



Basic Cleaner IC

Practical workbook
Supervisor

Practical workbook Basic Cleaner – version participant

Introduction

You use this practical workbook at the company to work on your practical experience. An important part of the training for the profession Basic Cleaner.

The entire training consists of the following parts:

- Obtaining the mandatory certificates
- Obtaining the recommended certificates
- **Carrying out the practical assignments and gaining practical experience**
- Completing the module with a final assessment

In the overview you can see all the requirements that belong to Basic Cleaner. You will also see which career opportunities there are within the Industrial Cleaning sector.

Basic Cleaner IC
Core tasks
1. Perform cleaning work
Legal professional requirements
-
Industrial requirements (mandatory)
Basisveiligheid VCA
Industrial requirements (recommended)
-
Language requirements Dutch
'Listening' level 2
'Conversations' level 2
'Reading' level 2
'Writing' level 1
Language requirements English
'Listening' level 2
'Conversations' level 2
'Reading' level 2
'Writing' level 1
Growth opportunities
Cleaner IC
Allround Cleaner IC

**Description of the language levels:*

1. *Is able to understand and use simple messages.*
2. *Is able to understand frequently used expressions. Can communicate on everyday issues.*
3. *Is able to understand key points from clear standard texts on familiar topics. Can express himself orally in most common situations. Can describe experiences, events and opinions.*
4. *Is able to understand the main idea of a complex text. Can express himself fluently and carry on a conversation without difficulty. Can write texts, can give an opinion and can argue.*
5. *Is able to understand long and difficult texts and can express himself fluently and spontaneously. Can use the language flexibly and effectively and can produce detailed texts.*

Get started with practice

This workbook contains practical assignments with which you can practice your skills. You carry out these assignments at your workplace.

During the training you will have the support of your practical supervisor. He will help you to make progress and you can consult him if you have any questions.

You can expect the practical supervisor to:

- Support you at all times
- Help you with making a study plan
- Answer your questions and consult with you
- Provide instruction on how to carry out practical assignments
- Assess assignments and indicate points for improvement
- Indicate when you are ready to take the final test

Each assignment you have completed must be signed off by your practical supervisor. You start with the introductory assignment.

Introductory assignment

What does the profession of Basic Cleaner look like?

In this chapter the profession of the Basic Cleaners is described.

1. Read the text about the profession carefully.

The Basic Cleaner often works in an industrial environment. The work is carried out independently or in a team. The work is very varied. The Basic Cleaner is always working in a different place. In the morning he is informed where he is going to work, and he stays there until it is finished.

The Basic Cleaner is a craftsman. He carries out cleaning programs at companies in the Industrial sector. The Basic Cleaner cleans by sweeping, vacuuming, scrubbing, spraying, rinsing and drying. He works in production areas of companies, in storage rooms, corridors, stairwells, etc., but also in outdoor areas.

The Basic Cleaner uses a wide range of materials (such as hand tools, cleaning material) and aids (such as vacuum cleaner, material trolley and Personal Protective Equipment (PPE)) in his work.

He works carefully and is aware of the possible consequences of his actions. He pays attention to his own safety and that of others and calls for help if there are problems that he cannot solve himself.

The Basic Cleaner adapts easily and can be deployed in multiple workplaces. He is flexible within the work assignment or given instruction. He only makes adjustments to work in consultation with his manager.

To do your job well, it is important that you:

- are able to understand and speak Dutch and/or English.
- obtained the 'Basisveiligheid VCA' certificate.
- are at least 18 years old.
- can read and understand a work permit.

In the profession of Basic Cleaner you perform cleaning activities. You are dealing with:

- the preparation for the work
- cleaning an object according to the instruction
- safe disposal and clean-up

When performing the work:

- always check whether you can work safely
- always consider the guidelines, procedures, and safety regulations
- when in doubt, always consult with colleagues and/or manager

Collect contact information*

[2. Fill in the contact details.](#)

Personal information

First name:

Last name:

Date of birth:

Company data

Company name:

Name of practical supervisor:

Phone number / Email address:

** This information is only used to support the execution of the module and to be able to issue a certificate as proof of passing this module.*

[Create a step-by-step plan](#)

To become an experienced Basic Cleaner you have to perform the work a number of times. This way you gain more and more work experience, and you know increasingly well what to do at what time.

