

## Overview

This standard covers the maintenance of structures, surfaces, boundaries or access points. This could include sheds, pens, platforms, greenhouses or other structures, paths, roads or yards, walls or fences, doors, gates, stiles or steps.

In this standard, "maintenance" refers to general maintenance such as mending, cleaning, rubbing down and painting. All work will be carried out in accordance with instructions and specifications.

When working with machinery or equipment you should be trained and hold current certification, where required.

When carrying out your work you must consider the impact it will have on the environment.

This standard is for those who maintain structures, surfaces, boundaries and access points.

Maintain structures, surfaces, boundaries or access points

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## Performance criteria

*You must be able to:*

1. be aware of the hazards associated with the activity to be carried out
2. wear suitable clothing and personal protective equipment (PPE)
3. select, prepare, use and maintain the tools, equipment and materials required for the maintenance work, safely and correctly
4. prepare the site ready for the maintenance work, in accordance with **instructions and specifications**
5. carry out the work to maintain **structures, surfaces, boundaries or access points**, in accordance with **instructions and specifications**
6. carry out work safely and tidily with due regard to other users of the site
7. check that the completed work meets the requirements of the **instructions and specifications**
8. restore the site to a clean and tidy condition following completion of the maintenance work
9. clean and store tools and equipment correctly after use
10. maintain communication with colleagues and others involved in, or affected by, your work
11. follow industry and business guidance to minimise environmental damage
12. process waste safely and correctly in accordance with relevant legal requirements and business practices
13. carry out your work in accordance with relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and business policies
14. complete records as required by relevant legislation and the business

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## Knowledge and understanding

*You need to know and understand:*

1. the hazards associated with maintaining **structures, surfaces, boundaries** and **access points**
2. the type of clothing and personal protective equipment (PPE) suitable for the activity
3. the types of tools, equipment and materials to use for different maintenance work
4. how to prepare, use and maintain tools, equipment and materials safely and correctly
5. why maintenance needs to be carried out and the potential problems that may arise if maintenance is not carried out correctly
6. how to prepare the site ready for the required maintenance work
7. how to carry out work to maintain **structures, surfaces, boundaries** or **access points**
8. why it is important to keep working areas clean and tidy
9. what the result of the maintenance work should look like, according to **instructions and specifications**
10. the sort of problems that may occur and the appropriate action that should be taken
11. the importance of restoring the site to a clean and tidy condition following completion of the maintenance work
12. how and why you should clean tools after use
13. the importance of maintaining communication with those involved in, or affected by, your work and how this should be done
14. the potential impact that your work could have on the environment and ways in which this can be minimised
15. how to handle, transport, store and dispose of waste, in accordance with relevant legal requirements and business practices
16. your responsibilities under relevant environmental and health and safety legislation, codes of practice and business policies
17. the records that need to be kept and the importance of completing them

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## Glossary

**Access points** could include:

- doors
- gates
- stiles
- steps

**Boundaries** could include:

- walls
- fences
- banks

**Instructions and specifications:**

- drawings/plans
- schedules
- method statements
- Standard Operating Procedures (SOPS)
- manufacturer's guidelines
- verbal instructions

**Structures** could include:

- sheds
- pens
- hides
- platforms
- greenhouses

**Surfaces** could include:

- paths
- roads
- yards.

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