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## Overview

This standard is about planning a preventative maintenance programme and implementing and monitoring preventative maintenance and emergency works of property.

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## Performance criteria

*You must be able to:*

1. plan and schedule the preventative maintenance of property in accordance with the agreed objectives
2. review the relevant information and guidance materials about the planned preventative maintenance of property
3. prepare and agree plans and schedules of maintenance for implementation with your line manager
4. implement the maintenance programme
5. monitor the maintenance programme and address resource and performance issues
6. confirm the compliance of relevant statutory requirements for the maintenance of both planned preventative and emergency works
7. confirm that monitoring records are maintained and retained according to organisational requirements

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## Knowledge and understanding

*You need to know and understand:*

1. how and why it is necessary to plan and schedule the preventative maintenance of property in accordance with the agreed objectives
2. the relevant information and guidance materials about the planned preventative maintenance of property
3. how and why it is necessary to prepare and agree plans and schedules of maintenance for implementation with your line manager
4. how to implement the maintenance programme
5. how to monitor the programme and address resource and performance issues
6. how to confirm the compliance of relevant statutory requirements for the maintenance of both planned preventative and emergency works
7. how to confirm that monitoring records are maintained and retained according to organisational requirements

**Scope/range related  
to performance  
criteria**

Maintenance:

- scheduled and preventative
- unscheduled and corrective
- emergency

Planned preventative maintenance:

- structure
- materials
- finishes
- fittings
- services
- external works

Influencing factors:

- changing user requirements
- contractual requirements
- statutory requirements
- health and safety requirements
- resource allocation
- operational requirements
- environmental considerations
- fair wear and tear/damage
- energy performance of the building

Guidance material:

- owner's manuals
- log books
- maintenance schedules and manuals
- practice guides and specifications

Statutory requirements:

- testing
- examination
- inspection
- certification
- health and safety

Resources:

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- materials
  - plant and equipment
  - finance
  - time
  - personnel

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<b>Developed by</b>	Instructus
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating Organisation</b>	Instructus
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<b>Original URN</b>	ASTO15
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<b>Relevant Occupations</b>	Architects; Surveyor; Town Planners
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<b>Suite</b>	Surveying, Property Maintenance
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<b>Keywords</b>	surveying; monitor; environment; plan; implement; maintenance; property; checking; verifying
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