

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

Functional Area - Facility Management relating to a Property

Title	Monitor the use of carpark and loading area
Code	110536L4
Range	Works of control on carpark and loading areas, applicable to the regulation and monitoring of the use of carpark and loading areas, and the supervision of suppliers, contractors and subordinates of organisation in the implementation of control works
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand legal requirements and regulations</p> <ul style="list-style-type: none"> • Thoroughly understand the ordinances, rules and regulations for control of carpark, loading and unloading areas under Building Management Ordinance and other ordinances or regulations related to carpark and loading areas <p>2. Monitor the use of carpark and loading areas</p> <ul style="list-style-type: none"> • Be able to monitor the extensive use of ancillary facilities in carpark and loading areas by subordinates to improve the management quality and efficiency • Be able to supervise the compliance with the rules and regulations of carpark and loading areas, compliance with the work guidelines, quality and safety management systems, etc., and to properly and lawfully implement the control of carpark and loading areas • Be able to assist in writing the rules and regulations, codes of practice, job and practice guidelines for regulating carpark and loading areas • Be able to collect and integrate operational information and data of carpark and loading areas, such as traffic flow, parking/unloading time, revenue, wear-and-tear of facilities and statistics on irregularities, etc., to make recommendations to improve the operation and management of the loading areas of the carpark <p>3. Perform procurement and monitor the effectiveness</p> <ul style="list-style-type: none"> • Be able to arrange tendering or procurement of repair and maintenance of carpark, loading areas and ancillary facilities/equipment in accordance with established procedures • Be able to effectively supervise and coordinate suppliers, repair or maintenance and service contractors of facilities to provide quality services effectively by collaboration with the operations of carpark and loading areas
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand thoroughly the ordinances, rules and regulations for control of carpark, loading and unloading areas under Building Management Ordinance and other ordinances or regulations related to carpark and loading areas; • Be able to supervise the compliance of the rules and regulations, and procedures of carpark and loading areas, the extensive use of the ancillary facilities of the carpark and loading areas, and the lawful and reasonable implementation of the control of carpark and loading areas, and the improvement of management quality and efficiency; • Be able to apply knowledge to assist in the writing of rules and regulations, code of practices, job and practice guidelines for the control of carpark and loading areas, able to collect and summarize operational information and data of carpark and loading areas,

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	<p>to make recommendations to superiors on improving the operations and management of the carpark and unloading area; and</p> <ul style="list-style-type: none">• Be able to arrange the tendering or procurement or repair and maintenance of carpark, loading areas and ancillary facilities in accordance with the established procedures, and effectively supervise and coordinate the operations of suppliers, repair or maintenance and service contractors to provide quality services to carpark and loading areas.
Remark	