

## ASTPC203

# Contribute to the effectiveness and efficiency of premises



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### Overview

This unit is about making sure that essential features of the premises are operating in an effective and efficient way. This unit covers the operation of the building fabric, fixtures and fittings. It is also about making sure that utilities such as water and fuel are working and systems such as those for heating, including boilers and thermostats are operating as they should. Systems could be mechanical or automated, electronic systems.

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### Performance criteria

- You must be able to:*
- P1 inspect the condition of the premises in accordance with the instructions you are given
  - P2 actively seek opportunities for improving the condition of the premises
  - P3 promptly report any problems that are likely to affect the safety and use of the premises
  - P4 identify the need for reactive maintenance work or repair/s to be undertaken and take the appropriate action within the limits of your authority and competence
  - P5 keep accurate records of the outcomes of monitoring and inspection and pass them on promptly to the right person
  - P6 monitor the use of facilities at intervals agreed with your organisation
  - P7 identify any significant changes in the premises use and the possible reasons for these changes
  - P8 take action to conserve utilities and within the limits of your own authority encourage others to do the same
  - P9 pass on to your line manager recommendations for improvements in the use of facilities
  - P10 keep accurate records of the use of utilities and pass them on promptly to the right person
  - P11 use approved safe working practices throughout
  - P12 monitor temperature and system programme times accurately and at appropriate intervals
  - P13 where possible, and within the limits of your own competence, make any basic adjustments that are necessary to maintain the required level of performance of systems
  - P14 complete all necessary records promptly and accurately

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### Knowledge and understanding

*You need to know and understand:*

- K1 the records that have to be kept, the importance of completing them and to whom they need to be passed
- K2 why it is important to report faults and problems promptly, and the person/s to whom they must be reported
- K3 what your instructions are regarding inspections, and the possible consequences of failing to carry out instructions
- K4 ways in which the outcomes of inspections can be of help when searching for improvement opportunities
- K5 how to identify areas for improvements
- K6 how to identify signs of pest infestation and to whom to report this
- K7 why it is important to support suggestions for improvements with valid reasons
- K8 the types of problems that could arise and the ways in which they could affect the safety and use of the premises
- K9 the limits of your authority and competence regarding maintenance and repairs
- K10 the type of situations which require maintenance and repair to be undertaken, when you can deal with these yourself and when you should report them to others
- K11 the methods used to monitor the use of the different utilities, and when this must be done
- K12 the situations that can cause changes in the amounts of utilities used, and what constitutes a "significant" change
- K13 ways of conserving utilities and the benefits of conserving them
- K14 how best to encourage others to conserve utilities
- K15 examples of improvements in the use of utilities that could be of benefit to the premises
- K16 the records that have to be kept, the importance of completing them accurately and who they need to be passed on to
- K17 the importance of following written instructions when operating systems, and where these instructions can be found
- K18 what the required levels of performance are and the situations that are likely to result in changes to these requirements
- K19 how to monitor the temperature and programme times of building systems and when it is appropriate to monitor
- K20 the type of adjustments that may be needed to maintain the required level of performance, and who is responsible for making them
- K21 types of faults that could occur in the heating systems and how to recognise that there is a fault
- K22 when to report faults, deal with them yourself or order repairs
- K23 why it is important to use approved safe working practices throughout,

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what these practices are and the possible consequences of failing to use them

K24 the different types of building management system

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