor Feedback