



Carpentry

Level-II

Learning Guide-26

Unit of Competence: use carpentry hand and power tools

Module Title: using carpentry hand and power tools

LG Code: EIS CRP2 M06 LO5-LG-26

TTLM Code: EIS CRP2 M06 TTLM 0919v1

LO5: Clean up

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 area and disposed, reused and recycled materials
- Cleaning, checking, maintaining and storing Plant, tools and equipment

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:**

- 5.1 . Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, and codes of practice and job specification.
- 5.2 . Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.

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 1and Sheet 2”.
4. Accomplish the “Self-checks respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheets.
6. Do the “LAP test” (if you are ready).

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Information Sheet-1

Cleaning work area and disposed, reused and recycled materials

5.1. Cleaning work area and disposed, reused and recycled materials

The final stage of any construction project is clearing the worksite. State and territory Regulations usually require a site to be kept and left in a clean and safe condition. It is the responsibility of all construction workers to make sure they know the site policies and procedures for maintaining a tidy, organized and safe workplace including:

- ✓ Safe waste disposal
- ✓ Recycling of materials
- ✓ Maintenance and storage of tools and equipment.

Carpenters can spend years building up a good reputation with builders and clients, and how they leave the job can form a lasting impression.

• Waste management

After every construction project, waste products like timber off cuts and damaged or surplus materials are left over and must be disposed of appropriately. There are laws which outline how waste materials should be dealt with and large fines can be issued if these are not followed. Companies and contractors usually develop policies and procedures to make sure everyone complies with these requirements. Facilities for waste management on a worksite or in a joinery workshop may include:

- ✓ General and recycling bins
- ✓ Hazardous material containers and spill kits
- ✓ Dust extraction devices
- ✓ Cleaning supplies.

• Recycling materials

Carpentry materials are expensive and it's good practice to recycle or reuse leftover material whenever possible. This also reduces the amount of waste going to landfill – an important environmental consideration. At the end of a task or project, material should be sorted and disposed of, stored or moved on to the next project accordingly.

- ✓ Leftover materials in good condition and in useable sizes or quantities can be kept for future projects, if appropriate storage is available.
- ✓ Some used materials can be salvaged but may have to be cleaned or treated first. Timber can be reused or recycled but must be de nailed before relocating.
- ✓ There are special requirements for the disposal of hazardous waste and information can be found in safety data sheets (SDSs). For example, Citrated timber should not be burned, as it contains arsenic and the fumes are toxic if inhaled. There are laws which restrict the disposal of asbestos and this is usually carried out by licensed specialists.

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

Directions: Say True or False for all the questions listed below. Use the Answer sheet provided in the next page:

1. The final stage of any construction project is cleaning the work site
2. Dust extraction devise is one of facilities for west management on a work site
3. At the end of a task or project materials can be placed any where

Note: Satisfactory rating - 3 and 5 points

Unsatisfactory - below 3 and 5 points

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



Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

True or False Questions

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

**Information Sheet- 2****Cleaning, checking, maintaining and storing Plant, tools and equipment****5.2. Cleaning, checking, maintaining and storing Tools, plant and equipment**

Tools can be expensive and they need to be looked after when a job is completed to ensure that they remain in good working condition and are safe to use and ready for the next project.

• Inspection (checking)

Before you start a job you must first check tools and equipment for damage or faults.

For example:

- ✓ With leads and cables – check for fraying or exposed wires, bent or loose plugs
- ✓ With cutting edges and blades – check whether they are blunt or damaged
- ✓ With metal components – look for corrosion or rust.

If you find any faults, attach a repair tag and remove the equipment from use immediately. Report all faults on a worksite or in a workshop to a store person or supervisor. Damaged tools must be repaired but this should be done only by trained personnel. Some faults can be fixed only by a specialist or licensed electrician.

Check the dates on inspection tags to make sure that power tools and extension leads are still safe to use and in accordance with Regulations. Make a note of upcoming inspection dates if they're likely to occur before the next time the tool is used.

• Cleaning

It's essential that you clean tools and equipment thoroughly before you put them in storage or move on to a new project.

