

ASTH306

Organise the maintenance and repair of property



Overview

This unit covers the competencies required to organise the maintenance and repair of property. The unit applies to both planned maintenance and contingency work.

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Performance criteria

- You must be able to:*
- P1 obtain all necessary background information concerning the work, including inspection reports, and identify the nature and scale of the work to be done
 - P2 determine who has responsibility under the agreement for carrying out the work
 - P3 contact the relevant person or specialist when the required action is outside your responsibility
 - P4 liaise with relevant people to identify any safety and security issues
 - P5 work in accordance with your organisational and legislative requirements
 - P6 authorise maintenance and repair work within the limits of your authority
 - P7 liaise with customers and others to arrange a convenient time for work to take place
 - P8 follow organisational procedures for costing maintenance and repair work
 - P9 communicate the programme to the work team clearly and within the appropriate timescales
 - P10 regularly check progress, identify any deviations from the programme and take the appropriate action
 - P11 check that the work has been completed according to the specification, and take the appropriate action to deal with any problems with the completed work
 - P12 sign off the work when it has been completed in accordance with requirements
 - P13 keep records which are clear and accurate

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Knowledge and understanding

You need to know and understand:

- K1 your organisation's procedures and priorities for setting up programmes of work
- K2 how to communicate effectively
- K3 how to identify the nature and scale of work which is required
- K4 the responsibilities of all relevant parties with respect to the condition of property
- K5 the factors to be taken into account when prioritising action to carry out work
- K6 the outline requirements of health and safety in relation to the need for maintenance and repair
- K7 emergency repairs requiring prompt action to avoid health and safety risks
- K8 your organisation's procedures for actioning maintenance and repair work
- K9 your own level of authority or responsibility with respect to initiating work
- K10 who to refer problems to when they are beyond your authority or responsibility
- K11 the requirements of any relevant regulations and legislation
- K12 organisational procedures for checking work
- K13 the actions available to deal with deviations from programmes of work
- K14 organisational procedures for signing off work when it has been completed
- K15 procedures for recording repairs and maintenance

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Developed by	Asset Skills
Version number	1
Date approved	September 2008
Indicative review date	September 2010
Validity	Current
Status	Original
Originating organisation	Asset Skills
Original URN	H306
Relevant occupations	Health, Public Services and Care; Health and Social Care; Managers and Senior Officials; Managers and Proprietors in Hospitality
Suite	Housing
Key words	Organise, maintenance, repair, property, contingency
