Unit 4223-101 Deep cleaning of internal equipment, surfaces and areas

Level: **2**
Credit value: **4**
UAN number: **T/502/2287**

Unit aim
Deep clean is the removal of all soil and protective finishes from surfaces, which could be walls, windows, furniture, floors and items of equipment

Learning outcomes
There are **three** learning outcomes to this unit. The learner will:
1 be able to prepare for deep cleaning of internal equipment, surfaces and areas
2 be able to carry out deep cleaning of internal equipment, surfaces and areas
3 be able to check cleaning and resources, dispose of waste and return equipment and items.

Guided learning hours
It is recommended that **32** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards
This unit is linked to the NOS Cleaning and Support Services unit 012.

Assessment
This unit will be assessed by:
- an assignment covering practical skills and underpinning knowledge.

Unit 4223-101 Deep cleaning of internal equipment, surfaces and areas

Assessment criteria

Outcome 1 be able to prepare for deep cleaning of internal equipment, surfaces and areas

The learner can:

1. assess the **area** and **items** to be cleaned
2. select the **cleaning method, equipment and materials** to use
3. correctly prepare cleaning chemicals for use.
4. describe what is meant by **deep cleaning**
5. explain the purpose of a work schedule
6. explain the **importance of thorough preparation** before cleaning
7. describe **how to prepare work areas**
8. explain the process for reporting damaged or deteriorating surfaces
9. describe correct cleaning methods, equipment and materials to use for different **soil types and surfaces**
10. explain the **importance of pre-testing areas to be cleaned**
11. list the **factors that might affect the cleaning method**
12. explain the **importance of isolating appropriate powered equipment before cleaning**
13. explain the **importance of ventilating the work area**
14. list **personal protective equipment for deep cleaning.**

Range

Area
Equipment or internal area that has been identified for deep cleaning, ie over and above routine or cosmetic cleaning, including furniture, fixtures, fittings, floors, walls

Items
Internal equipment (eg in food environments, clinical environments, offices)

Cleaning method, equipment and materials
Cleaning method – fogging, agitate cleaning, scrubbing, suction cleaning, damp cleaning, application of special treatments (stain removers, de-greasers, de-scalers), pressure washing, steam cleaning, scraping, brushing, mop sweeping, barrier cleaning, carpet/upholstery shampooing, stripping and sealing, sanding, vitrification, high level cleaning (eg wall washing)
Equipment – cloths, buckets, mopping equipment, suction cleaners, shampooers, rotary machines and pads/brushes, pressure/steam cleaners with attachments, wet pickup, microfibre cloths, scrapers, stepladders, warning signs, dust sheets/floor protection sheets
Materials – chemicals, special treatments, hard surface cleaners, disinfectants, sanitizers, carpet shampoo, stain removal chemicals, acid cleaner, detergent, polishes, caustic soda

Deep cleaning
Specialised, non-routine cleaning of equipment and surfaces

Importance of thorough preparation

Ensuring there are means to prevent cross-contamination, health and safety (eg for risk assessment), personal security, being able to carry out cleaning efficiently, time management, accessibility, minimizing time out of service, maintaining Food Safety legislation in food areas

How to prepare work areas
Appropriate use of signage (eg cordons, warning tape), isolation of equipment, use of permits/checks/documentation/authorisation in preparation to enter areas, follow manufacturer's/organisation procedures for equipment, follow health and safety legislation/guidance, informing designated persons of work taking place

Soil types and surfaces
Surfaces – furniture, fixtures and fittings, equipment, walls and floors (porous and non-porous), soft floors and furnishings, stainless steel surfaces, tiled surfaces, windows and glazed surfaces
Soil types – dust and dirt, food debris, liquid stains (including drinks, oils, inks), food pest debris, bodily fluids, human waste/soiling, body fats, heavy duty stains and grease deposits, organic, non-organic, limescale, other excessive or impacted soiling

Importance of pre-testing areas to be cleaned
To ensure suitability of cleaning chemicals for surfaces

Factors that might affect the cleaning method
Surface, condition of surface, type of soiling, degree of soiling, location of soiling, equipment/time/trained staff available

Importance of isolating appropriate powered equipment before cleaning
Health and safety legislation, prevention of accident/injury or 'near misses', to follow organisational procedures, liability

Importance of ventilating the work area
To prevent build up of fumes, to speed up drying process, to freshen area

Personal protective equipment for deep cleaning
Disposable gloves, gauntlets, suitable footwear, uniform, high visibility work wear, goggles/visors, ear defenders, specialist PPE (eg breathing equipment, hard hats, hairnets/beard covers, aprons)

