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### Overview

This unit is about carrying out work outside.

The activities for carrying out this work will often involve the use of tools and machinery and can therefore present a high risk to health and safety. Environmental conditions can also affect when and how the work can be done and so it is important to take into consideration factors such as temperature, rainfall, humidity, levels of wind and icy conditions.

This unit consists of two elements:

1. Prepare for work activities
2. Carry out your cleaning duties

# ASTC206

## Clean and maintain external surfaces and areas

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### Performance criteria

#### Prepare for work activities

- You must be able to:*
- P1 make sure your appearance, behaviour and personal hygiene meet workplace standards
  - P2 ensure that the necessary tools, equipment and/or machinery is available and choose the most appropriate for the work taking into account factors such as risk, efficiency, access, time, and environmental conditions
  - P3 wear the personal protective equipment required for the work site, environmental conditions, method and equipment being used.
  - P4 inspect the area for work required and decide on the sequence for carrying out the work, considering how environmental conditions may affect this
  - P5 check that all areas where work is to be carried out are safe and accessible for the equipment and/or machinery being used
  - P6 follow the correct procedures to deal with any lost property or unattended items

#### Carry out your cleaning duties

- You must be able to:*
- P7 assess the impact that environmental conditions will have on the work you are able to carry out
  - P8 carry out work in a logical sequence to ensure you do not adversely affect surrounding areas
  - P9 use the appropriate method depending on the work area and work required
  - P10 take steps not to obstruct, disturb or cause nuisance to others when working (e.g. by causing excessive noise)
  - P11 adapt your work method according to the available tools, equipment and/or machinery and any other factors such as environmental conditions
  - P12 identify and report to the appropriate person any difficulties in carrying out your work and any additional work required that is outside your area of responsibility or expertise
  - P13 deal with any accidental damage caused when carrying out the work
  - P14 return the tools, equipment and/or machinery you have used to the right places making sure they are clean, safe and securely stored
  - P15 when required, replace equipment and materials and organise extra resources
  - P16 inform the appropriate person when tools and/or machinery are in need of repair

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### Knowledge and understanding

*You need to know and understand:*

#### Prepare for work activities

- K1 what permits and checks are required for you to carry out the work
- K2 the location for carrying out the work and the best means of getting there
- K3 the standards of appearance, behaviour and personal hygiene that your workplace expects and why it is important to maintain them
- K4 how to inspect a work area to decide what work is required and the best way of carrying this out, taking into account environmental conditions and, where relevant, public access
- K5 how environmental conditions might influence that work that can be carried out (e.g. wind, rain, snow, ice)
- K6 the right personal protective equipment for the work area, equipment and/or machinery and materials required
- K7 why it is important to wear personal protective equipment when required and why it is important for others to see you wearing it
- K8 which methods and materials will be most effective for carrying out the work required and what are the alternatives
- K9 how to access the work area without causing injury or damage
- K10 the procedures for dealing with lost property and/or unattended items and why these should be followed

#### Carry out your cleaning duties

*You need to know and understand:*

- K11 how environmental conditions can affect the performance of equipment and/or machinery and other factors, such as drying times
- K12 the time allowed for completing the work
- K13 the right methods to use with chosen equipment and materials
- K14 the results of using wrong or unsuitable materials and/or not following the manufacturers' instructions
- K15 why you will need to change your method to suit the environmental conditions, work required and the different methods available
- K16 methods and techniques that may obstruct and/or cause nuisance to others and how to avoid this (e.g. by changing the timing/sequence of routine work operations)
- K17 why it is important to check the quality of your work as you go along
- K18 which tasks you are required to complete and have the skill to perform
- K19 to whom to report difficulties in carrying out your work
- K20 the procedures for dealing with and reporting accidental damage
- K21 storage areas for the return of equipment, materials and/or machinery and why they should be kept clean, safe and secure
- K22 the procedures for obtaining replacement and/or additional equipment and materials

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**Relevant occupations** Retail and commercial enterprise; Service enterprises; Elementary Administration Occupations; Elementary Cleaning Occupations

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**Suite** Cleaning and Support Services 2009

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