

# ASTPC216

## Deep clean premises and facilities



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### Overview

This unit is about conducting specialised, non-routine equipment and surface cleaning which may involve the use of specialist equipment.

Conducting deep cleaning may also require the use of specialist chemicals and treatments such as heavy-duty degreasers, de-waxers, tar and glue remover, acid cleaners, metal detergents, solvent de-greasers, waxes and polishes.

When conducting deep-cleaning it is important to be vigilant for health and safety risks such as chemical fumes, and damage to surrounding surfaces that may occur from exposure to cleaning agents and treatments. It is important to refer to the business' procedures when conducting deep-cleaning as they may have special procedures or precautions.

This unit consists of three elements:

1. Prepare the work area for cleaning
2. Treat the work area
3. Reinstate the work area

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### Performance criteria

*You must be able to:*

#### Prepare the work area for cleaning

- P1 obtain the latest business' cleaning specification for deep cleans from the responsible person
- P2 ensure your level of personal hygiene meets the business' standards and is maintained throughout the cleaning process
- P3 remove any personal items that may harbour micro-organisms or which may be damaged by exposure to specialist treatments or surface soiling
- P4 ensure that the required personal protective equipment is available for use and is used when undertaking deep-cleaning
- P5 identify the correct equipment/work area for treatment and decide on the most effective and economical treatment to provide
- P6 examine the equipment/surface to make sure that it is suitable for the planned treatment, given the nature of the material and the type, position, form and amount of soiling
- P7 refer to manufacturer's instructions when disassembling equipment
- P8 identify and report damaged or deteriorating surfaces and/or those which may require restorative work; report damaged equipment
- P9 tell the responsible person, as quickly as possible, if you do not know what the soil is or if you think that the surface may be damaged by the cleaning operation, or the substance might pose a risk to health
- P10 look for and note any factors that will affect how you clean the surface
- P11 before carrying out cleaning of equipment, isolate electrical or gas supplies according to safety requirements, purge supply lines and protect isolation points against accidental switching on, during cleaning
- P12 note any standards that need to be applied to the work other than your supervisor's instructions, for example instructions held by the customer relative to the surface you are to treat or any slip resistance factor you must restore
- P13 make sure there is enough ventilation in the work area for your comfort when carrying out deep cleaning, and to aid any drying process

#### Treat the work area

*You must be able to:*

- P14 monitor cleaning according to the business' safety management procedures
- P15 have the correct authorisation to use any deep cleaning equipment before beginning work
- P16 make sure that cleaning equipment is in safe working order before beginning work, identifying and reporting to the relevant person any reasons for not using the specified equipment
- P17 remove any superficial dust and debris before commencing the deep clean
- P18 soften ground-in soil and stains before trying to remove them

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- P19 carry out test cleans for colour-fastness, shrinkage and soil removal in an area where marks are least likely to be noticed
- P20 check your own current health and safety instructions with workplace procedures to protect yourself and others throughout the cleaning process
- P21 apply the treatment safely, according to the manufacturer's instructions and without overwetting or damaging the surface
- P22 ensure the treatment is applied evenly and methodically and that any absorbent patches are pre-treated, concentrating the treatment on the most stubborn/ingrained soil or stain
- P23 use all deep cleaning equipment and/or machinery safely and efficiently, following the manufacturer's instructions and those of your organisation

### **Reinstate the work area**

*You must be able to:*

- P24 examine the treated surface for an even appearance, ensuring it is free from dirt and excess moisture
- P25 tell the relevant person about any stains or soil that you could not remove, applying more treatment according to instructions
- P26 where applicable, rinse treated surfaces taking care not to affect the surrounding area
- P27 where applicable apply protective treatments or coatings
- P28 put everything back in the right place, protecting furniture and equipment where a wet treatment was used and ensure no residues remain
- P29 ensure you carry out a check for pest infestation and take the appropriate action to deal with any infestation identified
- P30 where equipment with moving parts has been treated, ensure it is functioning correctly after deep cleaning
- P31 report to the appropriate person any defects or damage caused during cleaning
- P32 dispose of used and un-used solutions according to manufacturer's instructions, and clean your equipment thoroughly
- P33 put away cleaning agents and treatments securely when you have finished with them
- P34 clean and store or dispose of all personal protective equipment following workplace instructions, procedures or guidelines

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### Knowledge and understanding

*You need to know and understand:*

#### Prepare the work area for cleaning

- K1 why it is important to have the business' up-to-date cleaning specification and from whom it can be obtained
- K2 the level of personal hygiene required for the area in which you are working and why it is important to maintain personal hygiene
- K3 why it is necessary to remove your personal items and where they should be stored during cleaning
- K4 how to identify and assess the work area and its contents for required cleaning
- K5 how factors such as type, position, form and amount of soiling may influence the type of cleaning required
- K6 the available methods of treatment and the most effective and economical to use
- K7 how to assess whether the equipment/surface is suitable for the planned treatment and what factors to take into account
- K8 why it is important to report damaged or deteriorating surfaces and the effect that applying treatments may have on them
- K9 the methods for reporting to your supervisor any concerns about the cleaning activity and why you should do this promptly
- K10 the factors that will affect how you clean the surface
- K11 how to safely isolate electrical or gas supplies and why you must do this before starting cleaning
- K12 any standards that need to be applied to the equipment/work surface and who is responsible for ensuring these are adhered to
- K13 how to ventilate the work area

#### Treat the work area

*You need to know and understand:*

- K14 how to monitor the cleaning you are undertaking and why it is important to maintain standards according to the business' safety management procedures
- K15 why there are checks and restrictions in-place for the use of deep cleaning equipment and why these must be adhered to
- K16 how to check that equipment is in safe working order before use, the circumstances in which equipment may not be used and to whom to report any problems
- K17 why it is important to remove superficial dust and debris before commencing the deep cleaning process
- K18 how to soften ground-in soil and/or stains and why it is necessary to do this
- K19 how to identify the most appropriate place to carry out test cleans and why this should be done before applying treatments

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- K20 organisational Health and Safety instructions and why these should be checked against workplace procedures
- K21 where to find manufacturers instructions for disassembling and reassembling equipment, applying treatments, operating cleaning equipment and/or machinery and why it is important to follow these
- K22 the circumstances under which equipment and surfaces should be pre-treated
- K23 why treatments should be applied to surfaces evenly and the effects of not doing this

### Reinstate the work area

*You need to know and understand:*

- K24 how long the treatment should take to work and what to look for when checking the treated surface and equipment on completion of cleaning
- K25 the treatments that require rinsing, how this should be performed and the potential consequences of the inadequate removal of residues
- K26 who to inform about soils or stains that you could not remove
- K27 the factors to take into account when considering whether to apply more treatment to surfaces
- K28 the surfaces that require protective treatments and how to apply these, according to instructions
- K29 the correct place for all items moved before and during the cleaning activity and why it is important to put items back to the original place before they were moved
- K30 how to identify signs of pest infestation and to whom to report this
- K31 how to check that cleaned equipment is functioning correctly and the correct procedures for reporting any problems or damage
- K32 the correct procedures for disposing of used and/or unused treatments and why these should be followed
- K33 the correct method for cleaning equipment and/or machinery used during your work and why it is important to leave it in a clean condition
- K34 the correct place for storing cleaning treatments, equipment and machinery
- K35 how to inspect personal protective equipment after use, how it should be cleaned and stored and the circumstances under which it should be disposed

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