

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

Functional Area - Facility Management relating to a Property

Title	Execute and apply the proper software, applications, and operate the smart facilities
Code	110545L2
Range	Application of software or applications to perform duties in management of building and facilities, applicable to applying the software or applications in management of buildings, intelligent facilities and services
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Understand the applications</p> <ul style="list-style-type: none"> • Be able to understand the software, applications and operating procedures commonly used in management of buildings, facilities and intelligent facilities <p>2. Apply software in operation</p> <ul style="list-style-type: none"> • Be able to operate appropriate applications or software to access information, input data and records, take photographs and archives in performing daily duties • Be able to use the applications to post information or records to relevant parties for follow-up, such as issuing repair or cleaning work orders • Be able to respond to the alert provided by the program and follow up according to the instructions of the superior • Be able to follow up or operate smart facilities as directed and report irregularities or emergencies to superiors
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand the software, applications and operating procedures commonly used in the management of buildings, facilities and intelligent facilities; • Be able to access information and input data or records by using appropriate applications when performing daily duties, and send the information to relevant parties or persons for follow-up; and • Be able to respond to the alert provided by the program, respond and follow up according to the instructions of the superior, and be able to effectively follow up or operate smart facilities according to instructions.
Remark	