Before you start work you will receive an instruction from the practical supervisor. When you have performed the work, the practical supervisor will give you feedback. This way, you will learn step by step to perform the work independently and well.

The step-by-step plan helps to consciously take learning steps. You will do this with the practical supervisor.

You perform each practical assignment at least three times. The practical supervisor will indicate when it is sufficient.

There are a total of four different assignments.

Assignment 1. Manual dry cleaning workshop/factory floor.

Assignment 2. Manual dry cleaning of a complete factory area.

Assignment 3. Wet cleaning of floors in an industrial environment.

Assignment 4. Complete cleaning of wet cell (damp room).

Assignment 5. Ensure safety.

3. Complete the step-by-step plan together with the practical supervisor.

- Determine a week in which you will start.
- Think about how many assignments you will do in one week.
- Agree with the practical supervisor when he assesses and gives feedback.

Step-by-step plan part 1 – Name:				
Schedule Date/week	Assignment	Done yes/no	Assessed yes/no	Sufficient yes/no
	First time 1. Manual dry cleaning workshop/factory floor			
	First time 2. Manual dry cleaning entire factory area			
	First time 3. Wet cleaning of floors in an industrial environment			
	First time 4. Entire wet cell cleaning			
	First time 5. Ensuring safety			
	Feedback/assessment moment			
Schedule Date/week	Assignment	Done yes/no	Assessed yes/no	Sufficient yes/no
	Second time 1. Manual dry cleaning workshop/factory floor			
	Second time 2. Manual dry cleaning entire factory area			
	Second time 3. Wet cleaning of floors in an industrial environment			

	Second time 4. Entire wet cell cleaning			
	Second time 5. Ensuring safety			
	Feedback/assessment moment			
Schedule Date/week	Assignment	Done yes/no	Assessed yes/no	Sufficient yes/no
	Third time 1. Manual dry cleaning workshop/factory floor			
	Third time 2. Manual dry cleaning entire factory area			
	Third time 3. Wet cleaning of floors in an industrial environment			
	Third time 4. Entire wet cell cleaning			
	Third time 5. Ensuring safety			
	Feedback/assessment moment			

Also make a step-by-step plan for the mandatory certificate.

- How long does the training take?
- When can you start the training?
- How much time do you need to prepare for the exam?
- When can you take the exam?

4. Complete the step-by-step plan part 2.

Step-by-step plan part 2 – Name:			
Schedule Date/week	Basisveiligheid VCA	Done yes/no	Sufficient yes/no
	Training started		
	Education completed		
	Exam done		

Assignment 1. Manual dry cleaning workshop/factory floor

Description

You clean a floor in a workshop or factory. You use a hard (street) broom or a soft (dust) broom, dustpan and brush or a shovel. You do not forget to clean the hard-to-reach places. You temporarily move objects or swipe around them. You empty trash cans.

Preparation

You ask for instructions about the work to be performed. You ask questions if the instruction is not clear or if it is not clear which material to use.

1. You collect the material needed for the work.

Check:

- √ Cleaning products
- √ Tools and Materials
- √ Personal protective equipment

2. You check whether the location where you are going to work is safe.

- √ Risk analysis (LMRA)
- √ Work permit available

Performance

You carry out the cleaning work.

1. You clean the floor.

Check:

- √ Sweeping
- √ Vacuuming
- √ Sweeping machine

2. You follow the instructions and regulations

Check:

- √ You work meticulously
- √ You work at a good pace

Completion

You clean up the workplace and dispose of the waste safely.

