



Domestic work

Level II

Learning

Unit of Competence:

Module Title:

LG Code:

TTLM Code:

Guide-10

**Apply Basic Cleaning Principles to
Perform cleaning tasks**

**Applying Basic Cleaning
Principles to Perform Cleaning
Tasks**

LSA DWR2 M04L01-LG-10

LSA DWR2 TTLM 0419 v1

LO 1: Identify basic cleaning needs in a household environment



Instruction Sheet

Learning Guide 10

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Cleaning requirements relevant to the task
- Components of cleaning task
- Clarifying planned and standard of performance with employer or work supervisor

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Identify Cleaning requirements in a household environment, relevant to the task.
- Identify Components of cleaning task, planned and standard of performance
- Clarified with relevant People such as employer or work supervisor

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, and Sheet 3”.
4. Accomplish the “Self-check 1, Self-check 2, and Self-check 3” in page 8,14 and 16 respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1A.-B,9-10 .
6. Do the “LAP test” in page – 17 (if you are ready).

Information Sheet-1	Cleaning requirements relevant to the task
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1.1 Common cleaning requirements: - dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.

- **Task** - is a piece of work to be done or undertaken.
- **Domestic premises** :-

Table 1.1 Domestic areas

Kitchen	Bedrooms
Bathroom/Toilet	Dining room
Living room	Entrance/Hallway and stair case



Figure 1.1 Common areas in domestic setting



1.2.Floors: One of the common task for cleaning in a household environment is to clean the floor. Floor varies in each type and classification, thus; cleaning approach will also vary.



- **Types Of Floors**

✓ A floor is the bottom surface of a room or vehicle. Floors vary from simple dirt in a cave to many-layered surfaces modern technology. Floors may be stone, wood, bamboo, metal or any other material that can support the expected load.


Table 1.2 Types of floors

Types Of Floors		
Ceramic	Rugs	Mosaic
Granite	Terrazzo	Carpets
Mar Ble	Cement	Wood
Terracotta	Vinyl	


Table 1.3 common types of floors in household setting

<u>Types of floors</u>	<u>picture</u>	<u>remark</u>
CERAMIC		Copy Right @.2003. Academy Of Domestic Services
MAR BILE		Made of marble






GRANITE		
TERRACOTTA		
MOSAIC		
CARPETS		
RUGS		
TERRAZZO		
CEMENT		Made of cement
VINYL		







WOOD		Made of bamboo
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1.3.Cleaning requirements: - will also cover not only the facilities of the household. It includes furniture and equipment relevant to the task of a domestic worker and a care giver. As such, sample equipment and furniture are given below;

Table 1.4 Common furniture and equipment:

<u>Name of the Furniture of Equipment</u>	<u>Sample model</u>
Refrigerator	
Oven with gas range	
Blender	
Table top kitchen aide or mixer	



	
Miglise	
Sofa	
Furniture	



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Enumeration

1. Write the five domestic in house hold areas:- (5 marks)
2. Write types of floors. (5 marks)

Note: Satisfactory rating –10 and 10 points
points

Unsatisfactory – below 10 and 10

Answer Sheet

Name: _____

Date: _____

Multiple choice

1. ---- 2.-----3-----4-----5-----6---7—8—9----10—11---12---



Information Sheet-2.	Components of cleaning task
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2.1. Components of cleaning task

- Components of cleaning include: - Chemicals include but are not limited to: neutral detergent, acid and alkaline-based detergents, disinfectants, degreasers.

2.2. Cleaning agents:-

They are substances (usually liquids, powders, sprays, or granules) used to remove dirt, including dust, stains, bad smells, and clutter on surfaces.

- ✓ **Purposes of cleaning agents** include health, beauty, removing offensive odor, and avoiding the spread of dirt and contaminants to oneself and others.



Fig 2.1 cleaning agents

- ✓ There are four main types of cleaning agents used :-
 - Detergents
 - Degreasers
 - Abrasives
 - Acids



- **Detergents**

Detergents are the most common type of cleaning agent and are used in home and commercial kitchens. They work by breaking up dirt or soil, making it easy to wash it away.

The detergents used in commercial kitchens are usually synthetic detergents made from petroleum products and may be in the form of powder, liquid, gel or crystals.

- **Degreasers**

Degreasers are sometimes known as solvent cleaners and are used to remove grease from surfaces such as oven tops, counters and grill backsplashes.

Methylated spirits or white spirit were commonly used as degreasers in the past. Most food businesses now try to use non-toxic, non-fuming degreasers in their operations to prevent chemical contamination.

- **Abrasives**

Abrasives are substances or chemicals that depend on rubbing or scrubbing action to clean dirt from hard surfaces. In commercial kitchens, abrasives are usually used to clean floors, pots and pans.

Abrasives should be used with care as they may scratch certain types of materials used for kitchen equipment such as plastic or stainless steel.

- **Acids**

Acid cleaners are the most powerful type of cleaning agent and should be used with care. If they are not diluted correctly, acid cleaners can be very poisonous and corrosive.

Acid cleaners are generally used to remove mineral deposits and are useful for decaling dishwashers or removing rust from restroom facilities.



Table 2.1 Some Cleaning Equipment



- Mops and Squeegees. ...
- Mop Buckets and Wringers. ...
- Dustpan and Brushes. ...
- Cloths and Sponges. ...
- Buckets and Bowls. ...
- Rotary and Vacuum Cleaners. ...
- Pressure Washers and Steam Cleaners. ...
- Grill Cleaners.



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. Write four main types of cleaning agents. (5 marks)

**Note: Satisfactory rating – 5 and 5 points
below 5 and 5 points**

Unsatisfactory -

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Name: _____

Date: _____

1. _____, _____, _____, _____.



InformationSheet-3	Clarifying planned and standard of performance with employer or work supervisors
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3.1.Definition or terms:-

- **Planning:-** is the process of thinking about the activities required to achieve a desired goal. It is the first and foremost activity to achieve desired results. It involves the creation and maintenance of a plan, such as psychological aspects that require conceptual skills.
- **standard:-** is a level of quality or achievement, especially a level that is thought to be acceptable.

