

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

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Manage the operational repair and maintenance works of the building, building facilities and services
Code	110457L4
Range	Works of daily and periodic maintenance in properties, applicable to managing the practical repair and maintenance of buildings, building services and facilities
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand legal and technical requirement</p> <ul style="list-style-type: none"> • Thoroughly understand the knowledge of relevant legislation, codes of practice and technical requirements relating to buildings, building services and facilities <p>2. Perform management of practical repair and maintenance</p> <ul style="list-style-type: none"> • Be able to supervise relevant personnel to carry out the inspection, maintenance and protection works of buildings and their ancillary facilities effectively according to relevant laws and technical requirements • Be able to investigate the causes and sources of defects in buildings, building services and facilities, and to ensure that repairs or restorations are carried out smoothly • Be able to liaise with relevant parties, such as contractors, technicians, government departments, etc., to jointly negotiate and handle repair and maintenance works • Be able to monitor and ensure the proper operation of building management systems, automated management systems or intelligent facility management systems • Be able to collect information and data on the maintenance of the property, such as the frequency and cause of facility damage, maintenance costs, restoration time, etc., and be able to submit data summary, report and suggestions for improvement to the superior
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to thoroughly understand the relevant legislation, codes of practice and technical requirements of buildings, building services and facilities; • Be able to apply the knowledge of relevant laws and technical requirements to manage the practical works of building repair and maintenance, monitor and ensure the normal operation of the building management systems, and be able to inspect the defects of buildings, building services and facilities, their causes and sources, and to ensure that repairs or maintenance are carried out smoothly; and • Be able to collect information and data on the repair and maintenance of the property, submit data summary, report and suggestions for improvement to the superior.
Remark	Building services include ventilation systems, fire services system, plumbing and drainage systems, electrical services system, air-conditional systems, public address system, security system and facilities for the disabled.