

ASTSPM3O15

Plan, implement and monitor the maintenance of property within a surveying environment



Overview

The Standards that are part of this Unit

SPM3/O15.1 Plan and schedule a planned preventative maintenance programme

SPM3/O15.2 Implement and monitor planned preventative maintenance and emergency works

This unit is about the development of programmes for planned maintenance and the setting up of maintenance programmes for emergency/unplanned works, checking and verifying work undertaken

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Performance criteria

You must be able to:

Plan and schedule a planned preventative maintenance programme

- 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
 - 3.9 energy performance of the building

- 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:**

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- 6.1 structure
- 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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