



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3513A Maintain timber, laminate and engineered flooring

Revision Number: 1

LMFFL3513A Maintain timber, laminate and engineered flooring

Modification History

Not applicable.

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit specifies the outcomes required to prepare and implement maintenance systems to maintain timber, laminate and engineered flooring. It requires the application of skills and knowledge to develop and implement a maintenance plan which is cost efficient, environmentally sensitive and specific to floor type and location.</p> <p>The required outcomes specified in this unit of competency contain applicable facets of employability skills. These are listed under Required Skills and further summarised in the Qualifications Employability Skills Summary in the Training Package.</p>
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Application of the Unit

<p>Application of the unit</p>	<p>This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of flooring technology operations. The competency applies to an on site environment and involves application of skills and knowledge at a trade worker level. These skills and knowledge are to be used within the scope of the person's job and authority.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare maintenance plan	<p>1.1. Applicable legislative, OH&S and organisational requirements relevant to flooring maintenance requirements are verified and complied with</p> <p>1.2. Instructions or plans are read and interpreted to identify process required to complete work tasks</p> <p>1.3. Maintenance requirements for timber, laminate and engineered flooring are identified from relevant information sources</p> <p>1.4. Maintenance costs are identified and quantified</p> <p>1.5. Maintenance requirements are checked against warranty, insurance agreements and indemnity provisions</p> <p>1.6. Maintenance plan is developed to promote and sustain performance and production systems in line with enterprise requirements</p> <p>1.7. Effective workplace communication strategies are established with regard to maintenance plan, environmental and OHS policies, and enterprise requirements</p>
2. Implement maintenance plan	<p>2.1. Tools, equipment and materials are selected and checked prior to use</p> <p>2.2. Resource and supply requirements are identified, secured and included in enterprise budgets and operational considerations</p> <p>2.3. Prepared maintenance schedules and procedures are effectively communicated to customers, staff, contractors and suppliers to minimise negative impacts on maintenance systems and costs</p> <p>2.4. Maintenance plans and work sequences are implemented and scheduled to minimise disruption to customers operations</p> <p>2.5. Potential risks/hazards are assessed with regard to staff and supply problems, and contingency plans prepared accordingly</p> <p>2.6. Timber laminate and engineered flooring are maintained to manufacturer's specifications, OHS and enterprise requirements</p>
3. Monitor maintenance plan	<p>3.1. Maintenance activities and performance are monitored against maintenance plan for efficiency and effectiveness</p> <p>3.2. Workplace hazards and environmental implications</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>associated with maintenance procedures are monitored and controlled in line with OHS and customers requirements</p> <p>3.3. Costs are monitored and controlled within maintenance system budget requirements</p> <p>3.4. Relevant information with regard to the maintenance plan is documented in accordance with customer requirements</p> <p>3.5. Timber, laminate and engineered flooring are maintained in clean and safe operational condition</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to work orders, maintenance plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, co-ordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- work with others and in a team by recognising dependencies and using co-operative approaches to optimise work flow and productivity
- use pre-checking and inspection techniques to anticipate coating problems to avoid re-work and wastage
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities including the planning and implementing maintenance systems and the obtaining of equipment and materials to avoid any back tracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate coating material requirements
- clarify and confirm work instructions
- plan work within given task parameters
- accept responsibility for given tasks
- set, monitor and satisfy personal work goals
- satisfy the competency requirements for the job
- maintain current knowledge of tools and materials
- maintain current knowledge of maintenance techniques
- seek learning opportunities
- use the workplace technology related to the maintenance activities and performance including tools, equipment, calculators and measuring devices
- interpret the technical specifications of materials and analyse their properties to optimise their use

Required knowledge

- State or Territory OH&S legislation, regulations, standards and codes of practice relevant to the preparation and implementation of maintenance systems
- organisational and site standards, requirements, policies and procedures for the preparation and implementation of maintenance systems for timber, laminate and engineered flooring
- the methods of the preparation and implementation of maintenance systems for timber, laminate and engineered flooring
- characteristics of maintenance systems for timber, laminate and engineered

REQUIRED SKILLS AND KNOWLEDGE

- flooring in relation to ventilation, moisture content of timber, timber species and reaction to change of temperature and relative humidity
- the type, characteristics, uses and limitation of maintenance systems for timber, laminate and engineered flooring including manufacturers' recommendations
 - the types and uses of tools and equipment maintaining timber, laminate and engineered flooring
 - workplace safety systems related to processes for maintaining timber, laminate and engineered flooring
 - work flow in relation to planning and implementing maintenance systems for timber, laminate and engineered flooring.
 - environmental protection requirements
 - established communication channels and protocols
 - problem identification and resolution
 - mathematical techniques may be applied to estimate and calculate maintenance and repair costings within budgetary guidelines
 - procedures for the recording, reporting and maintenance of workplace records and information

