



**Siyaya**<sup>®</sup>

SKILLS INSTITUTE

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*Helping you grow*

**CLEANING AND  
CLEANING  
ADVANCED  
SKILLS PROGRAMS**

Visit [www.siyaskills.co.za](http://www.siyaskills.co.za) for any further information or  
contact us directly on 0861 00 99 04  
*Level 1 B-BBEE Company*

## DEFINITION OF A SKILLS PROGRAM

A Skills Program is occupationally based and when completed will constitute credits towards a Qualification registered on the NQF. Provisioning it is undertaken by a training provider accredited by an ETQA (Skills Development Act No.97 of 1998). A Skills Program is a type of Short Learning Program directed at a particular skill that might be required to improve performance.

The Skills Programs offered by Siyaya might include one, two or more Unit Standards and will be assessed against criteria to prove competence. The Skills Programs are all registered with particular SETAs and therefore credits are accumulated and can be used, on achievement, as building blocks towards the particular Qualification where they occur.

Each Individual Skills Program must be trained as a whole, therefore Unit Standards cannot be extracted or swapped between programs as they have been officially registered by a relevant SETA.

A Non-Credit Bearing Short Course can be trained to acquire a skill from any of the Qualifications or parts of Skills Programs offered by Siyaya Skills Institute. These can be clustered and contracted as required but will have no assessment or credit achievement.

## BASIC CLEANING PRINCIPLES

**Unit Standard:** Understand Basic Principles of Cleaning (243204).

- Describe the purpose of organizations operating in the cleaning services industry
- Describe the essential components required for any cleaning task in a cleaning services environment
- Understand the principles of planning and preparing for a cleaning task
- Understand the principles of cleaning
- Understand the principles of performing end of task procedures after cleaning

**Unit Standard:** Use chemicals in the cleaning services environment (243203).

- The action of cleaning chemicals during a cleaning process
- The use of cleaning chemicals on a range of surface types
- How cleaning chemicals remove the different types of dirt
- The correct handling of cleaning chemicals
- The correct storing of cleaning chemicals

## CLEAN ABOVE FLOORS, OFFICES AND WINDOWS

### Unit Standards:

Clean above the Floor Surfaces (243199).  
Clean Windows (243207).

## CLEAN CARPETS

### Unit Standards:

Vacuum dry surfaces (243201).  
Remove spots and spillages from carpets and upholstery (243197).

## CLEAN HARD FLOORS USING A SINGLE DISC MACHINE

### Unit Standard:

Clean floors using a single disc machine (243202).

## CLEAN KITCHENS

**Unit Standard:** Clean kitchens (243205).

## CLEAN TOILETS AND BATHROOMS

**Unit Standard:** Clean Toilets and Bathrooms (243206).

## CUSTOMER SERVICE IN THE CLEANING INDUSTRY

**Unit Standard:** Provide good customer service in a cleaning services environment (243195).

- Identify customers in a cleaning services environment
- Demonstrate an awareness of customer requirements in a cleaning services environment
- Meet the requirements of customers in a cleaning services environment

**People credited with Unit Standard (243194) are able to:**

- Plan and prepare for sweeping floors
- Sweep floors
- Perform end of task duties after sweeping floors

**People credited with Unit Standard (243198) are able to:**

- Plan and prepare to wet mop floors
- Spot mop floors
- Wet mop floors
- Perform end of task procedures after wet mopping floors



## CLEAN CARPET SPOTS AT A SPECIALIST LEVEL

**Unit Standard:** Remove spots and spillages from carpets at a Specialist Level (110460).

## CLEAN CARPETS WITH A WET EXTRACTION MACHINE

### Unit Standards:

Clean carpets using the wet extraction method (110468).  
Vacuum clean dry surfaces (12526).

## HARD FLOORS: STRIP AND SEAL

### Unit Standards:

Vacuum clean wet surfaces (110470).  
Strip and seal hard and resilient floors using a water-based sealing product (110476).

## HOSPITAL CLEANING SKILLS

**Unit Standard:** Apply basic micro-biological principles in cleaning (110471).

- Explain what micro-organisms are and where they exist
- Control the unwanted spread of micro-organisms
- Control the growth of microbes in the work place
- Identify the microbiological sensitive areas in the workplace

**Unit Standard:** Clean wards and medium-risk, high-risk and isolation patient areas (110466).

- Prepare to clean the patient care area
- Clean and disinfect above the floor surfaces
- Clean the floor
- Spot clean spills containing bodily fluids
- Perform additional infection control procedures in high-risk and isolation patient areas
- Perform end of shift procedures after cleaning medium-risk, high-risk and isolation patient areas

## IMPLEMENT CLEANING MAINTENANCE PROCESSES

**Unit Standard:** Implement the maintenance of equipment in the cleaning industry (110461).

- Interpret maintenance schedules
- Monitor preventative maintenance procedures
- Monitor external maintenance agreements
- Prepare the maintenance reports

## OPERATE AN AUTOMATIC SCRUBBER-DRIER

### Unit Standards:

Maintain batteries in automatic scrubber-driers and auto sweepers (110451).

Scrub hard and resilient floors using a battery-operated automatic scrubber-drier (110519).

Scrub hard and resilient floors using a mains-operated automatic scrubber-drier (110448).