

**Specification of Competency Standards**  
**for the Property Management Industry**  
**Unit of Competency**

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Organize and check the repair and maintenance works of the building, building facilities and services
Code	110456L3
Range	Works of daily and periodic maintenance in properties, applicable to inspection and organisation of practical repair and maintenance of buildings, building services and facilities
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Familiar with services and facilities</p> <ul style="list-style-type: none"> <li>• Familiar with the configuration, structure, function and operation mode of building services and facilities within the property</li> </ul> <p>2. Organize repair and maintenance works</p> <ul style="list-style-type: none"> <li>• Be able to assign staff to inspect the common parts of the building, the common facilities, equipment, and supervise subordinates or maintenance contractors to perform daily maintenance and repair work</li> <li>• Be able to supervise the maintenance and repair work in accordance with the maintenance schedule, procedures or the specifications of contract, and ensure the works are complying with the standards, procedures and timeframe</li> <li>• Be able to perform the checking and acceptance procedures for general maintenance and repair works</li> <li>• Be able to inspect the materials or tools required for maintenance and repair, and to ensure that the staff cleans and organizes the repair tools and workshops properly</li> <li>• Be able to monitor and review the technical skills of the subordinates, provide technical guidance to the subordinates, and suggest ways to improve the technical skills to the superior when necessary</li> <li>• Be able to provide suggestions on repair methods (repair or replacement) to superiors</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be familiar with the configuration, structure, function and operation mode of building services and facilities within the property; and</li> <li>• Be able to organize inspections, repairs and replacements systematically, supervise the subordinates or maintenance contractors to provide maintenance and repair work that meets the standards and procedures on time, be able to perform checking and acceptance procedures, and be able to make suggestions on general repair methods to superiors</li> </ul>
Remark	