3.2.Planning the work of the domestic worker

- Planning the work of the domestic begins with creating an inventory list of all items within each area that will need domestic worker gives attention. Preparing area invention list ensure which domestic worker will be held accountable. Inventory lists are bound to be long & extremely detailed. Since most properties offer several different types of family rooms, separate inventory list may be needed for each room type.
- Inventory list enables the household as the basis for developing cleaning procedures.

3.3.Frequency Schedules :-

- Frequency schedules indicate how often items on inventory list are to be cleaned or maintained. Items that must be cleaned on a daily or weekly basis become part of routine cleaning cycle & other items (which must be cleaned or maintained by weekly, monthly or according to some other cycle) are inspected on a daily or weekly basis, but they become part of a general (deep) cleaning program.



3.4. Cleaning Schedule

First thing is to have a documented cleaning schedule in a place. A cleaning schedule is an indication of what's going to be done when, how and by who. When we talk about what's going to be done, you need to go through and list what pieces of equipment, what utensils, what part of the premises is going to be subjected to the cleaning.

**Self-Check 3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. A cleaning schedule is an indication of-----, -----, -----
- (5 marks)

2. Write Some Cleaning packages needs. (5 marks)

**Note: Satisfactory rating – 10 and 10points
points**

Unsatisfactory - below 10and 10

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Name: _____

Date: _____

1. -----, -----, -----, -----.2-----
-



Operation sheet . 1	Kitchen Cleaning requirements relevant to the task
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Techniques for Kitchen Cleaning requirements relevant to the task:-

Step 1.Wear PPE

Step 2.Clean and polish all cupboards and drawers, removing stains, dirt's

And finger marks

Step 3.Clean the refrigerator and freezer, removing dirt's and finger marks.

Step 4.Clean the cooker hobs and outside the oven.

Step 5.clean the microwave inside and out, remove stains, and finger

Marks where possible.

Step 6.Clean all appliances like dishwasher, washing machine etc.

Removing dirt's and finger marks

Step 7.Clean and wash all tops and surfaces, polish where necessary

Step 8.Wipe cleans the extractor over the cooker.

Step 9.Clean and wash the sink shine taps and tiles around the sink

Step 10.Clean and wipe the door handles, remove stains and finger marks

Where possible

Step 11.Dust lampshades and light switches where possible

Step 12.Empty bins, change bin bag and Wipe down bins

Step 13.Sweep/vacuum or mop the floor (if not carpeted)



Operation sheet. 2	Bathroom/Toilet Cleaning requirements relevant to the task
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Techniques for bathroom/toilet cleaning requirements relevant to the task:-

Step 1.Wear PPE

Step 2.Perform Clean and disinfect toilet seat inside and out, clean and disinfect toilet bowl inside and out, polish where necessary

Step 3. Perform Clean and wash the bathtub, polishing the taps.

Step 4.Perform Clean the shower cabin

Step 5.Perform Clean and wash the tiles

Step 6.Polishing mirrors and glasses and chromes

Step 7.Perform Clean and wash all tops and surfaces, polish where necessary

Step 8.Perform clean towel rack and arrange towels neatly

Step 9.Perform Clean the cabinets (if there are any)

Step 10.Perform Clean and wash the sink inside and out, polish the taps

Step 11.Perform Vacuum /mop the floors and empty the bins

Step 12.Perform Clean and wipe the door handles and light switches, remove finger marks

Step 13.Polish chrome fixtures



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following Tasks within **4** hours.

Task 1: clean kitchen requirements relevant to the task

Task 2: clean bathroom/toilet requirements relevant to the task



List of reference

- https://www.kitchenaid.id/en_id.html
- https://www.youtube.com/watch?v=Rxeye5SE9_g
- <https://www.fss.txstate.edu/ehsrm/safetymanual/chemical/clnngagnt.html>
- Hotel Hostel and hospital housekeeping Joan CBranson&Margaret
Lennox, 1998^{5th} edition
- Source :-
http://www.trav.ucl.ac.be/recherche/pdf%202002/2001%2012%20LPS_final.pdf
- . You tube :- <https://www.youtube.com/watch?v=z3cjTqCQemU>
- <https://www.youtube.com/watch?v=r3vGCUaimsw>
- <https://www.youtube.com/watch?v=4jyPOuMPeM4>



Domestic work Level II

Learning Guide-11

Unit of Competence: **Apply Basic Cleaning Principles to Perform Cleaning Tasks**

Module Title: **Applying Basic Cleaning Principles to Perform Cleaning Tasks**

LG Code: **LSA DWR2 M04L02-LG-11**

TTLM Code: **LSA DWR2 TTLM 0419 v1**

LO 2:- Prepare for Cleaning



Instruction Sheet

Learning Guide 11

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:-

- Cleaning equipment and methods relevant to the task
- Appropriate Cleaning agents and supplies for task
- Personal Protective Equipment (PPE) appropriate for the task

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Identify the most appropriate ones chosen depending on components of Relevant cleaning equipment and methods cleaning task.
- Identify Cleaning agents and supplies appropriate for the task
- Identify and wear Personal Protective Equipment (PPE) relevant to cleaning tasks

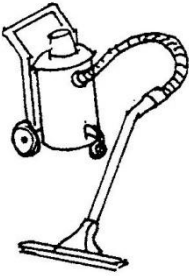
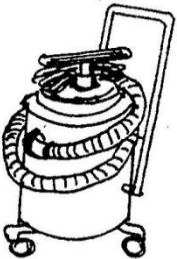

Learning Instructions:

7. Read the specific objectives of this Learning Guide.
8. Follow the instructions described below 3 to 6.
9. Read the information written in the information “Sheet 1, Sheet 2, and Sheet 3”.
10. Accomplish the “Self-check 1, Self-check 2 and Self-check 3, ” in page -31 and, 33 and, 40 respectively.
11. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1A-C” in page -35-37.
12. Do the “LAP test” in page –41 (if you are ready).


