

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

Functional Area - Facility Management relating to a Property

Title	Manage club house, cultural and recreational facilities
Code	110519L4
Range	Management of club house, cultural and recreational facilities, applicable to performing procurement, supervising contractors and renewal of facilities
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand procedures of procurement and repair</p> <ul style="list-style-type: none"> • Thoroughly understand the code of practices of procurement, Building Management Ordinance and other relevant legislation, and the practical requirements for the operation of facilities • Thoroughly understand the inspection and repair procedures of club house, cultural and recreational facilities <p>2. Execute club house and facilities management</p> <ul style="list-style-type: none"> • Be able to implement the practical requirements of the management of club house, cultural and recreational facilities, such as maintaining swimming pool water quality and lifeguard arrangements, as required by law • Be able to follow established procedures, follow up on steps of inspection of facilities/equipment, and arrange tenders for purchase and repair or maintenance of club house, cultural and recreational facilities • Be able to effectively supervise facility suppliers and maintenance contractors to ensure that services and supplies meet quality standards and specifications • Be able to effectively supervise the compliance of relevant laws and technical guidelines under the relevant laws, and effectively implement the control, inspection and maintenance of the use of club house, cultural and recreational facilities <p>3. Make suggestions on improvement</p> <ul style="list-style-type: none"> • Be able to monitor and collect information or data on the use and maintenance of clubhouses, recreational and recreational facilities, and thoroughly understand the use and wear and tear of various facilities/equipment • Be able to collect information about popular facilities/equipment in the market for reference • Be able to submit recommendations to superiors on overall improvements or updates to club house, cultural and recreational facilities
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand thoroughly the code of practice of procurement, Building Management Ordinance and other relevant legislation, understand thoroughly the practical requirements for the operation of facilities and the follow-up procedures for the inspection and maintenance of clubhouses, recreational and recreational facilities; • Be able to carry out the practical requirements of the management of club house, cultural and recreational facilities as required by law, follow up the steps of inspection of facilities/equipment, arrange tender procedures for facility procurement and quotations of repair or maintenance; • Be able to supervise and coordinate the works of contractors and suppliers, including installation, inspection, repair and maintenance; and

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	<ul style="list-style-type: none">• Be able to monitor and collect data on the damages and use of clubhouses, cultural and recreational facilities, new products in the market, etc., and make suggestions to superiors to update facilities or improve the level of facilities.
Remark	