

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

Functional Area - Facility Management relating to a Property

Title	Manage the facilities of shopping centre and other premises including commercial and industrial buildings
Code	110529L4
Range	Management of facilities in shopping centres, industrial, commercial buildings and other premises, applicable to managing and supervising the facilities in shopping centre, industrial, commercial and other premises
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand venues and facilities management</p> <ul style="list-style-type: none"> <li>• Thoroughly understand the Building Management Ordinance, other relevant ordinances and codes of practice relating to the management of venues and facilities</li> </ul> <p>2. Execute venues and facilities management</p> <ul style="list-style-type: none"> <li>• Be able to implement the practical requirements of venues and facilities management of various types of shopping centres, industrial and commercial buildings in accordance with the legal requirements, such as the requirements of lighting or air quality</li> <li>• Be able to follow the established procedures to follow up the steps of inspection of various venues and facilities, and arrange tendering or other ways of procurement of repair and maintenance services</li> <li>• Be able to effectively supervise all types of suppliers and repair or maintenance contractors of the venues and facilities to ensure that the services and supplies meet the quality standards and requirements</li> <li>• Be able to effectively supervise the relevant personnel in the implementation of the control of use, inspection and maintenance of various venues and facilities are in compliance with relevant ordinance and technical guidelines</li> </ul> <p>3. Improve venues and facilities</p> <ul style="list-style-type: none"> <li>• Be able to monitor and collect data on the use of venues and facilities in various premises, as well as relevant information and data such as repair and maintenance, and understand thoroughly the use and wear-and-tear of various facilities</li> <li>• Be able to collect information on the market about the latest facilities or equipment, and the new measures for the operation and management of facilities for reference</li> <li>• Be able to submit proposals to superiors on the overall improvement or refurbishment of the venues and facilities</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to understand thoroughly the Building Management Ordinance, other relevant ordinances and codes of practice relating to the management of venues and facilities;</li> <li>• Be able to effectively implement the venues and facilities management of various types of premises in accordance with legal requirements, follow up the steps of inspecting the venues and facilities, and arrange the tendering procedure and other ways of procurement of repair and maintenance of facilities;</li> <li>• Be able to effectively supervise and coordinate the work of contractors and suppliers, including installation, inspection and maintenance; and</li> <li>• Be able to monitor and collect data of usage and wear-and-tear of the venues and facilities, collect information of new products and management measures in the market,</li> </ul>

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	etc., and make feasible suggestions to the superiors for updating the venues or improving the level of the facilities.
Remark	