

ASTO15

Plan, implement and monitor the maintenance of property



Overview

The Standards that are part of this Unit

1. O15.1 Plan and schedule a planned preventative maintenance programme
2. O15.2 Implement and monitor planned preventative maintenance and emergency works

This is a compulsory unit for Maintenance and an optional unit for Building Surveying. It is not applicable to Quantity Surveying, General Practice and Valuation.

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Performance criteria

Plan and schedule a planned preventative maintenance programme

You must be able to:

- P1 planning and scheduling in accordance with agreed objectives for the **planned preventative maintenance** of property
- P2 reviewing **influencing factors** and guidance material about the planned preventative maintenance of property
- P3 prioritising the **maintenance** and having regard to all the influencing factors
- P4 preparing and agreeing plans and schedules of **maintenance** for implementation with the line manager

Implement and monitor planned preventative maintenance and emergency works

You must be able to:

- P5 implementing the **maintenance** programme
- P6 monitoring the programme and addressing specific **resources** and performance issues and recommending appropriate action during the execution of the works
- P7 ensuring the compliance of **statutory requirements** for the maintenance of both planned preventative and emergency works
- P8 ensuring that accurate monitoring records are maintained and retained

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Knowledge and understanding

You need to know and understand:

Plan and schedule a planned preventative maintenance programme

- K1 how and why do you plan and schedule in accordance with agreed objectives for the **planned preventative maintenance** of property? (synthesis) (a) [1,2]
- K2 how and why do you review **influencing** factors and guidance material about the **planned preventative maintenance** of property? (analysis) (b) [1,2,3,4]
- K3 how and why do you prioritise the **maintenance** having regard to all the **influencing factors**? (analysis) (c)[1,2,3]
- K4 how and why do you prepare plans and schedules of **maintenance** for implementation? (application) (d) [1]
- K5 how and why do you agree plans and schedules of **maintenance** for implementation with the line manager? (evaluation) (d) [1]

Implement and monitor planned preventative maintenance and emergency works

You need to know and understand:

- K6 how do you implement the **maintenance** programme? (application) (a) [1]
- K7 how and why do you monitor the programme and address specific **resources** and performance issues? (analysis) (b) [4]
- K8 how and why do you recommend appropriate action during the execution of the works? (synthesis) (b)[4]
- K9 how do you ensure the compliance of **statutory requirements** for the **maintenance** of both planned preventative and emergency works? (application) (c) [1,2,3]
- K10 how do you ensure that accurate monitoring records are maintained and retained? (application) (d) [2,3,4]

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Additional Information

Scope/range related to performance criteria

Plan and schedule a planned preventative maintenance programme

1. **Maintenance:**
 - 1.1. scheduled and preventative
 - 1.2. unscheduled and corrective
 - 1.3. emergency

2. **Planned preventative maintenance:**
 - 2.1. structure
 - 2.2. materials
 - 2.3. finishes
 - 2.4. fittings
 - 2.5. services
 - 2.6. external works

3. **Influencing factors:**
 - 3.1. changing user requirements
 - 3.2. contractual requirements
 - 3.3. statutory requirements
 - 3.4. health and safety requirements
 - 3.5. resource allocation
 - 3.6. operational requirements
 - 3.7. environmental considerations
 - 3.8. fair wear and tear/damage

4. **Guidance material:**
 - 4.1. owner's manuals
 - 4.2. log books
 - 4.3. maintenance schedules and manuals
 - 4.4. practice guides and specifications

Implement and monitor planned preventative maintenance and emergency works

5. **Maintenance:**
 - 5.1. scheduled and preventative
 - 5.2. unscheduled and corrective
 - 5.3. emergency

6. **Planned preventative maintenance:**
 - 6.1. structure

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- 6.2. materials
- 6.3. finishes
- 6.4. fittings
- 6.5. services
- 6.6. external works

- 7. **Statutory requirements:**
 - 7.1. testing
 - 7.2. examination
 - 7.3. inspection
 - 7.4. certification
 - 7.5. health and safety

- 8. **Resources:**
 - 8.1. materials
 - 8.2. plant and equipment
 - 8.3. finance
 - 8.4. time
 - 8.5. personnel

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Relevant occupations Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

Suite Surveying, Property Maintenance and Valuation

Key words surveying, property maintenance, Valuation, measured surveys, procurement, property disposals, property acquisitions, work schedules, property management, property condition, tenders, bills of quantity