

## Building Cleaning Management Skills Evaluation Test 2019-2020

### Method of the Test

Japan Building Maintenance Association

#### 1. Notes

- A. A judgment test and a work test will be given after the orientation (explanation) session.
- B. In the practical test, the average time and the time limit to complete all the tasks have been set. If the amount of time you worked on the tasks exceeds the average time, your score will be lowered. If the amount of time you worked on the tasks exceeds the time limit, you will be disqualified from the test (You will not be permitted to continue taking the test).
- C. Please come to the test site wearing clean work clothes and sneakers. No place for changing clothes is available. Moreover, please tie your hair if it is long and cut your nails short.
- D. All the equipment used in the work test is made available at the test site.

#### 2. Contents of the test

- A. Please take both tests: The judgment test and the work test (that consists of Task 1, Task 2, and Task 3).
- B. For the judgement test, the question sheet (Questions will be written in Japanese, in which kanjis will be accompanied by ruby characters) will be handed to you on the day of the test.

Test		Average time	Time limit
Judgment test		-	20 minutes
Practical Test	Task 1. Regular floor cleaning	10 minutes	12 minutes
	Task 2. Regular window glass cleaning		
	Task 3. Daily Western-style toilet bowl cleaning		

##### (1) Judgment test

Seventeen questions will be asked about the regular floor cleaning (dry buffing), regular window glass cleaning, and daily Western-style toilet bowl cleaning.

##### (2) Practical test

You will be asked to do part of the regular floor cleaning (dry buffing), regular window glass

cleaning, and daily Western-style toilet bowl cleaning as follows:

**<Task 1: Regular floor cleaning>**

- 1) Specifications
  - A. The floor to be cleaned is made of vinyl chloride materials.
  - B. The floor to be cleaned has an area of 8 square meters (2-meter wide and 4-meter long).
- 2) Task details
  - A. At the signal of the examiner, first say “*Hajimemasu*” (meaning: I start.) to indicate that you are starting and then perform the task.
  - B. Remove the dust from the floor with a dust cloth mop (dry mop).
  - C. Take the dust cloth off from the mop and gather the dust with a small-sized broom and a long-handled dustpan.
  - D. Wipe the floor with the mop.
  - E. Put the equipment back to their original positions.

**<Task 2: Regular window glass cleaning>**

- 1) Specifications
  - A. The window glass to be cleaned has an area of 1 square meters (1-meter wide and 1-meter long). You will clean one side of the glass only.
- 2) Task details
  - A. Wipe the window glass (one side only) with a window scrubber (No detergent will be used).
  - B. Wipe the window glass (one side only) with a window squeegee.
  - C. Wet the towel and wipe the window frame with it.
  - D. Wipe clean the window squeegee with the towel.
  - E. With a towel, wipe the floor of the space where you worked on.
  - F. Return the equipment to their original positions.

**<Task 3: Daily Western-style toilet bowl cleaning>**

- 1) Specifications
  - A. A Western-style toilet bowl for emergency use will be used for the test.
- 2) Task details
  - A. Clean the toilet bowl with a toilet brush (No detergent will be used). (When you clean the toilet bowl, either wear or take off the vinyl gloves.)
  - B. Wipe the toilet seat with a cloth.
  - C. With a towel, wipe the floor of the space where you worked on.
  - D. Return the equipment to their original positions. Declare the completion of the Task 1, Task 2, and Task 3 by saying “*Owarimashita*” (meaning: I am done.).

○List of the equipment used

<Task 1: Regular floor cleaning>

Item name	Specification	Item name	Specification
Dust cloths	69 x 20 cm	Dustpan	W 28.5 x D 31 x H 67 cm
Dry mop head	Shaped in a trapezoid with an upper width of 63 cm	Mop head	Easily changeable spare mop head: D 24 cm; Yarn length 24 cm; Weight 260 g.
Mop handle	Aluminum pipe handle Adjustable type	Curing mat	Door mat W 90 x D 60 cm
Small-sized broom	Head W 30 x L 101 cm.		

<Task 2: Regular window glass cleaning>

Item name	Specification	Item name	Specification
Water bucket	For washing water	Window scrubber holder	35 cm
Storage basket	Made of plastic Front W 30 x D 22 x H 25 cm.	Window squeegee	35 cm
Window scrubber	Length of about 38 cm	Towels White (for wiping with a damp towel) Blue (for wiping the floor)	Solid white/blue, made of cotton, thin, with a size of about L 34 x W 86 cm

<Task 3. Daily Western-style toilet bowl cleaning>

Item name	Specification	Item name	Specification
Storage basket	Made of plastic; Front W 30 x D 22m x H 25 cm.	Cloth (Made of ultrafine fiber towel)	About L 40 × W 30 cm
Vinyl gloves	Thin	Towel Blue (for wiping the floor)	Solid blue, made of cotton, thin, with a size of about L 34 x W 86 cm
Toilet brush	Handled brush Length of about 38.5 cm		

Note: The specifications of the equipment used may be changed without prior notice