1. You clean up the dirt.

Check:

- √ Sort residual waste by type
- √ Dispose of residual waste in an environmentally conscious and safe manner

2. You clean the materials and tools

Check:

- √ Cleaning tools and equipment
- √ Cleaning PPE
- √ Storing tools and resources

3. You report to your manager that the work has been completed.

Check:

- √ Specify details if there were any

Assignment 2. Manual dry cleaning of an industrial environment

Description

You clean a workshop or industrial environment. You clean the floor and also the walls and objects in the room. Think of, for example, stairwells (railings and fences), window frames and workbenches. You use a hard or soft broom, a dustpan and brush, cleaning cloths and, where appropriate, a vacuum cleaner. You do not forget to clean the hard-to-reach places and move objects to get the desired result.

Preparation

You ask for instructions about the work to be performed. You ask questions if the instruction is not clear or if it is not clear which material to use.

1. You collect the material needed for the work.

Check:

- √ Cleaning products
- √ Tools and materials
- √ Personal protective equipment

2. You check whether the location where you will be working is safe.

Check:

- √ Own safety
- √ Safety of others
- √ Risk Analysis (LMRA)
- √ Work permit available

Performance

You carry out the cleaning work.

1. You clean the designated area.

Check:

- √ Sweeping
- √ Vacuuming
- √ Objects in space

2. You follow the instructions and regulations.

check:

- √ You work meticulously
- √ You work at a good pace

Completion

You clean up the workplace and dispose of the waste safely.

1. You clean up the dirt.

Check:

- √ Sort residual waste by type.
- √ Dispose of residual waste in an environmentally conscious and safe manner.

2. You clean the materials and tools

Check:

- √ Cleaning tools and equipment
- √ Cleaning PPE
- √ Storing tools and resources

3. You report to your manager that the work has been completed.

Check:

- √ Specify details if there were any

Assignment 3. Wet cleaning of floors in an industrial environment

Description

You clean a floor that is tiled or has a coating layer . You do this by wet cleaning it. You use different ways to do this. Think of, for example, hosing clean, wiping, mopping and after-treatment with a scrubber drier. Wet floors can be dangerously slippery. You pay close attention to posting warning signs while cleaning. You also take time to dry the cleaned floors. You choose a good time for wet cleaning, so that there is as little inconvenience as possible for the employees.

Preparation

You ask for instructions on the work to be performed. You ask questions if the instructions are not clear or if it is not clear which material to use.

1. You collect the material needed for the job.

check:

- √ Cleaning products
- √ Tools and Materials
- √ Personal protective equipment
- √ Receive proper instruction for the use of mechanical aids

2. You check whether the location where you are going to work is safe.

Check:

- √ Placing safety signs
- √ Own safety
- √ Safety of others
- √ Risk analysis (LMRA)

√ Work permit available

Performance

You carry out the cleaning work.

1. You clean the designated area.

Check:

- √ Squirt, erase, mop
- √ Post-treatment with scrubber drier

2. You follow the instructions and regulations

Check:

- √ You work meticulously
- √ You work at a good pace

Completion

You clean up the workplace and dispose of the waste safely.

1. You clean up the dirt.

Check:

- √ Sort residual waste by type.
- √ Dispose of residual waste in an environmentally conscious and safe manner.

2. You clean the materials and tools

Check:

- √ Cleaning tools and equipment
- √ Cleaning PPE
- √ Storing tools and resources
- √ Removing safety signs when floor is dry

3. You report to your manager that the work has been completed.

Check:

- √ Specify details if there were any

Assignment 4. Wet cleaning of an industrial environment

Description

You clean a 'damp' room in an industrial environment. You clean the room in a hygienic way. You use different tools and use them in a safe way. You wet clean the industrial environment. You do not forget to clean the hard-to-reach places and move objects to get the desired result.

Preparation

You ask for instructions on the work to be performed. You ask questions if the instructions are not clear or if it is not clear which material to use.

1. You collect the material needed for the job.

Check:

- √ Cleaning products
- √ Tools and materials
- √ Personal protective equipment

2. You check whether the location where you are going to work is safe.

Check:

- √ Placing safety signs
- √ Risk analysis (LMRA)
- √ Work permit available

Performance

You carry out the cleaning work.

