MSFAH4002 Prepare architectural door hardware schedules

Release: 1

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Modification History

Release 1 - New unit of competency

Application

This unit of competency covers examining and assessing door hardware and keying requirements across commercial, industrial and residential applications. It requires the ability to source relevant information, determine client requirements and use appropriate assessment methods to ensure an accurate determination of architectural hardware equipment/system options to meet client needs. The unit also includes compiling equipment and system requirements keying into schedules for clients.

Where estimates and quotes specifically for security systems are required, *CPPSEC3047A Provide estimate and quote on security system* should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Competency Field

Unit Sector

Architectural hardware

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
1 Obtain brief from clients	1.1	Job requirements are reviewed and clarified with appropriate persons in accordance with organisational requirements
	1.2	Discussions with customer/client are conducted to establish and clarify scope of work
	1.3	Effective interpersonal techniques are applied when interacting with clients

		1.4	Specific site requirements are identified and details are correctly documented
		1.5	Architectural hardware requirements are discussed and applicable legislation, codes and national standards are clarified and agreed upon
		1.6	Brief documents and architectural plans are arranged in accordance with organisational requirements or company policies
2	Gather, interpret and review information for preparation of hardware schedules	2.1	Site restrictions, regulations and requirements are identified and complied with in accordance with applicable legislation, codes and national standards, and organisational requirements
		2.2	Information is gathered from identified sources and is relevant to assignment requirements in accordance with applicable legislation, codes and national standards, client and organisational requirements
		2.3	An assessment is carried out to identify door and frame types and locations to facilitate the accurate determination of architectural hardware requirements
		2.4	Clients activities and existing architectural hardware arrangements are reviewed to ensure uniformity throughout project
		2.5	Inconsistency and environmental factors affecting the architectural hardware of the site are identified and assessed in accordance with organisational policies and procedures
3	Produce architectural door hardware schedules	3.1	Information is recorded and documented in accordance with computer program and/or organisational template requirements
		3.2	Architectural hardware is integrated to reflect building security and electronic requirements
		3.3	An architectural hardware schedule is prepared in accordance with industry and organisational standards of style, format and accuracy
		3.4	Recommendations for architectural hardware and alternative options are made in accordance with organisational requirements

		3.5	Documentation is processed in accordance with applicable legislation, codes and national standards, assignment and organisational requirements
		3.6	A comprehensive assessment of client architectural hardware requirements is completed within designated timeframes and presented for review to appropriate person
4	Prepare and review keying schedules	4.1	Principles of master keying are applied in accordance with industry practice and organisational requirements
		4.2	Keying matrix is developed to client requirements, allowing for future system expansion and mechanical capabilities of system
		4.3	Client keying requirements are confirmed and clarified according to organisational procedures
		4.4	Appropriate levels of security/access are reviewed with respect to clients assets, activities and existing security arrangements
		4.5	Information is recorded and documented in accordance with computer program and/or organisational template requirements
		4.6	Client requirements are matched to the mechanical possibilities and limitations of master key systems
		4.7	Options are identified and client is advised on options and alternatives
		4.8	Sources of assistance in assessing requirements for key systems and master key systems are identified and assistance is sought from appropriate person in accordance with organisational procedures
5	Finalise documentation for submission to client	5.1	Final architectural hardware and/or keying requirements are reviewed and confirmed with client in accordance with organisational requirements
		5.2	Documentation is accurately prepared and processed and stored in accordance with client, legislative and organisational requirements
		5.3	Architectural hardware and keying schedules and other documentation are prepared according to organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Job requirements include:	• instructions from supervisor/management • work schedules and completion dates • specific client requirements • site requirements • security clearance and access requirements • reporting and documentation requirements • budget allocations • National Construction Code and Australian Standards
Appropriate people include:	• client • site managers • project managers • engineers and technicians • technical experts • line managers/supervisors • colleagues • regulatory personnel • security consultants • locksmiths • architects and interior designers
Organisational requirements include:	• legal and organisational operational policies and procedures • operations manuals • induction and training materials • insurance policy agreements • client and organisational confidentiality requirements