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for applying finishes to strip timber and parquetry flooring
- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including the use of personal protective equipment
- Establish and maintain appropriate ventilation
- Follow work instructions, operating procedures and inspection practices to:
 - prevent damage to goods, equipment and products
 - minimise the risk of injury to self and others
 - achieve a final finish in accordance with Australian Standards and accepted industry practices
- Prepare and implement maintenance system for one
 - strip timber floor
 - parquetry flooring
 - cork flooring
 - laminate floating flooring
 - pre-finished engineered flooring
- Identify faults/problems and identify and carry out corrective action
- Work effectively with others
- Modify activities to cater for variations in workplace contexts and environment

Context of and specific resources for assessment

- The application of competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be

EVIDENCE GUIDE	
	<p>conducted in an off-site context</p> <ul style="list-style-type: none"> • Assessment is to comply with relevant regulatory or Australian Standards requirements • The following resources should be made available: <ul style="list-style-type: none"> • workplace location or simulated workplace • a realistic maintenance requirement • materials and equipment relevant to maintaining timber, laminate and engineered flooring • specifications and work instructions for maintenance systems
Method of assessment	<p>Assessment must satisfy the endorsed assessment guidelines of the Furnishing Industry Training Package</p> <p>Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge</p> <p>Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application</p> <p>Assessment may be applied under project related conditions (real or simulated) and require evidence of process</p> <p>Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances</p> <p>Assessment may be in conjunction with assessment of other units of competency</p>
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
Legislative requirements	<ul style="list-style-type: none"> are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OH&S, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage
Organisational requirements	<ul style="list-style-type: none"> may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OH&S, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)
Instructions	<ul style="list-style-type: none"> workplace procedures relating to the use and operation of tools and equipment workplace instructions, including job sheets, plans, drawings and designs workplace procedures relating to reporting and communications manufacturers' recommendations for the use of equipment and materials
Maintenance requirements	<ul style="list-style-type: none"> may include those related to wear, corrosion, design problems, equipment modifications, incorrect use and accidents, acts of nature
Information sources	<ul style="list-style-type: none"> may include operational diaries, manufactures in-service updates, operator manuals, environmental conditions, staff comment and/or personal testing, observation of

RANGE STATEMENT	
	structures, property improvement groups, relevant government departments, other enterprise operators, contractors and service representatives
Maintenance plan	<ul style="list-style-type: none"> is to cover relevant aspects of maintenance activities and schedules, maintenance costs and budget details, staff, resources and supply requirements, roles and responsibilities, contingency plan for staff and supply problems, reporting requirements, hazard and risk control measures, OHS procedures, personal protective clothing and equipment requirements, and environmental impact control measures
Enterprise requirements.	<ul style="list-style-type: none"> may include Standard Operating Procedures (SOP), industry standards, production schedules, Material Safety Data Sheets (MSDS), legislative and licensing requirements, work notes, product labels, manufacturers specifications, operator's manuals, enterprise policies and procedures (including waste disposal, recycling and re-use guidelines), and OHS procedures
Environmental policies	<ul style="list-style-type: none"> may include environmental impacts resulting from emissions, the unsafe use and disposal of maintenance debris (chemical residues), and hazardous substances (cleaning solvents). It may also include dust problems and unsafe cleaning and servicing activities
Tools and equipment	<ul style="list-style-type: none"> may include brooms, brushes, vacuum cleaner, mops, mop buckets, squeeze mops, dust mops, scissor mops, buffing pads, paint brushes, polimate and wool applicators, rotary brushes, scouring pads, paint rollers and roller tray
Work sequence	<ul style="list-style-type: none"> is to include preparation, inspection, coating application(s) and intermediate steps, finalisation and acceptance inspection
Risks/hazards	<ul style="list-style-type: none"> may include dust, mechanical vibration, hazardous substances (cleaning solvents), hazardous atmosphere, the presence of bystanders, adverse weather conditions, electricity, powerlines, mechanical malfunctions and other machinery including

RANGE STATEMENT	
	hydraulics and exposed moving parts
Resource and supply	<ul style="list-style-type: none"> may include metallised polish, wax emulations, furniture protection felt pads, barrier mats, window coverings, wood floor cleaner, antistatic mop, vacuum cleaner, damp mop
Relevant information	<ul style="list-style-type: none"> may include maintenance performance, costs, problems, priorities, solutions, schedules, and completed work

Unit Sector(s)

Unit sector	Flooring Technology
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		