1. You clean the designated area.

Check:

- √ Mopping and Erasing
- √ Objects in space

2. You follow the instructions and regulations

Check:

- √ You work meticulously
- √ You work at a good pace

Completion

You clean up the workplace and dispose of the waste safely.

1. You clean up the dirt.

Check:

- √ Sort residual waste by type.
- √ Dispose of residual waste in an environmentally conscious and safe manner.

2. You clean the materials and tools

Check:

- √ Cleaning tools and equipment
- √ Cleaning PPE
- √ Storing tools and resources
- √ Removing safety signs when floor is dry

3. You report to your manager that the work has been completed.

Check:

- √ Specify details if there were any

Assignment 5. Ensure safety

Description

You ensure safety with every work assignment you carry out. You make a risk analysis (LMRA: Last Minute Risk Analysis) at the location. You view the mandatory and prohibition signs that are present and check the hazardous material symbols (GHS symbols) for materials and equipment. You can explain how to use the tools safely and how to work safely. You check the instruction on the equipment you use at work.

Preparation

You ask for instructions about the work to be performed. You ask questions if the instruction is not clear or if it is not clear which material to use.

1. You check the materials you are going to use.

Check:

- √ Hazard symbols (GHS symbols)

2. You check whether the location where you are going to work is safe.

Check:

- √ Mandatory signs
- √ Prohibition signs
- √ Zonings

3. You check the equipment you are going to use.

- √ Instruction on the device
- √ Danger symbols
- √ Risk analysis (LMRA)
- √ Work permit available

Performance

You perform the risk analysis (LMRA: Last Minute Risk Analysis).

1. You control the room.

Check:

- √ Risk analysis

2. You check the materials and tools

- √ Risk analysis
- √ Instructions for use known

3. You check the equipment

- √ Risk analysis
- √ Operating instructions known

Completion

You report the results of the LMRA to your manager.

1. You explain the risk analysis performed.

Check:

- √ Provide relevant details if there are any.

2. You explain which rules you have to follow.

Check:

- √ Regulations on materials and tools
- √ Instruction for use of material and equipment

Final assessment Basic Cleaner

The last step to complete the practical skills is taking the final test.

In this test you show that you are capable of working in practice as a Basic Cleaner.

You will discuss with your practical supervisor when you can take the final test.

On the day of the final test you will receive an assignment from the practical supervisor that you will carry out.

The practical supervisor and sometimes another assessor look at how you do this. They will assess your work on the following points:

Core task: Carry out cleaning work			
1.1 Prepares for the work	I	G	N
Understands the given instruction about the work to be performed <ul style="list-style-type: none"> • Listens carefully and shows patience • Asks for necessary information • Asks if something is not clear 			
Gathers the right materials and tools <ul style="list-style-type: none"> • Prepares materials and tools for use, according to instructions • Checks own PPE • Knows the possible uses of materials and resources 			
Checks the security of the location <ul style="list-style-type: none"> • Identifies and reports an unsafe situation • Responds alertly and actively to unsafe situations 			
1.2 Cleans the object according to the instruction	I	G	N
Performs cleaning tasks <ul style="list-style-type: none"> • The designated objects are clean, including hard-to-reach places • Uses materials and tools correctly • Handles materials and resources with care 			
Works according to instruction <ul style="list-style-type: none"> • Works according to procedures and regulations • Checks own work during execution • Calls in the manager or colleagues if necessary 			
Works accurately and within the agreed time <ul style="list-style-type: none"> • Sticks to the agreements 			

<ul style="list-style-type: none"> Shows motivation 			
1.3 Safe disposal and clean up	I	G	N
Disposes of the waste according to regulations <ul style="list-style-type: none"> Disposes of waste/residual material in accordance with regulations Addresses others about unsafe and/or non-environmentally conscious behaviour Suggest improvements for non-environmentally conscious actions 			
Cleans up the used materials and tools <ul style="list-style-type: none"> Cleans used tools after use Checks whether tools are still functioning properly Checks if materials are not exhausted Safely stores materials and resources 			
O: Insufficient G: Good N: Not observed Total assessment final test: Pass / Fail*			