



Unit title: Cleaning Areas

SQA code: J8E9 45

SCQF level: 5

SCQF credit points: 4

History of changes

Publication date: July 2024

Version: 01

Version number	Date	Description of change	Authorised by

© Scottish Qualifications Authority 2024

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Unit template: December 2022.

Unit Specification

Cleaning areas

URN: SDS 0435

SCQF Level: 5 | SCQF Credit: 4

Goal of Unit:

To clean areas to maintain health and safety standards in line with organisational procedures.

Brief outline:

This is about cleaning areas to meet organisational procedures, including surface wiping, dusting and sweeping. This includes reporting faults, maintenance requirements and any security concerns identified during the cleaning process. Areas to be cleaned may include one or more of the following areas: offices, conference rooms, changing rooms, public areas, toilets and retail display areas.

Note: Customers include visitors, clients and others on premises to purchase, use and find out about services and products.

Note: Organisational procedures also include any relevant legislation or regulations.

Performance requirements

1. Preparing areas for cleaning in line with required schedules and organisational policies and procedures
2. Selecting correct cleaning equipment and materials for areas being cleaned in line with organisational policies and procedures
3. Using selected equipment and materials to carry out cleaning of areas in line with manufacturers' instructions and organisational policies and procedures
4. Identifying and reporting area maintenance, repair, replacement and security concerns for areas being cleaned in line with organisational policies and procedures
5. Completing final checks of areas cleaned to ensure they meet required quality standards for cleanliness in line with organisational standards and procedures
6. Completing cleaning work records accurately in line with organisational policies and procedures
7. Handling and disposing of waste in line with relevant legislative requirements and organisational procedures

Knowledge and understanding requirements

1. Importance of adhering to timescales when cleaning areas
2. Health, safety, security and environmental regulations and organisational procedures and how to safely comply with them
3. Organisational schedules for cleaning and the importance of using them
4. Types of cleaning equipment and materials, where to find these and when these should be used
5. Methods of preparing areas for cleaning and how to apply them
6. Cleaning methods relevant to areas being cleaned and how to apply these
7. Unexpected situations that might happen during cleaning, such as spillages and breakages, and how to deal with these
8. Appropriate actions to take when customers are present during cleaning
9. Importance of identifying any areas and items that require further attention including maintenance, repairs, replacement and security concerns
10. Process for reporting issues with cleaning equipment, stock, maintenance, repairs and security concerns

11. Records that must be kept for cleaning and how to accurately complete them
12. The importance of carrying out final checks of areas on completion of cleaning areas
13. The importance of environmental good practice and sustainability and how to apply this in your area of responsibility
14. Types of waste within your remit and organisational procedures and relevant legislative requirements for handling and disposing of waste