Outcome 2 be able to carry out deep cleaning of internal equipment, surfaces and areas

The learner can:

1. use correct **cleaning methods** for deep cleaning internal equipment, surfaces and areas
2. use **correct procedures for pre-treating an area for heavy soiling or stains.**
3. explain the **importance of cleaning procedures**
4. describe correct **cleaning methods** for deep cleaning internal equipment, surfaces and areas
5. explain the **importance of removing dust and debris before deep cleaning**
6. explain the importance of cleaning to prescribed standards
7. explain the **consequences of using incorrect materials, equipment and cleaning methods**
8. explain the importance of completing work in a timely manner
9. explain the **importance of minimizing the inconvenience** to customers, colleagues and the general public
10. describe **procedures that can be taken to minimize inconvenience.**

Range

Cleaning methods

Fogging, agitate, scrub/suction and clean, damp cleaning, barrier cleaning, application of special treatments (eg de-greaser, de-scaler), pressure washing, steam cleaning, scraping, brushing, mop sweeping

Correct procedures for pre-treating an area for heavy soiling or stains

Identify soiling/stain, check with supervisor that pre-treatment and associated cleaning can be carried out, choose correct cleaning material (progressive use from mild to strong as necessary), use according to manufacturer's recommendations/instructions (eg for right amount of time), using correct PPE as necessary, ventilating area as necessary

Importance of cleaning procedures

To ensure a systematic approach to cleaning, so that cleaning is consistently successful, to maintain expected standards

Importance of removing dust and debris before deep cleaning

To achieve satisfactory cleaning results, to be able to assess the area for cleaning, to prevent damage to equipment and surfaces

Consequences of using incorrect materials, equipment and cleaning methods

Consequences – accident or near miss or injury, breaches of health and safety (eg near misses), damage to surfaces, cost of equipment, downtime of equipment (affect on production, affect on business), training, replacement of surfaces/equipment, labour costs, liability for damage, to preserve manufacturer's warranty on equipment and surfaces (including cleaning equipment)

Cleaning method – fogging, agitate, scrub/suction and clean, damp cleaning, barrier cleaning, application of special treatments (eg de-greaser, de-scaler), pressure washing, steam cleaning, scraping, brushing, mop sweeping

Equipment – cloths, buckets, mopping equipment, suction cleaners, shampooers, rotary machines and pads/brushes, pressure/steam cleaners with attachments, wet pickup, microfibre cloths, scrapers, stepladders, warning signs

Materials – chemicals, special treatments, hard surface cleaners, disinfectants, sanitizers, carpet shampoo, stain removal chemicals, acid cleaner, detergent, polishes, caustic soda

Importance of minimizing the inconvenience

Health and safety, to maintain good service, to maintain service level agreements (SLAs)

Procedures that can be taken to minimize inconvenience

Preparation for cleaning to ensure all appropriate equipment/materials are available, cleaning is carried out in a logical, methodical manner, carrying out cleaning at the appropriate time and place, and within agreed timescales, appropriate use of signage, appropriate size of equipment

Outcome 3 be able to check cleaning and resources, dispose of waste and return equipment and items.

The learner can:

1. check deep cleaning and take any necessary actions
2. return **items** to their original position
3. reinstate the area after cleaning
4. clean, check and return **equipment** in good order to secure storage areas
5. dispose of waste correctly.
6. explain the **importance of checking area and items after deep cleaning**
7. describe the procedures for reporting damage to equipment, surfaces and premises
8. explain **why equipment and materials should be returned** in good order to a secure storage area
9. state procedures for re-instating rooms

10. describe **how to dispose of waste correctly**
11. describe the **procedures for ordering and replacing resources.**

Range

Items
Internal equipment (eg in food environments, clinical environments, offices)

Equipment
Cloths, buckets, mopping equipment, suction cleaners, shampooers, rotary machines and pads/brushes, pressure/steam cleaners with attachments, wet pickup, microfibre cloths, scrapers, stepladders, warning signs

Importance of checking area and items after deep cleaning
To ensure cleaning has been carried out correctly, to maintain health and safety (due to access), to ensure area and equipment are ready to be used safely and hygienically

Why cleaning equipment and materials should be returned
To ensure they are available for use, secure and are not misused

How to dispose of waste correctly
Waste slurry and used chemicals are disposed of following manufacturer's instructions, environmental concerns and legislation; by use of correct colour-coded bag or appropriate waste container, labelled appropriately, correct and secure storage/collection point

Procedures for ordering and replacing resources
Procedures – informing supervisor verbally, use of requisition form
Resources – consumables, cleaning chemicals and equipment