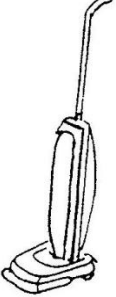

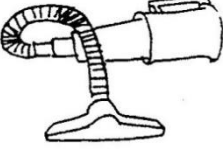


Information Sheet 1	Cleaning equipment and methods relevant to the task
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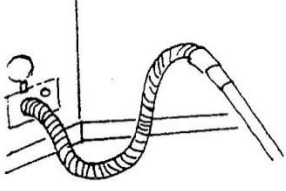
1.1.Types of Cleaning equipment and cleaning chemicals

Cleaning equipment			
Illustration	Types	Use	Care
	Dry tank type	Use cleaning only; cleaning carpet or floor	Clean after each use; keep brushes clean; replace bags away from guest contact areas
	Wet-dry vacuum	Wet or dry cleaning of carpet	Clean after each use; flush hose with clean water; check cut-off mechanism frequently; if space permits, store motor unit separate from container
	Pack type worn on back like knapsack	Dry leaning only; cleaning in small spaces or area that require moving from place to place	Clean after use; store in open position




	<p>Scoop type-built on squeegee</p>	<p>Wet or dry cleaning; cleaning in long, wide aisles and open spaces; limited maneuverability</p>	<p>Clean after each use; flush hose with clean water; wipe dry; check cut-off mechanism frequently; store in open position</p>
	<p>Upright</p>	<p>Carpet and rugs</p>	<p>Change disposable dust bags and filters often</p>
	<p>Light upright (also called electric broom)</p>	<p>Surface pickup on floor and carpets; not effective for tough cleaning of carpet</p>	<p>Change disposable bags and filters often for best cleaning to store</p>
	<p>Hand vacuum</p>	<p>Stair, cars, furniture</p>	<p>Do not use for heavy cleaning</p>






	<p>Built-in vacuum system-center vacuum machine with pipes running to vacuum station</p>	<p>Cleaning multi-story buildings; industrial uses</p>	<p>Empty disposable bag twice a year; don't drag or bend long hoses</p>
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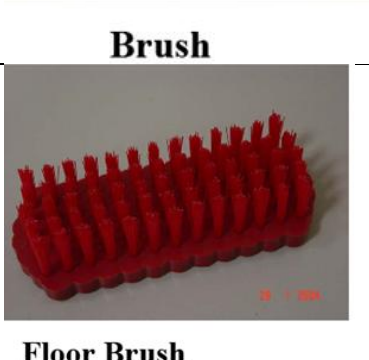

 <p>Bucket with wringer</p>	<p>Wringers are used to remove excess liquid from mops. After use, buckets and wringers should be emptied, rinsed and wiped and wiped dry.</p>
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 <p>Soft broom & stick broom</p>	<p>It is used for sweeping</p> <p>Use soft broom for fine surface like floors; stick broom for rough surfaces like grounds.</p>
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 <p>Cleaner</p> <p>Vacuum</p>	<p>It is used to eliminate loose soil and dust particles from carpet surfaces, upholstered furniture and even hard surfaces. Dust bags must be emptied daily. After using, roll back the wire neatly on the back of the vacuum cleaner. Place it on one end of the trolley.</p>
 <p>Floor Polisher</p>	<p>To be used in scrubbing, stripping and polishing hard floor surfaces and also vinyl, wood parquet, etc.</p>
 <p>Carpet Sweeper</p>	<p>Used to pick-up dirt and particles from the carpet. Press the handle and push towards the dirt to vacuum-sweep the carpet.</p>
 <p>Handy Soft Duster</p>	<p>Light dusting</p>



		Brushing toilet bowl
		Brushing tile grouting area
		Brushing toilet floors tiles
		Brushing Tile Grouting






Toilet Brush

Brush


Floor Brush

Hard Grouting Brush



		Cleaning glass, mirror, window
		Cleaning glass, mirror, window
		Cleaning glass, mirror, window
		Cleaning furniture and watering plants.
		Collecting swept items






 <p>Broom</p>	<p>Sweeping floors</p>
 <p>Mopping bucket</p>	<p>Washing mop drying mop Water for mopping</p>
 <p>Scouring Pads</p>	<p>For scrubbing, for cleaning painted surfaces, glass mirrors, marble and porcelain. Always make sure the pads are wet before using them. Wash and rinse after each use. Also rinse at the end of each day to insure that there is no soap left on the pads.</p>
 <p>Dusting Cloths</p>	<p>This is used for dusting wooden and painted parts. Make sure the cloths are clean otherwise the dusty cloth will merely rub the dust unto the surface being dusted.</p>
	<p>It is used for drying bathroom walls and floor tiles after they are cleaned. Make sure the cloths are dry.</p>








Ruuber glove

Protect hands from being exposed to hot and warm water, detergent and chemical solution, and other liquids that could harm skin. They also reduce the friction of broom and mop handle on hands, and help prevent blisters and sores. Wash rubber gloves after wash day's use in a detergent solution, rinse in clean water wipe dry, and store them in a clean, dry place. Be careful not to tear rubber gloves.

Examples of cleaning chemicals	Purpose & Proper Usage
 <p>All purpose cleaner</p>	<p>All purpose cleaner used for cleaning all cleaning activities .</p>
 <p>bleach</p>	<p>To clean stains</p>
 <p>Leather care</p>	<p>To polish leather</p>



