

<b>UNIT CODE</b>	<b>SISXFAC007</b>
<b>UNIT TITLE</b>	<b>Maintain clean facilities</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to maintain the cleanliness of facilities through regular checks and by cleaning facility areas.</p> <p>This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations. It can be applied to any type of facility.</p> <p>It applies to individuals working in a range of sport, fitness, aquatic or recreation roles at different levels of responsibility, but usually to those who work under supervision.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Facility Management
<b>UNIT SECTOR</b>	Cross-Sector
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Check on facility areas.	1.1 Complete regular facility checks according to organisational schedules. 1.2 Identify, treat and report hazards according to organisational safety procedures. 1.3 Remove waste and organise immediate cleaning of area, as needed. 1.4 Identify, retrieve and record lost property according to organisational procedures.

2. Clean facility areas.	<p>2.1 Complete cleaning of facility areas according to organisational schedules and safety practices.</p> <p>2.2 Erect signs and barriers to isolate work area and maintain staff and patron safety.</p> <p>2.3 Select and use personal protective equipment suitable for the cleaning task, and handle cleaning agents safely.</p> <p>2.4 Use equipment, cleaning agents and cloths suitable for specific areas, surfaces and equipment.</p> <p>2.5 Check and replenish consumables according to organisational standards.</p> <p>2.6 Clean and store cleaning equipment, store cleaning agents, and secure storage area.</p> <p>2.7 Complete cleaning records according to organisational procedures.</p>
3. Organise supply of cleaning materials.	<p>3.1 Check cleaning supplies regularly for quantity, quality and expiry date.</p> <p>3.2 Dispose of expired supplies safely and according to manufacturer instructions.</p> <p>3.3 Order supplies to meet anticipated demand and according to organisational procedures.</p>
<b>FOUNDATION SKILLS</b>	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
<b>SKILLS</b>	<b>DESCRIPTION</b>
Reading skills to:	<ul style="list-style-type: none"> <li>■ interpret detailed familiar organisational procedures and schedules for inspecting and maintaining clean premises response</li> </ul>
Writing skills to:	<ul style="list-style-type: none"> <li>■ use fundamental sentence structure to complete basic forms and reports that require factual information.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>■ complete basic calculations involving ratios to dilute cleaning chemicals</li> <li>■ complete basic calculations involving addition and multiplication for determining required supplies.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	Supersedes and is not equivalent to SISXFAC002 Maintain sport, fitness and recreation facilities
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for SISXFAC007 Maintain clean facilities</b>
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<b>PERFORMANCE EVIDENCE</b>	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> <li>■ complete one facility inspection, and during that inspection: <ul style="list-style-type: none"> <li>○ identify and report hazards</li> <li>○ retrieve and report lost property items</li> </ul> </li> <li>■ complete three cleaning activities, each for a different area in a sport, fitness, aquatic or recreation facility</li> <li>■ for each cleaning activity: <ul style="list-style-type: none"> <li>○ select equipment, cleaning agents and cloths suitable for the task</li> <li>○ use effective safe manual handling techniques</li> <li>○ complete accurate records</li> </ul> </li> <li>■ complete one internal order to replenish cleaning supplies.</li> </ul>
<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ organisational procedures for: <ul style="list-style-type: none"> <li>○ inspecting and maintaining clean premises, and for record keeping</li> <li>○ reporting hazards</li> <li>○ administering lost property</li> <li>○ ordering supplies of cleaning materials</li> </ul> </li> <li>■ work health and safety practices for cleaning activities: <ul style="list-style-type: none"> <li>○ types of personal protective equipment and reasons for their use</li> <li>○ safe manual handling techniques for carrying, lifting, pulling and pushing equipment</li> <li>○ safe handling and storage of cleaning chemicals and containers to avoid damage and spills</li> <li>○ safety data sheets (SDS) for cleaning chemicals, and how to access and select information</li> <li>○ types of signs and barriers used to isolate areas for staff and patron safety</li> </ul> </li> <li>■ equipment, cleaning agents, cloths and methods used to clean: <ul style="list-style-type: none"> <li>○ wet areas including toilet and shower facilities</li> <li>○ dry areas including carpeted areas, woodwork and furnishings</li> <li>○ indoor and outdoor floor surfaces of different types, in particular large areas of sport, fitness, aquatic and recreation facilities</li> </ul> </li> <li>■ safe and environmentally sound: <ul style="list-style-type: none"> <li>○ disposal methods for: <ul style="list-style-type: none"> <li>● general waste</li> <li>● recyclable waste</li> <li>● hazardous cleaning chemicals</li> </ul> </li> <li>○ use of energy and water</li> </ul> </li> <li>■ specific to the sport, fitness, aquatic or recreation environment: <ul style="list-style-type: none"> <li>○ typical organisational standards for presentation of premises</li> <li>○ types of consumable items provided for patrons and standards for replenishing these</li> <li>○ typical periodic schedules for: <ul style="list-style-type: none"> <li>● inspecting facility areas</li> <li>● cleaning different areas</li> </ul> </li> <li>○ hygiene considerations and cleaning practices that minimise hygiene risks.</li> </ul> </li> </ul>

<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in a sport, fitness, aquatic or recreation environment. This can be:</p> <ul style="list-style-type: none"> <li>■ a workplace, or</li> <li>■ a simulated industry environment set up for the purposes of skills assessment.</li> </ul> <p>Assessment must ensure use of:</p> <ul style="list-style-type: none"> <li>■ cleaning equipment, cleaning agents and cloths suitable for both wet and dry areas</li> <li>■ waste disposal receptacles for general and recyclable waste</li> <li>■ personal protective equipment for cleaning activities</li> <li>■ signage and barriers for isolation of work area</li> <li>■ template: <ul style="list-style-type: none"> <li>○ record keeping forms for inspection and cleaning activities</li> <li>○ internal order forms for supplies</li> </ul> </li> <li>■ organisational procedures for: <ul style="list-style-type: none"> <li>○ inspecting and maintaining clean premises, and for record keeping</li> <li>○ reporting hazards</li> <li>○ administering lost property</li> <li>○ ordering supplies of cleaning materials.</li> </ul> </li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide