



ELECTRO MECHANICAL EQUIPMENT OPERATION AND MAINTENANCE

NTQF Level III

Learning Guide #33

Unit of Competence: Install Electro Mechanical

Machine and drives

**Module Title: Installing Electro Mechanical
Machine and drives**

LG Code: EIS EME3 M03 L04-33

TTLM Code: EIS EME3 TTLM 0219v1

LO 4: clean-up

Learning Guide for Electro-mechanical equipment operation and maintenance Level III Version: 1	Date: Feb. 2019	Page 1
	Author: – TTLM Development Team	



Instruction Sheet	Learning Guide 1
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- cleaning Work site

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 –

- Work site is cleaned and cleared of all debris and left safe in accordance with the company requirement

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 5.
3. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check 1” in page .
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).



Information Sheet-1	Cleaning work areas
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Introduction

Electrical equipment should be kept clean for maximum efficiency and service longevity. Keeping electrical equipment clean is an important part of any **electrical preventive maintenance program**, but using the wrong cleaning methods *could be costly*. Cleaning involves sweeping floors, dusting furniture and other surfaces, mopping or washing floors, polishing surfaces, articles and accessories, tools and device, rearranging cleaned areas and putting things in their specific place.

We can say that cleaning is a process of removing dust, dirt or any other undesirable materials like colors, spots, contents of an ashtray, etc. What happens if cleaning is not done on a regular basis? Yes, your house will become the breeding ground of insects such as cockroaches, spiders, ants, flies and mosquitoes. It will look dirty and will be most uncomfortable. Living in such circumstances can also lead to diseases such as asthma, bronchitis, etc. Thus, cleaning is necessary for a general presentable appearance and also to ensure good hygienic conditions.

What do you understand by dust and dirt? 'Dust' collectively refers to the loose particles, which are very easily moved by air and settle on any surface. It is easily removed with the help of a dry cloth. 'Dirt' refers to dust which sticks to any surface with the help of moisture or grease. It is more difficult to remove dirt as compared to dust. Dirt has to be removed either with a detergent or any other cleaning agent.

1.1. Methods of cleaning

Dusting :-You are already familiar with the term 'dust'. But how do you remove dust? When any surface is wiped with a piece of dry cloth, (duster), it carries the loose dust with it and the process is known as dusting. This should be done with a clean soft cloth.



Figure 1.1 Dusting with a cloth

Sweeping: -When a sweeper or a brush is used to carry the dust laterally along the room, the process is known as sweeping. While sweeping any vertical surface as walls, you should remember to start from the top and sweep downwards. Similarly, for lateral sweeping as for floors, start from one end of the room and move to another, preferably a door, and carry the dust all along or collect in a dust pan. All the movable articles kept on the floor should be lifted, swept under, and kept back in place.

Polishing: -When some reagent is rubbed on a surface to bring out the shine, the process is known as polishing and the reagent applied is known as the 'polish'. Similarly, many other articles/ decorative items made of brass, wood, marble etc, may be polished

1.2. Cleaning Equipment

Following are some of the equipment which you will come across during the process of cleaning.

Dusters - These are mostly made of soft cotton, flannel or artificial feathers mounted on a stick. These are used to clean loose dust and are also used for wiping various surfaces. It should be washed and dried after use.

Dust pans- these are made of either plastic or metal and have flat surfaces, rounded at the sides. After sweeping, dirt and dust is collected directly into these with the help of a sweeper and carried to a wastepaper basket.

<p>Learning Guide for Electro-mechanical equipment operation and maintenance Level III Version: 1</p>	<p>Date: Feb. 2019 Author: – TTLM Development Team</p>	<p>Page 1</p>
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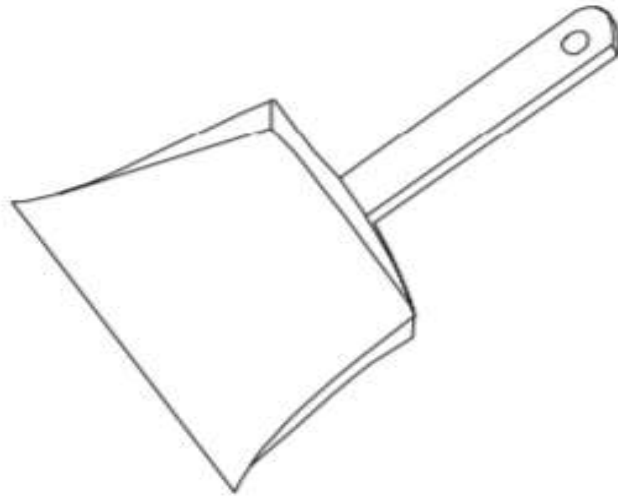


Figure 1.2. A dust pan

Brushes are available in various sizes and shapes and are made of different materials. Different brushes are used for specific jobs. Brushes with nylon or plastic bristles are used for cleaning carpets or furniture, round feather brushes are used to remove dusts, metal brushes are used to clean wire mesh in the windows



Figure 1.3. Various types of brushes



Figure 1.4. A vacuum cleaner

Vacuum cleaner- it works on electricity and has a fan. This sucks in the dirt and dust from the surfaces and stores it in a disposable bag inside. This bag should be emptied regularly.

Learning Guide for Electro-mechanical equipment operation and maintenance Level III Version: 1	Date: Feb. 2019	Page 1
	Author: – TTLM Development Team	



Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is cleaning?
2. What is the importance of cleaning tools and materials?
3. Write at list three methods of cleaning

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer sheet

1. _____

2. _____

3. _____



Learning Guide for Electro-mechanical equipment operation and maintenance Level III Version: 1	Date: Feb. 2019	Page 1
	Author: – TTLM Development Team	