 <p>metal polish</p>	<p>To polish metal surface</p>
 <p>furniture care</p>	<p>To Polish furniture surface</p>
 <p>Trigger spray bottles</p>	<p>Bottles can be filled with a cleaning solution that is sprayed on items to be cleaned. Some properties buy large containers of cleaning solution and then fill smaller bottles for employees use. This saves the housekeeping department money. Trigger spray bottles come in variety of sizes and shape. Many bottles are used to hold all-purpose cleaner or glass cleaners. Do not use a trigger spray bottle unless it is labeled with the solution/s name and instruction for its safe use. To clean, follow any special instructions that are listed on each container.</p>
 <p>Wood Polish</p>	<p>To polish wood surface, leather and imitation-leather surfaces</p> <p>Spray it sparingly and evenly on the surfaces.</p>
 <p>Insecticides</p>	<p>To be used in fumigation and to eliminate insects and pests.</p> <p>In as much as the chemical is toxic, avoid spraying unto food containers and food items. Remove food within the affected</p>




	areas during the fumigation.
 <p>Methylated Spirit</p>	<p>It is a chemicals used for polishing all glass surfaces such as mirrors, windows, etc.</p> <p>This chemical is highly flammable and must never be used near fire or flame. It also has high degree of evaporation and should therefore be used in small area sparingly one at a time to avoid wastage.</p>
 <p>Air Freshener</p>	<p>To be sprayed in the room in order to remove foul odor in guestrooms, comfort rooms or any area with foul odor.</p>
 <p>Carpet Stain Remover like Atomizer</p>	<p>Use to remove stain or spot on carpets.</p> <p>Follow direction to use seen on the container or bottle.</p>



Fig. 1 .1 prepare cleaning materials and equipments



2.2. Cleaning Methods:-

- Cleaning is one of the most important steps in the/cleaning and disinfecting /C&D process. The cleaning process can be executed as dry cleaning and/or wet cleaning. When done appropriately, cleaning alone can remove over 90 percent of microorganisms.

✓ **Dry Cleaning**

Dry cleaning involves the removal of any gross contamination and organic material (for example, soil, manure, bedding, and feed) from production areas or equipment.

✓ **Wet Cleaning**

Wet cleaning involves the use of water and soap or detergent.

✓ **Washing**

Following the removal of gross contamination areas or items should be washed with detergent. The washing process helps to further reduce the number of microorganisms and to remove any oil, grease, or exudates that may inhibit the action of disinfection

- ✓ The following points for washing are recommended:
 - Obtain alternate power supplies if all electrical power will be shut off for washing.
 - Turn off, unplug, and remove or tightly cover any electrical equipment with plastic.
 - If necessary, use brushes to scrub all contaminated surfaces with water and detergent.
 - Use warm to hot water (90–130°F [32–54°C] or higher).
 - Flush, sanitize, and drain all components of the watering and feeding systems cleaning. Flush, sanitize, and drain reservoirs.
 - For ventilation components, individually clean fans, casings, motors, belts, curtains, Ventilation pads, and louvers, ensuring they are free of manure, debris, dust, and dirt
 - Dispose of solutions in accordance with the site-specific disposal plan.



✓ **Rinsing and Drying**

After washing, all surfaces should be thoroughly rinsed, as residues from cleaners and detergent can inactivate certain chemical disinfectants'

✓ **The following points for rinsing and drying are recommended:**

- Use clean, cold water that is under low pressure to rinse all contaminated surfaces to remove any remaining dirt, debris, and residue. This is necessary to remove any soap or detergent residue, which if present may inactivate several chemical disinfectants.
- Visually inspect the surface for cleanliness; there should be no “beading”. Instead, the water should spread evenly over the surface. All surfaces should be free of all foreign matter.
- Dispose of the rinse water in accordance with the site-specific plan.
- Allow sufficient drying time (overnight) so no free liquids remain on the washed surfaces

**Self-Check 1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. List down at least 10 Types of Cleaning equipment. (5 marks)
2. Write the two Cleaning Methods in domestic work. (3 marks)
3. write at least five types of chemical detergents .(3 marks)

Note: Satisfactory rating – 11 and 11points

Unsatisfactory - below 11and 11

points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Name: _____

Date: _____

1. _____ , _____ , _____ , _____ .

2. _____



Information Sheet 2.

Appropriate Cleaning agents and supplies for task

2.1.Appropriate cleaning agents:-

Appropriate cleaning agents are used for cleaning the employer rooms, bathroom, toilets and other public areas. Typical cleaning agents include aqueous and semi-aqueous cleaning agents, solvents, acids, alkalis and abrasives are used with available supplies for cleaning task.

2.2 Basic Cleaning Supply List for domestic work

- Here is appropriate supplies and agents for cleaning:-

For the Floors

- ✓ Vacuum
- ✓ Bucket
- ✓ Rags or chamois mop
- ✓ Warm water mixed with basic dishwashing soap

For the Kitchen

- ✓ All-purpose cleaner
- ✓ Oven cleaner
- ✓ Stainless steel cleaner (if you have stainless steel appliances)
- ✓ Scrubbing sponges (buy a five-pack!)
- ✓ Microfiber cloths
- ✓ Warm water mixed with a basic dishwashing soap (for stone countertops)
- ✓ Baking soda



- ✓ White vinegar
- ✓ A few lemons

For the Bathroom

- ✓ Toilet brush
- ✓ Grout and tile cleaner
- ✓ Grout brush
- ✓ All-purpose cleaner

For Living Areas/Bedrooms

- ✓ Glass cleaner
- ✓ Lint roller
- ✓ Extendable duster
- ✓ Vacuum

**Self-Check .2****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions.

I. True (T) or False (F). Circle the correct answer.

1. T F The correct way to wash sponges is to squeeze a mild detergent solution through them and then rinse them in clean water until they are clean.
2. T F Scrub brushes are used to clean the insides and rims of toilet bowls.
3. T F Lower surfaces should be dusted before high areas.
4. T F To clean dusters, rinse them with warm detergent solution and air dry.
5. T F Liquids should not be left in buckets overnight; the buckets should be rinsed and dried after each use.
6. T F Employees can use wet-dry vacuum to clean both wet and dry carpets.
7. T F Employees should change the disposable bag in built-in vacuum cleaning system after each use.
8. T F When using electrical appliances, employees should plug into grounded outlets only.
9. T F Employees should use a round dusting tool attachment to vacuum corners, baseboards, cracks and crevices.
10. T F Employees may use wall-washing machine to clean windows

Note: Satisfactory rating – 10 and 10 points

Unsatisfactory - below 10 and 10 points

You can ask your teacher for the copy of the correct answers

Answer Sheet

Name: _____

Date: _____

1. ----- 3, ----- 4-----5,-----6----- 7---- 8-----9-----10-----.