- ✓ Wipe all tools to clear away dust or debris and remove substances like grease or sap.
- ✓ Pay particular attention to tools that have been used in wet or damp conditions.
- ✓ Clean them with an oily rag to prevent rust and, if rust exists, remove it with steel wool or a wire brush.
- ✓ Use compressed air tools such as 'blow down' guns to clean dust from tools, but take extreme care. You should always wear appropriate PPE to avoid injury.
- ✓ Lubricate moving or adjustable parts of tools to allow smooth, continuous operation. Lubrication reduces friction between moving parts, helps them to last longer and makes the machine more energy efficient.



- ✓ Remove any fuel left in plant or equipment. Old fuel can go stale and affect performance. It could also present a fire hazard if it's not removed.

- **Maintenance**

Regular maintenance helps to preserve the quality of tools, keep them safe and extend their lives. Doing a little maintenance each time you complete a job or project can prevent costly and time consuming repairs or replacement. Maintenance, which should always be carried out in accordance with the manufacturer's instructions and guidelines, includes:

- ✓ sharpening chisels, planes and saw blades
- ✓ replacing damaged or worn components, eg blades, belts
- ✓ Cleaning or replacing air filters, etc.

Note: Regular servicing by trained technicians may be a condition of the tool's warranty or guarantee. Failure to comply may mean that the tool is not covered for breakdown or damage.

- **Storage of tools, plant and equipment**

Proper storage of tools and equipment helps to protect them against weathering and theft. It also makes them easier to find when you need them and reduces the risk of injury to yourself, other workers or members of the public. Most people keep their tools, plant and equipment safe in a workshop or garage. Other ways of storing them are shown here.

When you're storing tools and equipment, they should:

- ✓ Be protected from sun damage, flooding and damp conditions
- ✓ Be organized and accessible
- ✓ Be stored in their original packaging or specially designed storage boxes where possible
- ✓ Have accessories like drill bits and blades removed if necessary
- ✓ Have all sharp edges covered with sleeves or caps
- ✓ Be kept in a secure, locked environment.

Note: Documentation such as operating instructions and warranties should be kept with the tools and equipment where possible or stored together in an easily accessible place.

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

Column A

1. Checking tools and equipments for damage or faults
2. Wipe tools equipment and working area
3. Helps to preserve the quality of tools and equipments
4. Protect tools & materials from sun damage, flooding and damage condition

Column B

- A. Storage
- B. Cleaning
- C. Waste
- D. Inspection
- E. Maintenance

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

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



Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Matching Questions

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

**Operation Sheet 1****Techniques of reusing recycling and disposing**

Techniques of reusing recycling and disposing waste materials are:

Step 1: use proper PPE

Step 2: Select required tools and equipments

Step 3: Collect wastes

Step 4: identify waste materials for reusing, recycling, and disposing

Step 5: locate identified wastes separately

Step 6: Take action for each types of wastes according to waste management requirements

Operation Sheet 2**Techniques of Maintaining and storing tools and equipment's**

Techniques maintaining and storing tools and equipment's are:

Step 1: Wear PPE.

Step 2: Identifies tools and equipment's depends on their type.

Step 3: set in order by placing the tools and equipment's in proper places.

Step 4: clean each tools and equipment.



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 hours.

Task 1. Clean tools and equipments

Task 2. Identify each tools and equipments by their type.

Task 4: separate tools and equipments that are damaged and needed to maintain

Task 4. Store tools and equipment depends waste management requirements



Table of Answer keys for the self checks provided on each information sheets

UNIT OF COMPETENCY: use carpentry hand and power tools							
LO: 5 LG: 26 Clean up							
Self check: 1		Self check:2		Self check:3		Self check:4	
True or False		Matching					
1	True	1	D	1		1	
2	True	2	B	2		2	
3	False	3	E	3		3	
4		4	A	4		4	
5		5		5		5	



List of Reference Materials

References

- USE CARPENTRY TOOLS AND EQUIPMENT CERTIFICATE II IN BUILDING AND CONSTRUCTION CERTIFICATE II IN BUILDING AND CONSTRUCTION (PATHWAY – TRADES) CPCCCA2002B
- Construction Health and Safety Manual
- [MONITOR%20WORK%20OPERATIONS.pdf%20_%20Competence%20\(Human%20Resources\)%20_%20Goal.html](#)
- Best practice guide to improving waste management on construction sites
- Interpreting and Applying Equipment Specifications I
Speaker/Author: Suzanne
- Waste management at the construction site By Joseph Laquatra and Mark Pierce
- Manage workplace operations Trainee Manual William Angliss Institute of TAFE

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