
Overview

This standard 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*

- P1 select and use suitable personal protective equipment throughout all **housekeeping** and **equipment maintenance** activities
- P2 select and use cleaning equipment which is of the right type and suitable for the task
- P3 use resources as directed and for their intended purpose only following workplace procedures
- P4 follow workplace policies, schedules and manufacturers' instructions when cleaning and maintaining equipment
- P5 ensure your **equipment maintenance** activities keep your equipment fit for purpose
- P6 clean the work area(s), for which you are responsible, at the specified time and frequency
- P7 store your equipment in a safe manner which permits ease of access and identification for use
- P8 carry out **housekeeping** activities safely and in a way which minimises inconvenience to customers and staff
- P9 ensure your **housekeeping** activities keep your work area clean and free from debris and waste materials
- P10 dispose of used cleaning agents, materials and debris to comply with relevant legal, environmental and workplace requirements
- P11 clearly and promptly report any faulty or damaged equipment to the relevant person(s)
- P12 promptly report any anticipated delays in completion to the relevant person(s)

Knowledge and understanding

You need to know and understand:

- K1 the scope of your job responsibilities for the use and maintenance of equipment and your work area
- K2 workplace policies, schedules and legislation for **housekeeping** activities and **equipment maintenance**
- K3 the manufacturer's requirements for the cleaning and general, non-specialist maintenance of the equipment for which you are responsible
- K4 the regulations and information sources applicable to workshop cleaning and maintenance activities for which you are responsible
- K5 the importance of reporting faults quickly to the relevant person
- K6 the importance of promptly reporting anticipated delays to the relevant person(s)
- K7 how to select and use equipment appropriate to the task
- K8 how to store equipment safely and accessibly
- K9 how to report faulty or damaged equipment
- K10 how to work safely when cleaning and maintaining equipment
- K11 how to select and use work area cleaning equipment, materials and agents
- K12 how to clean and maintain the equipment and work areas for which you are responsible
- K13 how to dispose of unused cleaning agents, materials and debris to comply with relevant legal, environmental and workplace requirements
- K14 the properties and hazards associated with the use of cleaning agents and materials
- K15 the importance of wearing personal protective equipment
- K16 the importance of using resources as directed and for their intended purpose only

Scope/range

1. **Equipment maintenance** covers:
 - 1.1. routine checks on equipment
 - 1.2. cleaning equipment
 - 1.3. visual inspection of electrical equipment

2. **Housekeeping** activities cover:
 - 2.1. day to day work area cleaning
 - 2.2. clearing away
 - 2.3. dealing with spillages
 - 2.4. disposal of waste, used materials and debris, taking into account relevant environmental factors

3. **Motor vehicle** could include:
 - 3.1. light vehicles
 - 3.2. heavy goods or public service vehicles
 - 3.3. motorcycles
 - 3.4. lift trucks
 - 3.5. heavy vehicle trailers
 - 3.6. caravans and motorhomes

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Validity	Current
Status	Original
Originating organisation	IMI
Original URN	IMIARBG1
Relevant occupations	Accident Repair Technicians, Auto and Mobile Installation Technicians, Auto-electrical Technician (Automotive), Automotive Aftermarket Electrical Enhancement Technician (Automotive), Automotive Paint Supervisor, Automotive Paint Technician, 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
 Relevant Occupations IMICA01 Contribute to housekeeping in
 motor vehicle environments IMICA01 Contribute to housekeeping in
 motor vehicle environments 5 Truck Trailer Diagnostic Technician
 (Automotive), Lift Truck Trailer Master Technician (Automotive), Lift
 Truck Workshop Controller , Light Vehicle Diagnostic Technician
 (Automotive), Light Vehicle Master Technician (Automotive), Light
 Vehicle Service Technician (Automotive), Maintenance and Repair
 Technicians, Mechanical, Electrical and Trim Assistant Technician
 (Automotive), Mechanical, Electrical and Trim Technician
 (Automotive), Motorcycle Diagnostic Technician, Motorcycle
 Fleet/Service Manager (Automotive), Motorcycle Master Technician
 (Automotive), Motorcycle Service 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 Controller (Automotive), Sales Executive (Automotive),
 Specialist Tyre Fitting Operations (Automotive), Tyre Exhaust and
 Windscreen Fitters , Tyre Fitting Operations (Automotive), Vehicle
 Damage Assessment Operators, Vehicle Damage Assessor
 (Automotive), Vehicle Parts Operative, Vehicle Parts Operators,
 Vehicle Parts Supervisor, Bus and Coach Mechanic, Bus and
 Coach Electrician, Bus and Coach Mechelec, Bus and Coach Body
 Repairer, Motorcycle Preparation Technician, Vehicle Parts
 Assistant, Vehicle Parts Advisor

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; Vehicle Damage Assessor

Key words

Contribute, Housekeeping, Motor Vehicle Environments