
Overview

This standard is about producing work programmes and specifications for maintenance activities, sequencing resources for the maintenance activities and ensuring the maintenance activities are completed within the agreed budget, to the agreed quality and within the agreed time in accordance with current organisational requirements which are equal to or exceed current statutory and legislative requirements.

This standard is for people working in the occupational area of construction site management which is defined as the management of multiple construction trades and disciplines and can be used by supervisors and managers

Performance criteria

You must be able to: P1 implement and record regular inspections to confirm the project requirements for at least three of the following maintenance activities for the following property, services or systems:

Maintenance activities

- 1.1 remedial
- 1.2 scheduled
- 1.3 unscheduled
- 1.4 preventative
- 1.5 corrective
- 1.6 emergency

Property, services or systems

- 1.7 highways
- 1.8 traffic controls
- 1.9 structures
- 1.10 external structure
- 1.11 internal structure
- 1.12 historical or conservation interests
- 1.13 internal fabric
- 1.14 external fabric
- 1.15 utilities and services
- 1.16 landscaping

P2 identify, review and record the consideration of at least four of the following influencing factors and three of the following guidance materials about the property, service or system to be maintained

Influencing factors

- 2.1 organisational requirements
- 2.2 project requirements
- 2.3 current legislation
- 2.4 resource allocation
- 2.5 working requirements
- 2.6 environmental considerations
- 2.7 near neighbours
- 2.8 weather conditions

- 2.9 ground or site conditions
- 2.10 sustainability
- 2.11 client, customer or their representative
- 2.12 reports and surveys
- 2.13 archaeology
- 2.14 heritage issues
- 2.15 planning or statutory consents

Guidance materials

- 2.16 plans, drawings or diagrams
- 2.17 owner's manuals
- 2.18 log books
- 2.19 maintenance schedules and manuals
- 2.20 practice guides and specifications
- 2.21 current legislation and official guidance
- 2.22 historical data
- 2.23 existing records
- 2.24 surveys

P3 prioritise and record the maintenance activities to take account of identified influencing factors whilst maintaining consistency

P4 identify and record at least four of the following changing circumstances

- 4.1 susceptibility to damage
- 4.2 safety requirements
- 4.3 need to inhibit, and respond to deterioration
- 4.4 weather conditions
- 4.5 ground or site conditions
- 4.6 environmental conditions
- 4.7 use or change of use
- 4.8 current legislation
- 4.9 resources
- 4.10 security threats
- 4.11 client, customer or their representative
- 4.12 reports and surveys
- 4.13 historical data
- 4.14 planning or statutory consents

- P5 ensure maintenance activity records of actions carried out and data collected are current for at least four of the following
 - 5.1 inspections
 - 5.2 faults or problems
 - 5.3 corrective actions
 - 5.4 costs
 - 5.5 resources
 - 5.6 complaints
 - 5.7 delays

- P6 identify, assess and obtain at least two of the following necessary resources for maintenance activities
 - 6.1 people
 - 6.2 plant, equipment or machinery
 - 6.3 materials and components
 - 6.4 sub-contractors
 - 6.5 information
 - 6.6 work area and facilities
 - 6.7 waste management
 - 6.8 utility providers

- P7 prepare plans and schedules for at least three of the following maintenance activities and negotiate and agree them with stakeholders
 - 7.1 planned maintenance activities
 - 7.2 tendered works
 - 7.3 responsive works
 - 7.4 preventative maintenance work
 - 7.5 cost estimated works
 - 7.6 seasonal maintenance
 - 7.7 traffic maintenance (signing, lighting and guarding)
 - 7.8 emergency works
 - 7.9 contingency plans

Knowledge and understanding

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

K1 how to confirm project requirements for the following maintenance activities of the following property, systems or services

Maintenance activities

- K1.1 remedial
- K1.2 scheduled
- K1.3 unscheduled
- K1.4 preventative
- K1.5 corrective
- K1.6 emergency

Property, services or systems

- K1.7 highways
- K1.8 traffic controls
- K1.9 structures
- K1.10 external structure
- K1.11 internal structure
- K1.12 historical or conservation interests
- K1.13 internal fabric
- K1.14 external fabric
- K1.15 utilities and services
- K1.16 landscaping

K2 who to consult with to confirm project requirements

Performance Criteria 2

Identify and review

- K3 how to identify and review the following influencing factors
 - K3.1 organisational requirements
 - K3.2 project requirements
 - K3.3 current legislation
 - K3.4 resource allocation
 - K3.5 working requirements
 - K3.6 environmental considerations
 - K3.7 near neighbours
 - K3.8 weather conditions
 - K3.9 ground or site conditions
 - K3.10 sustainability
 - K3.11 client, customer or their representative
 - K3.12 reports and surveys
 - K3.13 archaeology
 - K3.14 heritage issues
 - K3.15 planning and statutory consents

- K4 how to identify and review the following guidance materials
 - K4.1 plans, drawings or diagrams
 - K4.2 owner's manuals
 - K4.3 log books
 - K4.4 maintenance schedules and manuals
 - K4.5 practice guides and specifications
 - K4.6 current legislation and official guidance
 - K4.7 historical data
 - K4.8 existing records
 - K4.9 surveys

- K5 why it is important to identify and review influencing factors against guidance materials

Performance Criteria 3**Prioritise maintenance activities**

- K6 how to prioritise and record the maintenance activities to take account of identified influencing factors whilst maintaining consistency

- K7 why it is important to prioritise and record the maintenance activities to take account of identified influencing factors whilst maintaining consistency

