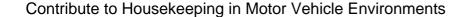
### IMICA01



## Contribute to Housekeeping in Motor Vehicle Environments

### **Overview**

This NOS is about the routine maintenance of the workplace, carrying out basic, non-specialist checks of relevant workplace equipment, cleaning the work area and using resources as directed.





### Performance criteria

#### You must be able to:

- 1. select and use suitable personal protective equipment throughout all housekeeping and equipment maintenance activities
- 2. select and use cleaning equipment which is of the right type and suitable for the task
- 3. use resources as directed and for their intended purpose only following workplace procedures
- 4. follow workplace policies, schedules and manufacturers' instructions when cleaning and maintaining equipment
- 5. ensure your equipment maintenance activities keep your equipment fit for purpose
- 6. clean the work area(s), for which you are responsible, at the specified time and frequency
- 7. store your equipment in a safe manner which permits ease of access and identification for use
- 8. carry out housekeeping activities safely and in a way which minimises inconvenience to customers and staff
- 9. ensure your housekeeping activities keep your work area clean and free from debris and waste materials
- 10. dispose of used cleaning agents, materials and debris to comply with relevant legal, environmental and workplace requirements
- 11. report any faulty or damaged equipment to the relevant person(s) clearly and promptly
- 12. report any anticipated delays in completion to the relevant person(s) promptly





# Knowledge and understanding

You need to know and understand:

- 1. the scope of your job responsibilities for the use and maintenance of equipment and your work area
- 2. workplace policies, schedules and legislation for housekeeping activities and equipment maintenance
- 3. the manufacturer's requirements for the cleaning and general, non-specialist maintenance of the equipment for which you are responsible
- 4. the regulations and information sources applicable to workshop cleaning and maintenance activities for which you are responsible
- 5. the importance of reporting faults quickly to the relevant person
- 6. the importance of reporting anticipated delays to the relevant person(s) promptly
- 7. how to select and use equipment appropriate to the task
- 8. how to store equipment safely and accessibly
- 9. how to report faulty or damaged equipment
- 10. how to work safely when cleaning and maintaining equipment
- 11. how to select and use work area cleaning equipment, materials and agents
- 12. how to clean and maintain the equipment and work areas for which you are responsible
- 13. how to dispose of unused cleaning agents, materials and debris to comply with relevant legal, environmental and workplace requirements
- 14. the properties and hazards associated with the use of cleaning agents and materials
- 15. the importance of wearing personal protective equipment
- 16. the importance of using resources as directed and for their intended purpose only

# NATIONAL OCCUPATIONAL STANDARDS

### Contribute to Housekeeping in Motor Vehicle Environments

## Scope/range

- 1. Equipment maintenance covers:
- a. routine checks on equipment
- b. cleaning equipment
- c. visual inspection of electrical equipment
- 2. Housekeeping activities cover:
- a. day to day work area cleaning
- b. clearing away
- c. dealing with spillages
- d. disposal of waste, used materials and debris taking into account relevant environmental factors
- 3. Motor Vehicle could include:
- a. Light Vehicles
- b. Heavy Vehicles/Commercial Vehicles
- c. Motorcycles
- d. Lift Trucks
- e. Heavy Vehicle Trailers
- f. Caravan and Motorhomes

### IMICA01



### Contribute to Housekeeping in Motor Vehicle Environments

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Status	Original
Originating Organisation	IMI
Original URN	IMIARBG1

# Relevant Occupations

Accident Repair Technicians; Automotive Aftermarket Electrical Enhancement Technician (Automotive); Auto-electrical Technician (Automotive); Auto and Mobile Installation Technicians; Automotive Paint Supervisor; Automotive Paint Technician; Body Builder (Automotive); Body Builder Workshop Controller (Automotive); Body Repair and Alignment Technician (Automotive); Body Repair Technician (Automotive); Caravan and Motorhome Diagnostic Technician (Automotive); Caravan and Motorhome Service Technician (Automotive); Caravans and Motorhomes Diagnostic Technician (Automotive); Caravans and Motorhomes Service Technician (Automotive); Cosmetic Refinishing Technician (Automotive); Cosmetic Senior Refinishing Technician (Automotive); Heavy Vehicle Diagnostic Technician (Automotive); Heavy Vehicle Fleet/Service Manager (Automotive); Heavy Vehicle Master Technician (Automotive); Heavy Vehicle Service Technician (Automotive); Heavy Vehicle Trailer Diagnostic Technician (Automotive); Heavy Vehicle Trailer Fleet/Service Manager (Automotive); Heavy Vehicle Trailer Master Technician (Automotive); Heavy Vehicle Trailer Service Technician (Automotive); Lift Truck Service Technician (Automotive); Lift Truck Trailer Diagnostic Technician (Automotive);





Lift Truck Trailer Master Technician (Automotive); Lift Truck Workshop Controller; Light Vehicle Diagnostic Technician (Automotive); Light Vehicle Fleet/Service Manager (Automotive); Light Vehicle Master Technician (Automotive); Light Vehicle Service Technician (Automotive); Maintenance and Repair Technicians; Maintenance Team Technician; Maintenance Fitter; Mechanical Fitter; Mechanical Maintenance Technician; Mechanical Supervisor; Mechanical, Electrical and Trim Assistant Technician (Automotive); Mechanical, Electrical and Trim Technician (Automotive); Motor Repair and Rewind Electrician; Motor Vehicle Valeting (Automotive); Motorcycle Diagnostic Technician; Motorcycle Fleet/Service Manager (Automotive); Motorcycle Master Technician (Automotive); Motorcycle Service Technician; Motorsport Technician; PDR Senior Technician (Automotive); PDR Technician (Automotive); Rental and Leasing Customer Service Advisor (Automotive); Rental and Leasing Maintenance Advisors (Automotive); Rental and Leasing Technical Service Advisor (Automotive); Roadside Assistance Manager; Roadside Assistance Operator; Roadside Assistance Operators; Roadside Assistance Senior Operator; Roadside Assistance Senior Technician; Roadside Assistance Technician; Sales Executive (Automotive); Sales Controller (Automotive); Tyre Fitting Operations (Automotive); Tyre exhaust and windscreen fitters; Vehicle Damage Assessment Operators; Vehicle Damage Assessor (Automotive); Vehicle Fitters; Vehicle Fitting Operations (Automotive); Vehicle Parts Operative; Vehicle Parts Operators; Vehicle Parts Supervisor; Vehicle Recovery Operator; Vehicle Recovery Operators; Vehicle Recovery Technical Operator; Vehicle Sales Operators; Vehicle Trades; Vehicle Valeter (Automotive)

**Suite** 

Accident Repair - Body; Accident Repair - Joining; Accident Repair - Paint; Accident Repair - SMART - Cosmetic; Accident Repair - SMART - PDR; Accident Repair - Mechanical, Electrical and Trim; Body Building; Maintenance and Repair - Caravans and Motorhomes; Maintenance and Repair - Heavy Vehicle; Maintenance and Repair - Heavy Vehicle Trailer; Maintenance and Repair - Lift Truck; Maintenance and Repair - Light Vehicle; Maintenance and Repair - Motorcycle; Auto Electrical and Mobile Electrical Installation; Roadside Assistance; Vehicle Damage Assessment Operations; Vehicle Fitting; Vehicle Parts Operations; Vehicle Recovery; Vehicle Sales v3

**Keywords** 

Contribute, Housekeeping, Motor Vehicle Environments