- organisational goals/objectives/plans/systems/processes
- employer and employee rights and responsibilities
- own role, responsibility and delegation
- quality and continuous improvement processes and standards
- client service standards
- defined resource parameters
- work health and safety (WHS) policies/procedures/programs
- emergency and evacuation procedures
- duty of care, code of conduct, code of ethics, access and equity policy, principles and practice
- records and information systems and processes
- communication channels
- reporting procedures

Customers/clients include:

- owner
- property/other agent
- tenant
- building supervisor
- manager
- project manager
- architects
- interior designers
- government and legal instruments/agencies

Scope of work includes:

- personal protection
- access requirements
- property or assets
- conformance with insurance
- legislative or other requirements

Interpersonal techniques include:

- verbal or non-verbal language
- two-way interaction
- constructive feedback
- active listening
- questioning to clarify and confirm understanding
- interpreting non-verbal and verbal messages
- observation techniques
- use of positive, confident and cooperative language
- control of tone of voice and body language
- use of language and concepts appropriate to cultural differences
- use of clear presentations of options and consequences
- demonstrating flexibility and willingness to compromise

Specific site requirements include:	• access and egress points • time of access • access codes • keys • passes • security clearances • union requirements • WHS requirements • building codes and regulations • heritage listings • noise control
Architectural hardware includes:	• hinges • pivots • door track • locks • handles • door furniture • door closers • exit devices • sequence selectors • cylinders • keying and master keying • bolts • door stops • door seals • kick plates • door protection • sundry hardware • sanitary hardware • automatic operators • access control devices • disabled access hardware
Applicable legislation, codes and national standards include:	• relevant commonwealth and state/territory legislation • WHS • environmental issues • equal employment opportunity (EEO) • industrial relations • anti-discrimination and diversity • licensing arrangements • Australian Standards • quality assurance and certification requirements • relevant industry codes of practice

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Information includes:	• trade practices • award and enterprise agreements • privacy related legislation • value or importance of assets • insurance policy agreements • special rooms or areas requiring higher level of protection • current/proposed operating environments • assets and systems • activities and functions • existing security systems/equipment • existing management strategies • business and operational plans • incident history
Assessment involves:	• discussions with client • visual inspections • review of client floor plans and supporting documentation • questioning policy/insurance companies/other bodies
Site assessment includes:	• type and condition of building structures • identification of risk areas/weak points • site restrictions, regulations and requirements • access and egress patterns • floor plan • existing security equipment/systems
Door types include:	• solid core doors • hollow core doors • fire rated doors • acoustic doors • glazed doors • sliding doors • folding doors • frameless doors • glass doors • automatic doors • blast doors • ballistic doors • security screens • other door types
Frame types include:	• steel frames • aluminium frames • timber frames • frameless doors

	• cavity frames
	• sliding frames
	• other frames
Environmental factors include:	• physical environment (e.g. climate proximity to salt water, pools, chemical and dusty environments)
Computer programs include:	• general and propriety software programs
Organisational templates include:	• enterprise specific schedules • documents or proformas used to document or record schedules or information
Documentation includes:	• checklists • reports • floor plans • client briefs • specifications • schedules • site survey
Key systems include:	• key to differ (KD) • key to alike (KA) • master keyed (MK) • grand master key (GMK) • great grand master key (GGMK)

Master key systems include:	• cylinders operated by more than one key, including:
	   • restricted, semi-restricted and non-restricted system numbers
	   • manufacturer restricted
	   • factory restricted
	   • locksmith restricted/managed
	   • association restricted

Unit Mapping Information

Supersedes and is equivalent to LMFAH4002A Prepare architectural door hardware schedules

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27 b03ed73