



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Basic Cleaning Principles for Beginners

Services / Cleaning, Domestic, Hiring, Property and Rescue Services

Unit Standard 243204 · NQF Level 1 · 15 Credits · 12 Days

COURSE OVERVIEW

This course provides foundational knowledge and practical skills for individuals entering the cleaning industry. It covers essential cleaning principles, safety protocols, and effective use of cleaning equipment and chemicals to ensure hygienic and safe environments.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	243204
Accreditation	SAQA Accredited · NQF Level 1 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and apply basic cleaning principles and procedures in various settings.
- Demonstrate correct handling, storage, and disposal of cleaning chemicals and waste.
- Implement health and safety measures to prevent accidents and exposure to hazardous substances.
- Select and use appropriate cleaning equipment and materials for different surfaces.
- Evaluate cleaning outcomes and adjust techniques to achieve desired standards of cleanliness.
- Apply infection control principles to minimize the spread of pathogens.

WHO SHOULD ATTEND

- This course is designed for entry-level cleaning staff, domestic workers, and individuals seeking to start a career in professional cleaning services.

COURSE OUTLINE

Day 1: Introduction to Cleaning Principles

- Definition and scope of cleaning
- Historical perspective on cleaning practices
- Overview of cleaning as a profession
- Introduction to cleaning chemistry: pH, surfactants, solvents
- Importance of cleaning for infection control
- Basic safety awareness in cleaning
- Environmental considerations in cleaning
- Professional conduct and ethics

Day 2: Cleaning Agents and Their Uses

- Classification of cleaning agents: detergents, disinfectants, sanitizers, degreasers
- Reading and interpreting product labels
- Safe handling and storage of cleaning chemicals
- Dilution ratios and mixing techniques
- Environmental impact of cleaning agents
- Green cleaning alternatives
- Compatibility with surfaces
- Emergency procedures for chemical spills

Day 3: Cleaning Equipment and Tools

- Manual tools: mops, buckets, cloths, brushes, scrapers
- Mechanical equipment: vacuum cleaners, floor polishers, carpet cleaners
- Use of color-coded systems for hygiene
- Equipment care and storage
- Troubleshooting common equipment issues
- Personal protective equipment (PPE) for cleaning
- Ergonomic considerations in tool design
- Introduction to automated cleaning systems

Day 4: Cleaning Methods and Techniques

- Dry cleaning methods: dusting, sweeping, vacuuming
- Wet cleaning methods: mopping, scrubbing, wiping
- Cleaning sequences: top to bottom, clean to dirty
- Spot cleaning and stain removal
- Disinfection and sanitization techniques
- Waste segregation and disposal
- Odor control methods
- Time management in cleaning tasks

Day 5: Surface-Specific Cleaning

- Hard floor surfaces: tiles, vinyl, wood, concrete
- Soft floor surfaces: carpets, rugs, mats
- Wall and ceiling cleaning
- Cleaning of windows and glass
- Cleaning of furniture and upholstery

- Cleaning of fixtures: lights, switches, handles
- Special considerations for high-touch surfaces
- Preventing cross-contamination between surfaces

Day 6: Cleaning in Different Environments

- Domestic cleaning: homes, apartments
- Commercial cleaning: offices, retail, schools
- Healthcare cleaning: hospitals, clinics
- Food service cleaning: kitchens, restaurants
- Industrial cleaning: factories, warehouses
- Specialized environments: laboratories, cleanrooms
- Regulatory standards for different sectors
- Risk assessment for environment-specific cleaning

Day 7: Health, Safety, and Hygiene

- Hazard identification: slips, trips, falls, chemical exposure
- Safe use of ladders and step stools
- Electrical safety with cleaning equipment
- Manual handling techniques
- Infection control principles
- Hand hygiene and glove use
- Respiratory protection
- First aid for cleaning-related injuries

Day 8: Waste Management and Environmental Sustainability

- Waste types: general, hazardous, recyclable, organic
- Waste segregation and color coding
- Disposal procedures for cleaning waste
- Recycling programs in cleaning operations
- Reducing water and chemical usage
- Energy-efficient cleaning practices
- Environmental legislation relevant to cleaning
- Green cleaning certifications

Day 9: Quality Control and Inspection

- Developing cleaning schedules and checklists
- Inspection techniques: visual, touch, smell
- Common cleaning mistakes and how to avoid them
- Measuring cleaning effectiveness
- Customer satisfaction and feedback
- Record keeping for quality assurance
- Continuous improvement in cleaning processes
- Auditing cleaning performance

Day 10: Customer Service and Communication

- Professional communication skills
- Customer service principles in cleaning
- Dealing with difficult situations

- Teamwork and collaboration
- Reporting and documentation
- Cultural sensitivity in service delivery
- Personal presentation and uniform standards
- Building trust with clients

Day 11: Advanced Cleaning Techniques and Specialized Tasks

- Advanced stain removal for different fabrics
- Carpet cleaning methods: shampooing, steam cleaning, bonnet cleaning
- Upholstery cleaning techniques
- Floor stripping and sealing
- Floor polishing and buffing
- Cleaning of delicate surfaces: marble, granite
- Pressure washing basics
- Biohazard cleaning considerations

Day 12: Review, Assessment, and Career Pathways

- Course review and key takeaways
- Written and practical assessments
- Certification requirements and processes
- Career paths: cleaner, supervisor, manager, entrepreneur
- Professional development opportunities
- Building a cleaning business basics
- Networking and industry associations
- Final Q&A; and feedback

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 41,000.00	R 41,000.00
1	In-House	R 53,300.00	R 53,300.00
1	On-Campus (Pretoria)	R 61,500.00	R 61,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	19 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	20 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	21 Aug 2026	On-Campus	Mauritius
07 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 243204) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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