



CATAPULT

CPPCLO2034

Maintain storage area and cleaning equipment

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit CPPCLO2034.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/CPPCLO2034/>

Trainer/assessor guide

CPPCLO2034

Maintain storage area and cleaning equipment

Welcome to this unit of study

This unit of competency specifies the outcomes required to maintain cleaning equipment and consumable storage areas in a range of workplace contexts.

This unit applies to cleaning personnel that perform maintenance on cleaning storage areas. It includes the ability to safely secure and store equipment, chemicals and consumables, follow workplace safety procedure.

It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Identify job requirements.....	5
Storage areas	5
Health and safety.....	6
Communicate and clarify issues with supervisor, team member or client.....	8
Safety signage and barriers	9
Check your understanding	11
Topic 2: Maintain cleaning equipment and chemicals.....	13
Personal protective equipment (PPE).....	13
Ensure storage area is accessible and free of obstacles	14
Store chemicals and consumables on a first-in first-out basis	15
Store equipment correctly.....	16
Store chemicals, and consumables correctly	18
Check your understanding	19
Topic 3: Tidy work site.	21
Dispose of obsolete equipment, chemicals and waste.....	21
Complete basic regulatory and company documentation	23
Check your understanding	25
Topic 4: Complete task.	27
Safely clean and check PPE.....	27
Check equipment for damage and report faults to supervisor	29
Store equipment, chemicals, and PPE correctly	31
Complete workplace maintenance schedule	32
Check your understanding	33
Assessment workbook.....	35
Unit information.....	37
What is competency-based assessment?.....	38
How will my competency be assessed?.....	39
Assessment agreement.....	40
Foundation skills checklist.....	41
Skills recognition.....	42
Topic 1: Identify job requirements	43
Topic 2: Maintain cleaning equipment and chemicals	44
Topic 3: Tidy work site	45
Topic 4: Complete task	46
Knowledge questions	47
Topic 1: Identify job requirements	48
Topic 2: Maintain cleaning equipment and chemicals	50
Topic 3: Tidy work site	52
Topic 4: Complete task	54
Topic 5: Specific knowledge evidence	56

Performance tasks.....	60
Third party evidence collection agreement	61
Topic 1: Identify job requirements	62
Topic 2: Maintain cleaning equipment and chemicals	64
Topic 3: Tidy work site	66
Topic 4: Complete task	68
Completion record.....	70
Unit mapping.....	71
Trainer/ assessor user instructions.....	76

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify job requirements
- » Maintain cleaning equipment and chemicals
- » Tidy work site
- » Complete task

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.