Information Sheet 3.	Personal Protective Equipment (PPE) appropriate for the task
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3.1. What is PPE

- The use of personal protective equipment (PPE) is required in specific work areas for the protection of workers from various occupational hazards. PPE is not a substitute for adequate engineering or administrative controls.
- PPE typically includes: gloves, coveralls, eye protection, respirators, etc.

3.2. The importance of PPE.

There are a number of reasons for this approach:-

- PPE protects only the person using it, whereas measures controlling the risk at source can protect everyone at the workplace;
- Theoretical maximum levels of protection are seldom achieved using PPE, and the real level of protection is difficult to assess (due to factors such as poor fit, or failure to wear it when required). Effective protection can only be achieved by equipment which is correctly fitted, maintained and properly used at all times.

3.3. Personal protective equipment (PPE)

- Overalls, jackets and aprons (material aprons and PVC aprons)
- Thick rubber gloves, PVC/polyvinyl chloride/ gloves,
- Breathing apparatus
- Waterproof clothing and footwear/rubber boots
- Enclosed shoes and steel-capped boots
- Safety hats/hard hats, headwear and helmets
- Goggles/safety glasses and face masks
- Uniform to be worn – which can include long trousers, long-sleeved shirts

Remember, PPE must be used when and where required by your employer. It is not optional. May include, but not limited to:

- Face masks
- Footwear
- Gloves and apron
- Rubber slippers



Fig 3.1. safety equipment

**Self-Check 3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. What is PPE? (5 marks)
2. Write at, least four types of PPE used for domestic work. (5 marks)

Note: Satisfactory rating – 10 and 10points

Unsatisfactory - below 10and 10

points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Name: _____

Date: _____

1-----

2. -----



Operation sheet -1	Sweep carpet floor using carpet sweeper
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steps of Sweep carpet floor using carpet sweeper:-

Step.1. wear PPE

Step.2. Prepare material needed:

- Carpet sweeper
- Dust pan

Step .3.Ask the trainer where to start and area

Step.4.Check carpet sweeper first, removes left dirt, dust, thread & accumulated hair.

Step .5.Check area and carpet itself, remove or pick up pins and large waste seen on carpet that may not remove by carpet sweeper.

Step6 .Start on corner area and sweep floor in forward direction.

Step7. Clean carpet sweeper after finishing the task.



Operation sheet 2	use vacuum cleaner
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Techniques of use vacuum cleaner:-

Step1. Wear PPE

Step 2. Prepare material needed:

- a. Vacuum cleaner
- b. Vacuum accessories

Step 3.Ask your trainer assistance if needed.

Step 4.Check the bag and filter daily and clean or replace them, as required

Step 5.Check the cord for frying and the plug for loose connections

Step 6.Handle the vacuum cleaner carefully to prevent damage, e.g. unplug it by pulling on the plug, not on the cord.

Step 7.Use even stroke to cover the entire area

Step8. Start vacuuming at the furthest point from exists

Step 9.Move light furniture and vacuum beneath it.

Step10. Avoid hitting furniture and baseboards, this could cause damage

Step 11.Look for and pick up small items (e.g. bottle caps, pins) with your hands not the vacuum cleaner

Step12. Use appropriate attachments for surfaces, for example:

- a. Crevice tools for ledges, corners, and furniture corners
- b. brush for furniture, upholstery, and drapes
- c. Small Floor brush for hard-surfaced floor
- d. Power nozzle for carpets; be sure to adjust the height to the carpet pile

Step13. Clean the vacuum clear after used

- e. Wipe hose power nozzle
- f. Remove dust balls, strings and hairs from attachment



Operation sheet 3	Dusting
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Techniques of Dusting:-

Step 1 .Wear PPE

Step 2.Prepare materials needed

- a. Clean rags or cloths
- b. Polishing cloths
- c. Wool polish
- d. Sprayer
- e. Caddy
- f. Duster

Step3. Ask trainer assistance if needed for demonstration and identify area to clean

Step 4.Collect dusting materials and supplies and place in the caddy

Step5. Begin dusting by starting from the main entrance door until all fixtures are dusted.

Step6. Using rags and sprayer of wood polish, start dusting from the main door (front and back portion) including the jambs, hinges and door knobs. Move from one corner to another (not random) to ensure that all fixtures are properly dusted.

Step 7.Dust in a circular, top-down manner to save time and energy

Step 8.Continue dusting and proceed to wooden panels.

Step9 Remove all items on top of the desk or table and return the items properly after dusting the surface. Wipe the drawer inside and out. Dust legs of chairs and under the tables.

Step10.Clean rags and dry before stored.

Step11. Ask trainer to check your performance.



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 3-4 hour.

Task 1- Sweep carpet floor using carpet sweeper

Task 2. Use vacuum cleaner

Task 2. Dust furniture and fixture



List of references

- 1.<http://www2.protectoralsafe.com.au>
- 2.<http://www.safetysupply.com.au>
- 3.<https://www.shponline.co.uk/ppe-personal-protective-equipment>



Domestic work Level II

Learning Guide-12

Unit of Competence:	Apply Basic Cleaning Principles to Perform Cleaning Tasks
Module Title:	Applying Basic Cleaning Principles to Perform Cleaning Tasks
LG Code:	LSA DWR2 M04L01-LG-12
TTLM Code:	LSA DWR2TTLM 0419 v1

L0 3: Perform cleaning task



Instruction Sheet

LearningGuide12

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:-

- Safe use of cleaning tools and equipment
- Safe use of cleaning agents and supplies
- Steps in cleaning different areas
- Alternative ways of performing household cleaning tasks & respective merits and demerits

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Perform Safely Cleaning task according to instructions and specifications.
- Use equipment and cleaning agents used in performing cleaning task in a safe manner and according to instructions provided by the manufacturer

Learning Instructions:

13. Read the specific objectives of this Learning Guide.

14. Follow the instructions described below 3 to 6.

15. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4”.

