



Australian Government

SISXFAC004 Coordinate facility and equipment acquisition and maintenance

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop a maintenance plan for a facility and coordinate the implementation and review of acquisition and maintenance requirements. It does not include specialist skills, but focuses on the need for managers to proactively plan for and manage the acquisition and maintenance of physical assets.

This unit applies to facility or operations managers in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres or community recreation centres. These individuals are responsible for managing the implementation of a broad range of facility maintenance systems and staff, and have a high degree of autonomy. Work is performed according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Facility Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Scope facility and equipment maintenance needs.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Source and analyse equipment, and facility maintenance history, and confirm with appropriate personnel.
- 1.2 Identify areas or items prone to defects or requiring regular maintenance.

- 1.3 Identify maintenance budget and resources available to carry out work required.
 - 1.4 Calculate costing of work and assess impact on budget.
 - 1.5 Identify need for operational testing and recommissioning.
2. Develop maintenance plan.
 - 2.1 Prioritise maintenance requirements, taking into consideration safety, security and capacity.
 - 2.2 Develop and document maintenance plans.
 - 2.3 Confirm and document availability of resources.
 - 2.4 Develop work schedules for identified work requirements in consultation with affected user groups.
 - 2.5 Identify organisations and individuals suitably qualified to undertake maintenance repair services.
 - 2.6 Develop and document procedures for isolation and access.
 - 2.7 Develop record keeping systems for repair work completed.
 - 2.8 Develop systems to ensure that urgent or non-routine maintenance jobs are reported to the appropriate authority immediately.
3. Implement and monitor maintenance plan.
 - 3.1 Inform relevant individuals of maintenance requirements and duties.
 - 3.2 Manage and document requests for isolations where appropriate, in a timely manner.
 - 3.3 Convey information in relation to work schedules to all affected staff and service users.
 - 3.4 Monitor work schedules and expenditure.
 - 3.5 Schedule maintenance work to minimise disruption to service operation.
 - 3.6 Seek feedback on maintenance plan from appropriate personnel and modify plan to reflect feedback obtained as appropriate.
4. Monitor on-site maintenance contracts and contractors.
 - 4.1 Convey maintenance requirements to contractors.
 - 4.2 Monitor work in progress and work outcomes to ensure the alignment with contractual and organisational requirements.
5. Supervise equipment storage.
 - 5.1 Establish re-order levels and notify appropriate personnel when adequate levels cannot be sustained.
 - 5.2 Establish procedures to ensure equipment is stored safely and appropriately.
 - 5.3 Establish systems for recording quantity and condition of stored equipment.

6. Coordinate the selection and purchase of new equipment and facilities.
- 6.1 Investigate options for new equipment and facilities.
 - 6.2 Encourage staff members to contribute recommendations to selection of new equipment and facilities.
 - 6.3 Identify benefits expected from the suggested new equipment and facilities.
 - 6.4 Estimate acquisition costs based on evaluation of current, accurate and relevant data.
 - 6.5 Make decisions on replacing and acquiring physical assets.
 - 6.6 Select methods of financing to meet current financial objectives.
 - 6.7 Keep accurate records of all agreements.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

| SKILLS | DESCRIPTION |
|------------------------------------|--|
| Problem-solving skills to: | <ul style="list-style-type: none"> • resolve issues arising from maintenance operations. |
| Planning and organising skills to: | <ul style="list-style-type: none"> • minimise the impact of maintenance on service delivery • organise staff to conduct equipment and facility maintenance according to required timeframes. |

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>