

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

Functional Area - Facility Management relating to a Property

Title	Plan as a whole the control measures of a carpark and a loading area
Code	110537L5
Range	Works of control on carpark and loading areas, applicable to plan as a whole the control and management of the carpark and loading areas, including the formulation of policies and management of operations
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Proficient in legal requirements, rules and regulations</p> <ul style="list-style-type: none"> <li>• Proficient in Building Management Ordinance, other ordinances, rules and regulations related to the carpark and loading areas, and be proficient in precedent cases related to the enforcement of control measures</li> </ul> <p>2. Plan as a whole the management of carpark and loading areas</p> <ul style="list-style-type: none"> <li>• Be able to establish rules to regulate the use of carpark and loading areas in accordance with the legislations and the deed of mutual covenant of the building and to ensure that the entire carpark and loading areas are properly regulated in compliance with legal requirements</li> <li>• Be able to formulate work guidelines and operational procedures according to the operation of the carpark, loading areas and ancillary facilities</li> <li>• Be able to develop management policies of carpark and loading areas that meet market trends and customer needs, demand and expectations</li> <li>• Be able to enhance the management quality and effectiveness of carpark and loading areas by effectively selecting and engaging appropriate facility suppliers, repair or maintenance and service contractors, be able to assess the performance of contractors accurately and properly plan as a whole the works of various staff and contractors</li> <li>• Be able to analyse the operation of the carpark and loading areas, conduct regular reviews of the control measures of carpark and loading areas and related auxiliary equipment/ facilities, and plan the updates or improvement of facilities or equipment in carpark and loading areas in order to enhance service effectiveness and quality</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be proficient in Building Management Ordinance, other ordinances, rules and regulations related to the carpark and loading areas, and be proficient in precedent cases related to the enforcement of control measures;</li> <li>• Be able to apply expertise in developing management policies, work guidelines, and operation procedures of carpark and loading areas;</li> <li>• Be able to properly select and engage appropriate facility suppliers and contractors, and properly plan as a whole the works of various staff and contractors to improve the management quality and effectiveness of carpark and loading areas; and</li> <li>• Be able to accurately analyse the operation of carpark and loading areas, and effectively plan the updates or improvements of the facilities or equipment of carpark and loading areas in order to improve service effectiveness and quality.</li> </ul>
Remark	