16. Accomplish the “Self-check 1, in page -49

17. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1,” in page 50.

Do the “LAP test” in page – 51 (if you are ready).



Information Sheet 1.

Safe use of cleaning tools and equipment

1.1 Safe use of cleaning tools and equipment

- **Safe Use** these risks can vary greatly. Above all, what matters is that whoever has to use any tool or piece of equipment as part of their job does so with care. To ensure safe use, employers must train staff and provide suitable information. They must also check that staff has the appropriate qualifications to use intricate tools and equipment. In addition, as part of their health and safety strategy employers should offer refresher training. This isn't necessary for basic items, but when certain tools and equipment change, refresher training improves skills and reminds users of safety procedures.

1.2. Correct Maintenance of Tools and Equipment

A further part of a health and safety strategy is to maintain tools and equipment regularly. This helps to identify safety problems before they become a serious hazard. Only qualified people should carry out the maintenance. They should also keep records of their inspections.



Information Sheet .2.

Safe use of cleaning agents and supplies

2.1. Definition of Safety

is the state of being "safe", the condition of being protected from harm or other non-desirable outcomes. Safety can also refer to the control of recognized hazards in order to achieve an acceptable level of risk.

2.2. Safe use chemicals:-

- Many of the chemicals contained in cleaning agents are corrosive. Follow these guidelines when working with any cleaning agent:-
 - ✓ Always read and understand the label instructions of before using any cleaning agent.
 - ✓ Mix solutions to the recommended strength.
 - ✓ When diluting acid with water, always add the acid to the water, not the water to the acid. (Concentrated acids may splatter when mixed improperly.)
 - ✓ Wear appropriate eye protection and gloves for the job (e.g., neoprene, nitride, or rubber).
 - ✓ Do not leave aerosol cans in direct sunlight or areas where the temperature may exceed 120° F. Heated aerosol cans may explode.



Table 2.1 outlines common cleaning agents, their hazards, and safety precautions:

Cleaning agent	Possible hazards	Safety measures
<ul style="list-style-type: none"> Ammonia 	<ul style="list-style-type: none"> - Can cause severe eye and lung irritation. - If mixed with bleach, can form poisonous chlorine gas.. 	<ul style="list-style-type: none"> Use in a well ventilated area. - Do not mix with bleach. - Wear eye protection.
➤ If mixed with bleach, can form poisonous chlorine gas.	- Use in a well ventilated area.	
<ul style="list-style-type: none"> Do not mix with bleach. 		- Wear eye protection.
<ul style="list-style-type: none"> Bleach 	Can produce a poisonous gas if mixed with other cleaners.	<ul style="list-style-type: none"> - Never mix with toilet cleaners or ammonia. - Wear gloves and eye protection..
<ul style="list-style-type: none"> Toilet/Drain Cleaners & Lye 	Can cause serious burns.	<ul style="list-style-type: none"> Wear gloves and avoid skin contact. - Never mix with bleach. - Protect eyes from possible splashes.
<ul style="list-style-type: none"> Cleaning Fluids/Degreasers 	<ul style="list-style-type: none"> May cause skin and eye irritations. - May contain solvents that can cause headaches, painful cough, dizziness, and liver or kidney damage.. 	<ul style="list-style-type: none"> Avoid direct contact. - Only use in well-ventilated areas. - Follow label directions carefully.
<ul style="list-style-type: none"> Aerosol Sprays 	<ul style="list-style-type: none"> Can irritate nasal passages if inhaled. - Can cause eye irritation. 	<ul style="list-style-type: none"> Follow label directions carefully. - Use in well ventilated area.
<ul style="list-style-type: none"> Floor Waxes & Furniture Polish 	Can irritate skin and nasal passages.	<ul style="list-style-type: none"> Use in well ventilated area. - Avoid skin contact.



Information Sheet 3.	Steps in cleaning different areas
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3.1. Following are some points to consider in cleaning different areas:-

- ✓ Move furniture or other items as directed using care not to scratch surfaces.
- ✓ Take more time vacuuming carpeted areas to allow pick up and also be more thorough in covering the area wall to wall. This applies especially to mats and entrances or high traffic lanes.
- ✓ Promptly address spots on carpet as soon as possible to reduce the chances of it becoming a stain. Identify the spot type; choose appropriate chemical, spray and blot turning cloth over to allow soil to wick into cloth.
- ✓ Inspect and dust mop hard floor surfaces taking note as to the type floor (Vinyl Composite Tile with finish or granite as an example). Use a microfiber dust mop when possible and be sure to sweep up debris.
- ✓ Place appropriate warning signs for any wet work being performed.
- ✓ Inspect and remove gum, heel marks and other abrasions when possible before damp mopping.
- ✓ Damp mop utilizing a neutral detergent that will not damage finish or stone surfaces which can be susceptible to harsh acids or alkalis.
- ✓ Clean and return all equipment to storage area for the next day's use.
Ask your supervisor to take a digital picture of how the closet, cart, barrel should look and then make sure that you keep your area and equipment clean, stocked and up to standard.



Information Sheet 4.	Alternative ways of performing household cleaning tasks & respective merits and demerits
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.4.1. Definition of terms:-

✓ Definition of merit - the quality of being particularly good or worthy, especially so as to deserve praise or reward.

✓ Definition of demerit: - a quality deserving blame; fault; defect.

4.2. What is an Alternative Cleaner?

✓ An alternative cleaner is a cleaning product that is not commercially produced. Usually, these products are made at home using ingredients that are supposedly safer or more effective than the ones you find on store shelves. But, despite what you may have heard, “safe” and “unsafe” has more to do with how you use a product than what is in a product.

✓ Some alternative cleaners use common household ingredients like baking soda, vinegar, or lemon juice. While vinegar and lemon juice certainly don't pose a threat to you or your family, these ingredients are not quite as effective as commercially produced cleaners or as convenient.

