

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

Functional Area - Repair, Maintenance & Improvement of a Property

Title	Support contractors in carrying out repair, maintenance and construction works according to instructions
Code	110466L1
Range	The general works of purchasing and outsourcing of repair and maintenance in properties, applicable to the frontline personnel in support and cooperation with contractors when carrying out repair, maintenance and construction works
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Know basic procedures of work</p> <ul style="list-style-type: none"> <li>• Know the basic steps and protective measures of general repair and maintenance works properties</li> </ul> <p>2. Cooperate with contractor in works</p> <ul style="list-style-type: none"> <li>• Be able to escort maintenance personnel to the correct place and location where the defects occurred</li> <li>• Be able to carry out the following processes in accordance with established guidelines: <ul style="list-style-type: none"> <li>○ Free up suitable space for contractors to work</li> <li>○ Properly cordon-off the work site with a fence or cordon</li> <li>○ Hang appropriate notices at the place of repair or maintenance, e. g. , , , etc. to ensure public safety</li> <li>○ Require the contractor to properly clean and restore the location and area of the repair</li> </ul> </li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to know the basic steps and protective measures of general repair and maintenance works in properties; and</li> <li>• Be able to escort the maintenance personnel the location and cooperate with the contractor to carry out repair, maintenance or construction works, and carry out basic protective measures effectively.</li> </ul>
Remark	