

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

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Formulate and pursue feasible plans on improvements and enhancements to building, building facilities and services, and energy efficiency
Code	110463L5
Range	Works of building improvement and enhancement, applicable to the formulation and implementation of feasible plans for the overall improvement and enhancement of buildings, building services, facilities and energy efficiency
Level	5
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Proficient in law and owners/ tenants' expectation</p> <ul style="list-style-type: none"> <li>• Proficient in the overall condition of the building and the relevant legal requirements for building improvement</li> <li>• Proficient in the demands and expectations of the owners/tenants on the living environment</li> <li>• Proficient in the building improvement/enhancement project management techniques</li> </ul> <p>2. Formulate and pursue feasible building improvement and enhancement plan</p> <ul style="list-style-type: none"> <li>• Be able to engage qualified professionals to conduct regular and comprehensive surveys of buildings in accordance with procedures and relevant legal requirements</li> <li>• Be able to plan and formulate a feasible improvement plan for the building in overall (buildings, building services and facilities, energy efficiency enhancement plans, etc.), including enhancement projects and timelines, in response to the urgency</li> <li>• Be able to prepare budget for improvements/enhancements</li> <li>• Be able to explain to the clients/owners the details of the improvement or enhancement plan effectively, including the causes, advantages and disadvantages of each option, any effectiveness and impact, etc.</li> <li>• Be able to follow the procedures to engage the relevant registered authorised persons (consultants) to supervise the progress of the improvement/upgrading works</li> <li>• Be able to monitor the performance of the relevant registered professionals or qualified persons (consultants), and effectively coordinate and manage between the consultants, contractors and owners in practical arrangements when carrying out improvement works, and provide advice to clients/owners</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be proficient in the overall conditions of the building and the relevant legal requirements for improving the property, in the owners/tenants' demands and expectations on the living environment, and the project management techniques of building improvement/enhancement;</li> <li>• Be able to formulate and implement feasible plans for the overall improvement and enhancement of buildings and the improvement of energy efficiency, including the engagement of qualified professionals, surveying on buildings, supervising the progress of works, and preparing financial budgets; and</li> <li>• Be able to explain the details of the improvement or enhancement plan to the clients/owners effectively.</li> </ul>
Remark	