✓ Other types of homebrewed cleaners can create potentially unsafe circumstances in your home. It is never a good idea to use commercially produced cleaners to create your own “super cleaners.” Even if you dozed a little during chemistry class, you probably remember learning about chemicals and their properties – what they are made of, what they do, and how they react with other chemicals. You probably also recall being warned about unsafe combinations. The same goes for cleaning



products. For example, if you mix a bleach-based cleaner with an acid-based cleaner (like tub and tile cleaner), you will create chlorine gas, which can make you sick or even kill you.

3.4.3. Instructions for Safe Use:-

Commercially formulated cleaners include clearly written instructions and detailed precautionary information for safe use. Warning labels let you know about potential hazards and how to avoid them.

**Self-Check 1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. Write the ways of using Safely cleaning agents and supplies(5 marks)
2. What is an Alternative Cleaner to mean ? (5 marks)

Note: Satisfactory rating – 10 and 10points

Unsatisfactory - below 10and 10

points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Name: _____

Date: _____

1-----

2. -----



Operation sheet 1	Steps in cleaning different areas
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Techniques of cleaning different areas:-

Step.1. wear PPE

Step.2. Move furniture or other items as directed using care not to scratch surfaces.

Step.3. Take more time vacuuming carpeted areas to allow pick up and also be more thorough in covering the area wall to wall.

Step.4. Promptly address spots on carpet as soon as possible to reduce the chances of it becoming a stain.

Step.5. Inspect and dust mop hard floor surfaces taking note as to the type floor (Vinyl Composite Tile with finish or granite as an example). Use a microfiber dust mop when possible and be sure to sweep up debris.

Step.6. Place appropriate warning signs for any wet work being performed.

Step.7. Inspect and remove gum, heel marks and other abrasions when possible before damp mopping.

Step.8. Damp mop utilizing a neutral detergent that will not damage finish or stone surfaces which can be susceptible to harsh acids or alkalis.

Step.9. Clean and return all equipment to storage area for the next day's use.



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 4 hour.

Task 1- clean different areas



List of references

1. https://www.kitchenaid.id/en_id.html
2. https://www.youtube.com/watch?v=Rxeye5SE9_g
3. <https://www.fss.txstate.edu/ehsrn/safetymanual/chemical/clnngagnt.html>



Domestic work Level II

Learning Guide-13

**Unit of Competence: Apply Basic Cleaning Principle to
Perform Cleaning Tasks**

**Module Title: Applying Basic Cleaning Principle to
Perform Cleaning Tasks**

LG Code: LSA DWR2 M08 L04-LG-13

TTLM Code: LSA DWR2 TTLM 0419v1

L04: Dispose waste and store Cleaning item



Instruction Sheet	Learning Guide13
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This learning guide is developed to provide you the necessary information regarding the following content coverage

and topics:-

- Proper dispose waste, and spoilage from cleaning task
- Steps Sorting and recycling waste products
- Dispose household waste according to type
- Safely, hygienically and environmentally friendly ways of waste disposal
- Correct ways Replenishing Cleaning agents and supplies
- Cleaning work area
- Storage cleaning items and supplies in their designated places

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Dispose safely Dirt, waste and spoilage from cleaning task, hygienically and in an environmentally conscious manner.
- Replenish Cleaning agents and supplies where necessary.
- Clean and store Work area items and supplies in their designated place

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 , Sheet 4 and Sheet 5”.
4. Accomplish the “Self-check 1,” in page -63.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1 in page 64.
6. Do the “LAP test” in page –65 (if you are ready).



Information Sheet 1	Proper dispose waste, and spoilage from cleaning task
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1.1 Introduction

- **Waste:** - is (of a material, substance, or by-product) eliminated or discarded as no longer useful or required after the Completion of a process. “ensure that waste materials are disposed of responsibly”
- **Solid Waste:** - is “Anything that is neither liquid nor gas and is discarded as unwanted”
- **Spoilage:** - is a natural process in which the seafood experiences deterioration, starting with loss of color and taste and followed by changes in texture and color as well as development of off-flavors.

1.2.Safe disposal procedures for household wastes

- **Definition of Safety:-** is the state of being "safe", the condition of being protected from harm or other non-desirable outcomes. Safety can also refer to the control of recognized hazards in order to achieve an acceptable level of risk.
- **Definition waste disposal:-** Removing and destroying or storing damaged, used or other unwanted domestic, agricultural or industrial products and substances. Disposal includes burning, burial at landfill sites or at sea, and recycling.





1.3.The three (3R) Rule for Waste Disposal

- **Reduce**:-With individual efforts, we can reduce the waste we produce in the place. For example – materials must be bought from the market only if it is necessary for us.
- **Reuse**:-We can use the same thing again and again for different purposes. For example-
 - ✓ We can use plastic jars of jams, pickles, oil, etc. for storing things like salt, spices sugar etc.
 - ✓ Old invitation cards can be reused to make envelopes.
- **Recycle** We can reform glass, plastic, metal and paper objects and converts them into useful substances. This process is recycling.



For example,:-

- ✓ We can recycle old newspapers, magazines, books, notebooks to make new paper or cardboard.
- ✓ Broken or discarded plastic items can be melted and remolded to form other useful substances.

Table .1.1 Waste Disposal based On Colour Code Container

Colour code container	Types of Garbage	remark
 green	Food items that are biodegradable or decomposed	in house hold use
 red	All Plastics that are not biodegradable or decomposed	in house hold use



 yellow	All cans and bottles made of metal and glasses that can be reused .	in house hold use
 black	For papers and cartons that are recycled and decomposed	in house hold use

1.4 Methods Safe disposal of waste

Making sure all cleaning workers know exactly what the following "signal words" mean:

- **Caution:** the product should be used carefully but is relatively safe.
- **Warning:** the product is moderately toxic.
- **Danger:** the product is highly toxic and may cause permanent damage to skin and eyes. Here are some ground rules that can be useful to have while at work to ensure safe handling of chemicals: Things to remember when storing, labeling, handling and personal hygiene.

