Unit of competency

Release 1	This version first released with CPP Property Services Training Package Release 15.0 Supersedes and is equivalent to CPPCLO3035 Maintain cleaning storage areas.
Unit Code	CPPCLO3100
Unit Title	Maintain cleaning storage areas
Application	This unit specifies the skills and knowledge required to maintain a safe and efficient cleaning storage area following established procedures. It applies to systematic storage of supplies of equipment, cleaning agents, consumables and personal protective equipment (PPE) in a range of sites, such as cleaners' rooms at client work sites, equipment storage bays, and in-built vehicle storage arrangements. This unit applies to cleaning industry personnel who work alone or in teams in commercial and domestic sites. They use a range of cognitive, technical and communication skills to select and apply a range of methods, tools, materials and information to complete routine cleaning activities and provide solutions to 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.

1	Maintain safety and security of cleaning storage area.	1.1	Identify and follow storage access and security procedures according to organisational requirements.
		1.2	Display safety charts and warning information according to legislative, WHS and organisational requirements.
		1.3	Assess hazards and risks in storage area and control

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			according to WHS and organisational requirements.
		1.4	Ensure storage area is kept clean, tidy and free of obstacles to allow easy access to equipment, materials, cleaning agents, and personal protective equipment (PPE) according to WHS and organisational requirements.
		1.5	Store equipment, cleaning agents and consumables according to manufacturers' instructions, WHS and organisational requirements.
2	Monitor levels of cleaning supplies.	2.1	Store cleaning agents and consumables on a first-in, first-out basis according to organisational requirements.
		2.2	Dispose of used and out-of-date cleaning agents and waste consumables in accordance with environmental and organisational procedures.
		2.3	Record need for replacement cleaning agents and consumables to facilitate re-ordering to maintain required levels according to organisational requirements.
		2.5	Identify and report faults, wear or damage and need for maintenance and replacement equipment according to organisational requirements.

FOUNDATION SKILLS	As well as the foundation skills explicit in the performance criteria of this unit, candidates require: • reading skills to interpret safety signs and symbols in work area and on cleaning agent labels • writing skills to record usage of cleaning agents • numeracy skills to count stock.
UNIT MAPPING INFORMATION	Supersedes and is equivalent to CPPCLO3035 Maintain cleaning storage areas.
LINKS	The Companion Volume Implementation Guide for the CPP Property Training Package is available at: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements

UNIT CODE AND TITLE	CPPCLO3100 Maintain cleaning storage areas.
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PERFORMANCE EVIDENCE
To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by:

- systematising two different cleaning storage areas. For each storage area the candidate must:
  - organise cleaning supplies, including cleaning agents, consumables and personal protective equipment (PPE)
  - organise cleaning equipment, including mops, brooms, buckets, cloths and vacuum cleaner.

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

- 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
- organisational requirements for:
  - reporting incidents - accidents and injury, damage to or breakages in the cleaning area or cleaning equipment, theft and threats to personal security and breaches of site security
  - communication – face-to-face, electronic, written and reporting
  - procedures for checking equipment operation and safety
  - use of cleaning equipment, cleaning agents, consumables and PPE
- types of hazards and risks and ways to control:
  - 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)
  - types of 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 and engineering controls and PPE
  - safe use of electrical equipment
- principles of storage of equipment and cleaning agents:
  - clean, tidy and systematic
  - clear labelling
  - height placement
  - electrical equipment
  - first-in, first-out
  - storage
  - colour coding
- storage requirements for cleaning equipment

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- routine maintenance of cleaning equipment and cloths
- types of cleaning agents - their purpose, action, correct use, precautions, safe handling, storage and disposal:
    - detergents
    - sanitisers
    - disinfectants
    - solvents
    - abrasives
- 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
- 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
    - hazardous waste
    - 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 and materials
- appropriate PPE
- equipment manuals and workplace documents.

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