

## Maintain non-structural and structural components

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### Overview

This standard is about repairing non-structural and/or structural components in timber and/or timber based products and/or composite materials and/or metal, interpreting information, adopting safe, healthy and environmentally responsible work practices, and selecting and using materials, components, tools and equipment

This standard is for people working in the occupational area of wood occupations and can be used by operatives, supervisors and managers

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**Performance criteria**

- You must be able to:*
- P1 interpret the given information relating to the work and resources to confirm its relevance
  - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices
  - P3 select the required quantity and quality of resources for the methods of work
  - P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area
  - P5 comply with the given contract information to carry out the work efficiently to the required specification
  - P6 complete the work within the allocated time, in accordance with the programme of work

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## Knowledge and understanding

*You need to know and understand:* **Performance Criteria 1**

### **Interpretation of information**

K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented

K2 the types of **information**, their source and how they are interpreted

K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

### **Performance Criteria 2**

#### **Safe work practices**

K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied

K5 the types of **fire extinguishers** and how and when they are used

K6 how **emergencies** should be responded to and who should respond

K7 the organisational **security procedures** for tools, equipment and personal belongings

K8 what the accident reporting procedures are and who is responsible for making the report

K9 why, when and how **health and safety control equipment** should be used

K10 how to comply with environmentally responsible work practices to meet current **legislation and official guidance**

### **Performance Criteria 3**

#### **Selection of resources**

K11 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified

K12 how the **resources** should be used and how any **problems** associated with the **resources** are reported

K13 the organisational procedures to select **resources**, why they have been developed and how they are used

K14 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

### **Performance Criteria 4**

#### **Minimise the risk of damage**

K15 how to **protect work** from damage and the purpose of protection

K16 why **disposal of waste** should be carried out safely and how it is achieved

### **Performance Criteria 5**

#### **Meet the contract specification**

K17 how **methods of work**, to meet the specification, are carried out and problems reported

K18 how **maintenance** of tools and equipment is carried out

### **Performance Criteria 6**

#### **Allocated time**

K19 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

**Scope/range****Performance Criteria 1**

1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out

**Performance Criteria 2**

2 avoidance of risk by complying with the given information relating to at least four of the following

2.1 methods of work

2.2 safe use of health and safety control equipment

2.3 safe use of access equipment

2.4 safe use, storage and handling of materials, tools and equipment

2.5 specific risks to health

**Performance Criteria 3**

3 selection of resources associated with own work

3.1 materials, components and fixings

3.2 tools and equipment

**Performance Criteria 4**

4 protection of the work and its surrounding area from damage

5 maintain a clear and tidy work space

6 disposal of waste in accordance with current legislation

### **Performance Criteria 5**

7 demonstration of work skills to measure, mark out, fit, splice, finish, position and secure

8 use and maintain hand and power tools

9 repair and/or replace at least three of the following non-structural components to given working instructions in timber, timber based products, composite materials and metal

9.1 frames (to include priming the repair)

9.2 mouldings (to include priming the repair)

9.3 floor joist covering (or flat roof)

9.4 sash cords

9.5 windows replacement glazing

9.6 fascia, soffits and bargeboards

9.7 non-structural stair components

9.8 false ceiling

10 repair and/or replace at least two of the following structural components to given working instructions in timber, timber based products, composite materials and metal

10.1 stall risers

10.2 structural joists (including support)

10.3 structural rafters (including support)

10.4 structural stair components

10.5 load bearing partitions

10.6 form openings

### **Performance Criteria 6**

11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

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**Scope/range related  
to knowledge and  
understanding**

**Disposal of waste**

1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

**Emergencies**

2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with

2.1 fires, spillages, injuries

2.2 emergencies relating to occupational activities

**Fire extinguishers**

3 water, CO<sub>2</sub>, foam, powder and their uses

**Hazards**

4 those identified by risk assessment, methods of work, manufacturers' technical information, statutory regulations and official guidance

**Health and safety control equipment**

5 identified by the principles of prevention for occupational use, types and purpose of each type, work situations and general work environment

5.1 collective protective measures

5.2 personal protective equipment (PPE)

5.3 respiratory protective equipment (RPE)

5.4 local exhaust ventilation (LEV)

**Information**

6 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, oral and written instructions, sketches, electronic data, official guidance and current building regulations associated with maintaining non-structural and structural components

## **Legislation and official guidance**

7 this relates to the operative's responsibilities regarding potential accidents, health hazards and the environment whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement and storage of materials by manual handling and mechanical lifting

## **Maintenance**

8 sharpening and operative care of hand and power tools

## **Methods of work**

9 application of knowledge for safe and healthy work practices, procedures and skills relating to the method and area of work and materials used to

9.1 replace and repair the following non-structural components in timber, timber based products, composite materials and metal: frames, mouldings, floor joist coverings, flat roof coverings, sash cords, windows and glazing, fascia, soffits, bargeboards, non-structural stair components, false ceiling, re-lay brick and blockwork, make good paintwork, plasterwork, brickwork and wall tiling

9.2 replace and repair the following structural components in timber, timber based products, composite materials and metal: stall risers, structural joist (including support), structural rafters (including support) structural stair components, load bearing partitions and form openings

9.3 identify load bearing points

9.4 prop and support existing structures

9.5 replace frames and mouldings

9.6 repair and replace door and window ironmongery

9.7 repair and replace guttering and downpipes

9.8 repair and replace fascia, soffits and bargeboards

9.9 form joints associated with repairs

9.10 recognise and determine when specialist skills and knowledge are required and report accordingly

9.11 determine specific requirements for structures of special interest, traditional build (pre 1919) and historical significance

9.12 identify and follow the installation quality requirements



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- 9.13 work with, around and in close proximity to plant and machinery
- 9.14 use hand and power tools
- 9.15 work at height
- 9.16 use access equipment
- 10 team work and communication
- 11 needs of other occupations associated with maintaining non-structural or structural components

### **Problems**

- 12 those arising from information, resources and methods of work
- 12.1 own authority to rectify
- 12.2 organisational reporting procedures

### **Programme**

- 13 types of productivity targets and time scales
- 14 how times are estimated
- 15 organisational procedures for reporting circumstances which will affect the work programme

### **Protect work**

- 16 protect work against damage from general workplace activities, other occupations and adverse weather conditions

### **Resources**

- 17 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist
- 17.1 timber, timber based products, composite materials and metal, mouldings, sash cord, paint, bricks, tiles, cement, sand, plaster, preservatives, adhesives, sealants and ironmongery
- 17.2 fittings and fixings
- 17.3 hand and power tools
- 18 confirm resources and materials conform with the specification including suitability, moisture and durability
- 19 methods of calculating quantity, length, area and wastage associated with the method and procedure maintain non-structural and structural components

**Security procedures**

20 site, workplace, company, operative and vehicles

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**Relevant Occupations** Carpenter and Joiner

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**Suite** Wood Occupations (Construction); Building Maintenance Multi-trades Repair and Refurbishment Operations; Construction Using Off-site Manufactured Assemblies

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