

# Furniture & Furnishing Maintenance (Level 1)

**Programme Objectives:** At the end of the module, participants whom are certified Competent will be able to follow processes and Procedures on cleaning of furniture and furnishing in a safe manner. Participants will need to meet ALL the Knowledge and Abilities as prescribed in the TSC Reference Document under Skills Framework for Environmental Services in order to be certified Competent

## Knowledge

- Dust, debris, soilage and spillage removal methods on furniture and furnishing
- Appropriate Personal Protective Equipment (PPE) to clean the different furniture and furnishing
- Organisational procedures related to furniture and furnishing cleaning
- Different types of safety signages
- Types and characteristics of the different furniture and furnishing
- Types of receptacles and/or racks and their uses
- Types of tools, equipment and supplies to perform furniture and furnishing cleaning

## Abilities

- Collect assigned tools, equipment and supplies and place them on rack and/or receptacles
- Use allocated PPE to perform cleaning of the assigned furniture and furnishing, when necessary
- Perform cleaning and/or polishing of the furniture and furnishing in accordance with organisational procedures and guidelines
- Replenish consumables cleaning supplies used for furniture and furnishing cleaning when necessary to ensure smooth operations of cleaning services provided
- Display the appropriate safety signage at designated area to prevent accidents during the course of cleaning.
- Inform appropriate person or supervisor if work activities cannot be carried out.

**Course Duration:** Total training hours (11 hours) Day 1 - Training hours – 8.hrs Day 2 – Training hours – 2 hours + 1 hour (each participant) for both Practical Performance and Oral Questioning Assessment

- Practical Performance Assessment: 50 minutes
- Oral Questioning Assessment: 10 minutes.

**Target Audience:** Anyone who wants to work in cleaning sector. Applicants should preferably:
 

- a) be above 18 years of age;
- b) Able to speak, listen and read English at a proficiency level equivalent to Employability Skills Workforce Skills Qualification Workplace Literacy Level (WPL) 2.
- c) Secondary or lower education
- d) Minimum 3 months of relevant work experience.

**Course Schedule:** Kindly visit our website for latest schedule.

**Course Fee:** \$239.80 (Inclusive of GST). **Course Code:** TGS-2022017755

## Student Registration form

Company Name	Company Reg. no.		
Company Address	Course Date		
Contact Person Name	Course Language		
Contact Person Email	Course Venue		
Contact Person Mobile	Tel no:	Fax no:	
Participant details			
Participant Name	NRIC / FIN		
Participant Email	Participant mobile no.		
Nationality	Date of Birth	Race	
Designation	Education	Gender	
Salary Range: (1 - Below \$1000, 2 - \$1000-\$1499, 3 - \$1500-\$1999, 4 - \$2000-\$2499, 5- \$2500-\$2999, 6 - \$3000-\$3499, 7 - \$3500 & above)			
Refund Policy: Requests for refund, change or cancellation of course registrations must be submitted in writing and are subject to our terms and conditions. Please refer to our website for our terms and conditions, before registering for the course.			
Absolute Kinetics Consultancy Pte Ltd Tel: 6690 5555		Company seal	
Website: <a href="http://www.sg-akc.com">www.sg-akc.com</a> Registration Email: <a href="mailto:register@sg-akc.com">register@sg-akc.com</a>			