Unit of competency

Release 1	This version first released with CPP Property Services Training Package Release 15.0 Supersedes and is equivalent to CPPCLO3002 Restore hard floor surfaces.
Unit Code	CPPCLO4111
Unit Title	Strip and seal hard floors
Application	This unit specifies the skills and knowledge required to perform periodic hard floor restoration by assessing the type and condition of hard floor surfaces, removing pre-existing floor sealant, and replacing it with a new protective coating. It includes the identification of the type of hard floor surface, nature and extent of damage, selection and use of methods, equipment and products required for restoration. Hard floors include vinyl, tiled, stone, timber and engineered hard floors. This unit is suitable for cleaning industry personnel who use well-developed cognitive, technical and communication skills and a broad knowledge base to select and apply specialist methods, tools, materials and information in operational cleaning management contexts. They complete routine and non-routine activities and provide and transmit solutions to a variety of predictable and sometimes unpredictable problems. All work must be carried out in accordance with relevant state/territory legislation and regulations, including work health and safety (WHS), and codes of practice as well as organisational procedures. *No licensing, legislative or certification requirements apply to this unit at the time of publication.*
Prerequisite Unit	Nil
Competency Field	
Unit Sector	Cleaning
ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.

Elements describe the essential outcomes.		Performance criteria describe what needs to be done to demonstrate achievement of the element.	
1	Plan and prepare to strip and seal hard floors.	1.1	Identify floor restoration requirements and worksite access and security procedures and, if needed, clarify issues with supervisor, team member or client.
		1.2	Select, check for fit and serviceability, and use

DRAFT

			personal protective equipment (PPE) according to WHS and job requirements.
		1.3	Assess site hazards and risks and position safety signage and barriers according to WHS and job requirements.
		1.4	Check and document pre-existing damage to the floor according to organisational requirements.
		1.5	Confirm the type of hard floor and assess its condition and type of soiling to determine the appropriate restoration methods according to job requirements.
		1.6	Select the appropriate equipment and products and confirm requirements for safe use according to manufacturer instructions.
		1.7	Determine sequence of tasks according to job and organisational requirements.
2	Remove existing surface coating from hard floor.	2.1	Strip hard floor to original surfacing ensuring edges and corners are reached, using selected product and method appropriate to floor type.
		2.2	Remove and dispose of residue using appropriate equipment and according to environmental requirements.
		2.3	Rinse floor with clean water to neutralise any stripper residue and allow to dry.
3	Seal exposed hard floor surface.	3.1	Check exposed floor is dry, free of chemical residue and dry vacuum any loose soil.
		3.2	Apply sealant to hard floor surface using correct application methods and equipment according to manufacturer instructions and WHS requirements.
		3.3	Apply additional coats of sealant according to manufacturer recommendations and client requirements.
		3.4	Buff and polish floor, as required, according to organisational and job requirements.
4	Complete work activities.	4.1	Tidy work area, remove safety signage and barriers and dispose of waste in accordance with WHS and environmental requirements.
		4.2	Safely clean and/or dispose of PPE as required by organisational standards.
		4.3	Check equipment for faults, wear or damage and report in accordance with organisational requirements.
		4.4	Record site floor maintenance and store equipment and materials in accordance with organisational requirements.

FOUNDATION SKILLS	Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.
UNIT MAPPING INFORMATIO N	Supersedes and is equivalent to CPPCLO3002 Restore hard floor surfaces.
LINKS	The Companion Volume Implementation Guide for the CPP Property

DRAFT

	Services Training Package is available at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b.

DRAFT

Assessment Requirements

UNIT CODE AND TITLE	CPPCLO4111 Strip and seal hard floors
Release 1	This version first released with CPP Property Services Training Package Release 15.0 Supersedes and is equivalent to CPPCLO3002 Restore hard floor surfaces.

PERFORMANCE EVIDENCE
To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by:

- stripping and resealing three different floor surfaces of at least 4 x 4 metres from the following:
  - one vinyl floor
  - one tiled floor
  - one stone floor
  - one timber floor
  - one engineered hard floor.

KNOWLEDGE EVIDENCE
To be competent in this unit, a candidate must demonstrate knowledge of:

- aspects of the following relevant to stripping and sealing hard floors:
  - work health and safety (WHS) requirements
  - Safe Work Australia regulations and guidelines
  - job safety analyses (JSAs) and safe work method statements (SWMS)
  - manufacturer instructions and safety data sheets (SDS)
  - Environment Protection Authority (EPA) and local requirements for prescribed waste disposal
- personal and site security procedures and requirements:
  - site access - security cards, codes and keys
  - areas of the worksite not to be accessed
  - alarm activation and deactivation
  - maintaining client privacy and confidentiality
  - contingencies if personal safety at risk
- types of hazards and risks and ways to control:
  - types of personal protective equipment (PPE) and correct selection, care, use and disposal
  - slips, trips, falls and spills
  - manual-handling techniques when carrying, lifting, pushing and pulling
  - identification and safe practices with asbestos on site
  - correct use of signage, barriers, containment, engineering controls and PPE
  - safe use of electrical equipment
- cleaning principles:
  - cleaning agent, time, agitation and temperature
  - significance of pH value of cleaning agents
  - sequence and direction of cleaning
  - achieve results while doing no harm
- types, characteristics and stripping and resealing methods and precautions for different hard floor surfaces:
  - resilient – vinyl, timber and engineered hard flooring
  - non-resilient – tiles and stone
- restorative methods:
  - dust mopping
  - sweeping

DRAFT

- wet mopping
- scrubbing
- applying floor sealer finishes
- use of microfibre cleaning products
- spray buffing and dry buffing

- types of soils and methods to remove:
  - dust and dirt, oil/grease, food, beverages and hazardous soil
  - stains - adhered and built-up soils
- functions and features of equipment, safe use, routine maintenance and storage:
  - bassine brushes
  - rotary brushes
  - vertical drum scrubbers and cylindrical brushes
  - bristle scrubbing brooms
  - cleaning trolleys
  - cloths and microfibre products
  - scouring pads, scrapers and steel wool
  - cotton, polycotton, dust control and anti-static mops
  - doodle bag holders
  - floor pads for scrubbing and buffing and insta-lock pad holders
  - mechanical scrubbers
- range, type and characteristics of restorative cleaning products - their purpose, action, correct use, precautions, safe handling, storage and disposal:
  - detergents
  - disinfectants
  - solvents
  - abrasives
  - timber floor strippers and sealants:
    - oil modified products
    - water-based acrylic
    - water-based urethane
  - polishes
- environmentally sustainable work practices and compliance with environmental regulations:
  - storage and disposal of cleaning agents
  - ways of minimising negative environmental impact
  - conserving energy and water
  - recycling
- waste disposal:
  - general waste
  - prescribed waste
  - syringes and sharps
  - recyclable waste
  - organic and green waste
  - used materials and cleaning agents.

ASSESSMENT CONDITIONS

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting where these skills and knowledge would be performed.
Candidates must have access to:

- industry-standard cleaning equipment
- appropriate PPE

DRAFT

• manufacturer's instructions and workplace documents.	
LINKS	The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b.

DRAFT