- K8 how to assess the following influencing factors
 - K8.1 organisational requirements
 - K8.2 project requirements
 - K8.3 current legislation
 - K8.4 resource allocation
 - K8.5 working requirements
 - K8.6 environmental considerations
 - K8.7 near neighbours
 - K8.8 weather conditions
 - K8.9 ground or site conditions
 - K8.10 sustainability
 - K8.11 client, customer or their representative
 - K8.12 reports and surveys
 - K8.13 archaeology
 - K8.14 heritage issues
 - K8.15 planning and statutory consents

- K9 how to prioritise the following maintenance activities
 - K9.1 planned maintenance
 - K9.2 tendered works
 - K9.3 responsive works
 - K9.4 preventative maintenance work
 - K9.5 cost estimated work
 - K9.6 seasonal maintenance
 - K9.7 traffic maintenance (signing, lighting and guarding)
 - K9.8 emergency works
 - K9.9 contingency plans

K10 why it is important to assess influencing factors and prioritise maintenance activities

Performance Criteria 4

Changing circumstances

K11 how to account for the following changing circumstances

- K11.1 susceptibility to damage
- K11.2 safety requirements
- K11.3 need to inhibit, and respond to deterioration
- K11.4 weather conditions
- K11.5 ground or site conditions
- K11.6 environmental conditions
- K11.7 use or change of use
- K11.8 current legislation
- K11.9 resources
- K11.10 security threats
- K11.11 client, customer or their representative
- K11.12 reports and surveys
- K11.13 historical data
- K11.14 planning and statutory consents

K12 how to amend priorities when reviewing the following influencing factors:

- K12.1 organisational requirements
- K12.2 project requirements
- K12.3 current legislation
- K12.4 resource allocation
- K12.5 working requirements
- K12.6 environmental considerations
- K12.7 near neighbours
- K12.8 weather conditions
- K12.9 ground or site conditions
- K12.10 sustainability
- K12.11 client, customer or their representative
- K12.12 reports and surveys
- K12.13 archaeology
- K12.14 heritage issues
- K12.15 planning and statutory consents

Performance Criteria 5**Recording systems**

K13 why activity records and data collected for the following work and maintenance activities needs to be current

Activity records and data collected

K13.1 inspections

K13.2 faults or problems

K13.3 corrective actions

K13.4 costs

K13.5 resources

K13.6 complaints

K13.7 delays

Maintenance work

K13.8 remedial

K13.9 scheduled

K13.10 unscheduled

K13.11 preventative

K13.12 corrective

K13.13 emergency

Maintenance activities

K13.14 planned maintenance work

K13.15 tendered works

K13.16 responsive works

K13.17 preventative maintenance work

K13.18 cost estimated work

K13.19 seasonal maintenance

K13.20 traffic maintenance (signing, lighting and guarding)

K13.21 emergency works

K13.22 contingency plans

K14 how to ensure that records of the following activities and data are current

K14.1 inspections

K14.2 faults or problems

K14.3 corrective actions

K14.4 costs

K14.5 resources

K14.6 complaints

K14.7 delays

Performance Criteria 6**Resources**

K15 how to identify the following necessary resources for maintenance activities

Resources

K15.1 people

K15.2 plant, equipment or machinery

K15.3 materials and components

K15.4 sub-contractors

K15.5 information

K15.6 work area and facilities

K15.7 waste management

K15.8 utility providers

Maintenance activities

K15.9 planned maintenance work

K15.10 tendered works

K15.11 responsive works

K15.12 preventative maintenance work

K15.13 cost estimated work

K15.14 seasonal maintenance

K15.15 traffic maintenance (signing, lighting and guarding)

K15.16 emergency works

K15.17 contingency plans

K16 how to assess the quantity and quality of resources for maintenance activities

K17 how to maintain the necessary resources for the maintenance work of the following property, systems or services

K17.1 highways

K17.2 traffic controls

K17.3 structures

K17.4 external structure

K17.5 internal structure

K17.6 historical or preservation interests

K17.7 internal fabric

K17.8 external fabric

K17.9 utilities and services

K17.10 landscaping

Performance Criteria 7**Plans and schedules**

- K18 how to prepare plans and schedules for the following maintenance activities
 - K18.1 planned maintenance work
 - K18.2 tendered works
 - K18.3 responsive works
 - K18.4 preventative maintenance work
 - K18.5 cost estimated work
 - K18.6 seasonal maintenance
 - K18.7 traffic maintenance (signing, lighting and guarding)
 - K18.8 emergency works
 - K18.9 contingency plans

- K19 how to negotiate and agree plans and schedules with decision-makers

- K20 why it is important plans and schedules for the following maintenance activities
 - K20.1 planned maintenance work
 - K20.2 tendered works
 - K20.3 responsive works
 - K20.4 preventative maintenance work
 - K20.5 cost estimated work
 - K20.6 seasonal maintenance
 - K20.7 traffic maintenance (signing, lighting and guarding)
 - K20.8 emergency works
 - K20.9 contingency plans

COSVR741

Plan and schedule the maintenance activities of property, services or systems



Developed by	CITB
Version Number	2
Date Approved	October 2020
Indicative Review Date	October 2025
Validity	Current
Status	Original
Originating Organisation	CITB
Original URN	VR741
Relevant Occupations	Production Managers and Directors in Construction
Suite	Construction Site Management
Keywords	Maintenance; Remedial; Property; Services; Unscheduled; Preventative; Emergency
