

Specification of Competency Standards for the Retail Banking

Unit of Competency

Strategic Business Development and General Management > 9.4 Property Management

Title	Manage the maintenance of office equipment
Code	107584L3
Range	Ensure equipment, furniture, fixtures and physical assets of the bank are in good and usable conditions and arrange for repair or replacement when necessary
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Inspect physical assets regularly <p>Be able to:</p> <ul style="list-style-type: none"> • Inspect and check the functionality of the equipment, furniture and fixtures on a regular basis according to the specifications / checklists provided by the bank • Ensure equipment, furniture and fixtures are in satisfactory operating condition by conducting inspection when receiving complaints or reports from other parties 2. Arrange for repair and maintenance of physical assets <p>Be able to:</p> <ul style="list-style-type: none"> • Carry out simple repair work for equipment, furniture and fixtures according to instructions when necessary • Identify situation when vendors' support should be called upon and make arrangements for repair when necessary 3. Place request for the purchase of office equipment to replace the non-repairable physical assets <p>Be able to:</p> <ul style="list-style-type: none"> • Make judgment about whether the equipment can be repaired and evaluate the cost effectiveness of repair / purchase before recommending action • Notify purchasing officer / department to replace non repairable office equipment, furniture and fixtures when necessary • Provide information to purchasing officer / department to facilitate the sourcing and selection of office equipment, furniture and fixtures for replacement
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Arrangement of repair or replacement for equipment, furniture and fixtures at suitable time and act according to the stated guidelines / instructions of the bank • Decision on the follow-up actions (e.g. repair, purchase) after judging the conditions of the equipment, furniture or fixtures, etc.
Remark	