

<b>Title</b>	<b>Demonstrate knowledge of cleaning equipment and basic cleaning principles</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• demonstrate knowledge of cleaning equipment;</li> <li>• demonstrate knowledge of basic cleaning principles;</li> <li>• maintain cleaning equipment and a cleaning storage area; and</li> <li>• demonstrate safe practice and consideration for the environment when disposing of waste.</li> </ul>
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<b>Classification</b>	Cleaning and Caretaking > Cleaning Skills
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Assessment conditions

All tasks must be carried out in accordance with own role and responsibilities, organisational policies and procedures, and industry best practice.

Cleaning products and equipment must be used in accordance with manufacturer directions.

Disposal of liquid waste should be in accordance with organisational policies and procedures.

### 2 Definitions

*Clean to dirty* is the principle for cleaning less dirty surfaces first so dirt and contaminants are less likely to be spread from very dirty surfaces to cleaner surfaces.

*8 faces of the cloth* is the principle of folding a cleaning cloth into eight and then using each surface and refolding it, resulting in the use of eight clean surfaces before the cloth needs replacing.

*Cleaning equipment* may include floor cleaning equipment, bucket and mop, microfibre mop, brush and shovel, toilet brush, colour-coded cloths, disposable cloths, microfibre duster, spray bottle, vacuum cleaner (including parts), caddies and/or single station units.

*Industry best practice* refers to guidelines, standards, and practices that represent the most efficient or sensible course of action in a given situation. Best practice can follow legal and regulatory requirements, industry standards, and may form part of the scope of organisational policies and procedures.

*Organisational policies and procedures* are the policies, procedures, and methodologies used in an organisation. They include legislative and regulatory requirements which may apply across an organisation, a specific site, or a workplace. Requirements are documented in organisational health and safety plans, contract work programmes, quality assurance programmes, policies, and procedural documents such as job descriptors and employment contracts.

*Personal Protective Equipment (PPE)* refers to clothing or equipment used to protect against hazards (e.g. coveralls, protective eyewear, footwear, gloves, gowns, hearing protection, masks, uniform).

*Spray the cloth not the surface* is the principle of spraying a cleaning agent onto the cleaning cloth and not onto the surface to be cleaned. This ensures that a minimal amount of chemical is used, and minimises overspray.

*Top to bottom* is the principle of cleaning high surfaces first – dirt or dust then falls onto surfaces below which have not yet been cleaned.

*Waste* can include co-mingled general waste; recyclables; sensitive waste such as personal or organisational documents; hazardous waste such as sharps, biohazards, infectious waste, and waste contaminated with chemicals, poisons, germs, or infected human products.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of cleaning equipment.

#### Performance criteria

1.1 Cleaning equipment is identified and described.

Range five types of equipment.

1.2 Procedures for reporting faulty cleaning equipment are described.

### Outcome 2

Demonstrate knowledge of basic cleaning principles.

Range clean to dirty, top to bottom, 8 faces of the cloth, spray the cloth not the surface.

#### Performance criteria

2.1 Basic cleaning principles are described.

2.2 Processes for applying basic cleaning principles are explained.

### Outcome 3

Maintain cleaning equipment and a cleaning storage area.

Range electrical equipment, mops and buckets, cloths.

**Performance criteria**

- 3.1 Electrical equipment is checked as safe for use.
- Range current electrical certificate, cords, connections.
- 3.2 Mops, buckets, and cloths, are cleaned, and stored to dry.
- 3.3 The cleaning storage area is left clean and tidy, and with easy access to equipment.

**Outcome 4**

Demonstrate safe practice and consideration for the environment when disposing of waste.

**Performance criteria**

- 4.1 Waste is removed and disposed of using safe practice.
- Range may include but is not limited to – use of PPE, not pushing waste down with hands, carrying or holding waste away from the body.
- 4.2 Waste is removed and disposed of with consideration to the environment.

<b>Replacement information</b>	This unit standard and unit standard 28352 replaced unit standards 1563, 1565, 1566, 1569, 7182, 17263, and 17264.
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<b>Planned review date</b>	31 December 2026
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	17 July 2014	31 December 2023
Rollover and Revision	2	22 August 2019	31 December 2023
Review	3	28 October 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0024
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Careerforce [info@careerforce.org.nz](mailto:info@careerforce.org.nz) if you wish to suggest changes to the content of this unit standard.