

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

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Plan and manage the repair and maintenance works of the building, building facilities and services
Code	110458L5
Range	Works of daily and periodic maintenance in properties, applicable to planning and management of the repair and maintenance works of the building, building services and facilities
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Proficient in legislation and standards</p> <ul style="list-style-type: none"> <li>• Proficient in relevant legislation, codes of practice, technical requirements, repair and maintenance quality standards for buildings and building services installation</li> </ul> <p>2. Plan the management of repair and maintenance</p> <ul style="list-style-type: none"> <li>• Be able to check the overall repair and maintenance level of the building regularly in accordance with legislation, codes of practice and quality standards</li> <li>• Be able to ensure that each building equipment is installed, supplied, connected and operated in accordance with relevant laws and technical specifications</li> <li>• Be able to ensure that the repair and maintenance of building and their ancillary facilities is carried out in accordance with relevant legislation and codes of practice</li> <li>• Be able to set up the maintenance cycle, programme content and methods of maintenance for various building services in the property</li> <li>• Be able to analyse the overall condition of the building services and facilities according to the information and data, and make suggestions for improvement of the building and building services</li> <li>• Be able to control the expenditure of repair and maintenance effectively and will not exceed the established financial budget</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be Proficient in relevant legislation, codes of practice, technical requirements, repair and maintenance quality standards of buildings and building services;</li> <li>• Be able to set up a management plan for building repair and maintenance practices by applying knowledge of relevant legislation, technical requirements and quality standards, be able to analyse the overall condition of the building services and facilities, and make recommendations for improvement; and</li> <li>• Be able to control the expenditure on repair and maintenance of the property effectively.</li> </ul>
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.