

Unit D7JN 04 (2HK4)

Clean and protect floors

This Unit has the following elements:

Element 1 (2HK4.1)

Remove ground-in soil and protective coatings from floors

Element 2 (2HK4.2)

Apply protective coatings to floors

Element 3 (2HK4.3)

Burnish floors

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 D7JN 04 (2HK4)

Clean and protect floors

Unit Summary

This Unit is about cleaning hard and semi-hard floors, applying protective coatings such as polishes and water-based seals, and burnishing the surface. You have to show you can use: scrubbing machines, wet suction machines, colour coded wet mopping equipment, abrasive pads, brushes and apply polished and water-based seals.

This Unit is the same as the Cleaning and Support Services SSC (Asset Skills) Unit 013.

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

- ◆ preparing working areas and equipment
- ◆ choosing cleaning chemicals and accessories
- ◆ preparing cleaning chemicals
- ◆ using cleaning equipment and chemicals
- ◆ choosing and applying protective coatings
- ◆ burnishing floors

Unit D7JN 04 (2HK4)

Clean and protect floors

Element 1 (2HK4.1)

Remove ground-in soil and protective coatings from floors

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Prepare your working area and equipment so that you can do the job efficiently, correctly and safely	
2	Choose a cleaning agent that is right for the ground-in soil and the protective coating	
3	Choose equipment and accessories that are the right ones for the ground-in soil and protective coating	
4	Prepare and apply the cleaning solution systematically and following the manufacturer's instructions	
5	Use the equipment and accessories safely following the manufacturer's instructions	
6	Leave the floor free of ground-in soil and protective coating, neutralised, dry and free of smears	
7	Dispose of waste correctly and put everything 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 projects, questioning, work-based assignments, and expert witness testimony						
<i>Cleaning agents, at least one required from the following:</i>						
detergents						
hard surface cleaners						
chemical stripping agents						
<i>Equipment, at least two required from the following::</i>						
scrubbing machines						
wet suction machines						
colour coded wet mopping equipment						
combined scrubber-drier						
<i>Accessories, at least one required from the following:</i>						
abrasive pads						
brushes						
<i>Floors, at least one required from the following:</i>						
hard						
semi-hard						

Supplementary evidence

If you do not work with all of the types of equipment, accessories, floors and cleaning agents as part of your job, you will have to prove to your assessor that you could deal competently with the ones you have not worked with. This will usually be done by questions and answers.

Unit D7JN 04 (2HK4)**Clean and protect floors****Element 1 (2HK4.1)****Remove ground-in soil and protective coatings from floors**

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

Unit D7JN 04 (2HK4)

Clean and protect floors

Element 2 (2HK4.2)

Apply protective coatings to floors

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Prepare your working area and equipment so that you can do the job efficiently, correctly and safely	
2	Choose a protective coating and equipment that is right for the floor surface	
3	Apply the required number of protective coatings evenly and systematically, following manufacturer's instructions	
4	Leave the floor dry, with an even finish	
5	Dispose of any unused protective coating correctly and put everything 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 projects, questioning, work-based assignments, and expert witness testimony						
<i>Floor</i> , at least <i>one</i> required from the following:						
hard						
semi-hard						
<i>Equipment</i> , at least <i>one</i> required from the following:						
mop						
applicator						

Supplementary evidence

If you do not work with all of the types of floors and equipment as part of your job, you will have to prove to your assessor that you could deal competently with the ones you have not worked with. This will usually be done by questions and answers.

Unit D7JN 04 (2HK4)**Clean and protect floors****Element 2 (2HK4.2)****Apply protective coatings to floors**

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

Unit D7JN 04 (2HK4)

Clean and protect floors

Element 3 (2HK4.3)

Burnish floors

What you must do		Assessor initials/date
Evidence should be gathered through observation, products of work, projects, questioning, work-based assignments, and expert witness testimony		
1	Prepare your working area and equipment so that you can do the job efficiently, correctly and safely	
2	Choose the materials and equipment that are right for the floor surface	
3	Operate the equipment safely, following the manufacturer's instructions	
4	Burnish the floor systematically, obtaining the required degree of shine	
5	Dispose of any unused materials correctly and put everything back in the right place	

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 projects, questioning, work-based assignments, and expert witness testimony						
<i>Equipment, at least two required from the following:</i>						
scrubber-drier						
ultra high speed rotary machines						
high speed rotary machines						
standard speed rotary machines						
<i>Materials, at least one required from the following:</i>						
buffable detergents						
polish						

Supplementary evidence

If you do not work with all of the types of equipment and materials as part of your job, you will have to prove to your assessor that you could deal competently with the ones you have not worked with. This will usually be done by questions and answers.

Unit D7JN 04 (2HK4)**Clean and protect floors****Element 3 (2HK4.3)****Burnish floors**

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

What you must know for the Unit	
For the whole Unit	
K1	The importance of preparing your working area so that you can do the job quickly, correctly and safely
K2	Relevant legislation and regulations covering the use of cleaning agents and protective coatings and how to follow these
K3	The importance of following legislation, regulations and manufacturer's instructions and what might happen if you do not
K4	Examples of hard and semi-hard floors
Element 1 (2HK4.1) Remove ground-in soil and protective coatings from floors	
K5	The range of available cleaning agents and how to choose one that is appropriate for the ground-in soil and the protective coating
K6	The range of available equipment and accessories and how to choose the ones that are appropriate for the ground-in soil and the protective coating
K7	How to prepare and apply the available cleaning solutions according to manufacturers' instructions
K8	Manufacturers' instructions for using the range of equipment and accessories available
K9	Why the floor must be left free of ground-in soil and protective coatings and what might happen if it is not
K10	The importance of leaving the floor neutralised and what might happen if it is not
K11	How to dispose of the waste correctly
Element 2 (2HK4.2) Apply protective coatings to floors	
K12	The range of protective coatings available and how to choose one that is right for the floor surface
K13	How to decide what is the right number of protective coatings
K14	How to apply the coating evenly and systematically and why
K15	How to dispose of unused protective coatings correctly
K16	The importance putting things back as you found them
Element 3 (2HK4.3) Burnish floors	
K17	The range of materials and equipment available and how to choose ones that are right for the floor surface
K18	Why it is important to use equipment and materials according to the manufacturer's instructions
K19	The safety measures to take when using the equipment listed

Knowledge evidence retained

Assessor signature: _____ **Date:** _____

Unit D7JN 04 (2HK4)**Clean and protect floors**

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

Assessor Feedback