1.4.1. Storage

- ✓ All chemical products must be stored and labeled in accordance with the instructions on the safety sheet.

1.4.2..Labeling

- ✓ Chemicals must normally be stored in their original packaging. If you need smaller amounts of a chemical, the new packaging must be suitable for the substance. Labeling must be in accordance with the original packaging. It must always be possible to know what substance the packaging contains and what risks there may be.



Information Sheet 2

Steps Sorting and recycling waste products

2.1.What is sorting:- is the way of putting materials in their kind ,size, color ,character and degree of dirtiness..

2.2.What is recycling:- is the process of converting waste materials into new materials and objects. Recycling can prevent the waste of potentially useful materials and reduce the consumption of fresh raw materials, thereby reducing: energy usage, air pollution (from incineration), and water pollution (from land filling).



Fig. 2.1 Steps Sorting and recycling waste products



Information Sheet 3

Correct ways Replenishing Cleaning agents and supplies

3.1. Cleaning agents: - are substances (usually liquids, powders, sprays, or granules) used to remove dirt, including dust, stains, bad smells, and clutter on surfaces. Purposes of cleaning agents include health, beauty, removing offensive odor, and avoiding the spread of dirt and contaminants to oneself and others.

3.2. Replenishing:-

to make full or complete again, as by supplying what is lacking, used up, etc.:

✓ supplies :-

Make something needed or wanted available to someone; provide.

3.3 Equipment Complementary Items

✓ Toiletries

There are items that need to be replenished in domestic area rest rooms and include:

- Toilet paper
- Tissues
- Sanitary bags
- Rubbish bags
- Soap
- Hand towels – cloth or paper
- Shampoo and conditioners.

✓ Towels

- Beach towels for the pool
- Towels for public showers





- **Replenish trolley**

The trolley is loaded at the end-of-shift. Items that are on the trolley when it returns to the storeroom are left on it. It is important that you restock your trolley so that it is ready for the next shift. Each house hold will have different items that need to be placed on the trolley.

- **Replenishment of Linen**

- ✓ All soiled linen items should be replaced with fresh ones.

- Bed sheets, pillowcases should be replaced daily.
- Towels, hand towels, wash cloth and bathmat should be replaced daily if they are used by the guest
- Blankets and bed covers should be immediately replaced once they are Soiled
- All linen items used by sick guests should be replaced daily whether (soiled or not) and should be Segregated (in plastic bag) from the rest of the linen items.



Fig 3.1. Replenishment amenities



Information Sheet 4

Preparing to clean

4.1. The domestic worker workday begins in the linen room by loading various cleaning supplies & equipment, linen, room accessories & amenities that are necessary for preparing a guest's room. Items typically found on a room cart can include.

- ✓ Clean sheet, pillow cases & matters pads.
- ✓ Clean towels & washcloths
- ✓ Clean bath mats
- ✓ Toilet & facial tissue
- ✓ Fresh drinking glass
- ✓ Clean ashtrays & matches as well as cleaning materials
 - All-purpose cleaner
 - Spray window & glass cleaner
 - Bowl brush
 - Dusting solution
 - Cloths & Sponges
 - Rubber gloves

4.2.THINGS WE DO NOT CLEAN

- ✓ Under furniture/sofas (We will only vacuum what the vacuum can reach) We will not clean blood, feces, vomit or urine from neither humans nor animals
- ✓ Laundry or fold/hang any clothes (towels and bed sheets may be washed and placed in dryer)
- ✓ Move heavy furniture (including beds, mattresses, chest drawers, etc.)
- ✓ We do not remove books from bookshelves



- ✓ Dishes (dishes will be placed inside the dishwasher if it is empty, but we do not hand wash).
- ✓ We do not wash walls
- ✓ We do not climb higher than a 2-step ladder.
- ✓ We do not clean outside areas, we recommend a window cleaning or power washing company
- ✓ We cannot guarantee complete pet odor removal (we will do our best)
- ✓ Please allow for some dust resettlement after we leave, we try to limit the dust in the air but cannot prevent this entirely



Information Sheet 5

Storage cleaning items and supplies in their designated places

5.1. Clean and store trolleys and equipment

Generally a wipe over assisted by a general purpose cleaner should suffice, with extra spot-cleaning as required. The intention is to remove any marks that the trolley may have and to maintain its attractive appearance.

You may need to replace used or dirty linen and rubbish bags that are provided at end of the trolley to maintain eye appeal. Attention should also be paid to:

- Removing any soiled items
- Removing any empty packages.
- Replacing the finished items
- Rules for storage cleaning items and supplies of equipments
 - ✓ The store should be dry and well ventilated as dampness causes rust of metal parts or mildew leading to deterioration of equipments.
 - ✓ The store should provide enough space for easy access to shelves and to facilitate proper cleaning.
 - ✓ There should be adequate racks and cupboards properly labeled for easy identification.

5..2. Stock records should be maintained showing:-

- Date of purchase
- Kind of stock and quantity
- Name of supplier
- Cost per unit
- Date of issue into service
- Remarks on suitability and durability



Self-Check .5	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. Write the four Colour code containers of Garbage (5 marks)
2. The green code garbage container used for ----- garbage.(5 marks)
3. write the three rules of waste disposal.5 marks)

Note: Satisfactory rating – 15 and 15points Unsatisfactory - below 15and 155 marks) points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Name: _____ Date: _____

1. -----, -----, -----, -----
2. -----3-----, -----, -----.



Operation Sheet 1

Steps Sorting and recycling waste products

steps of Sorting and recycling waste products

Step 1. Wear PPE

Step 2. Sort the garbage

Step 3. Prepare the garbage color code container

Step 4. Identify Recycle and non recycled garbage

Step 5. Dispose the garbage

Step 6. Clean and Put empty garbage container for next use



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within 4 hour.

Task 1. Sort and recycle waste products



List of references

- :<https://www.google.com/search?q=color+code+of+garbage+disposal&client=opera>
- Hotel Hostel and hospital housekeeping Joan Branson & Margaret Lennox, 1998th edition