MSFAH4004 Prepare architectural door hardware schedules

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSFAH4002 Prepare architectural door hardware schedules.

Application

This unit describes the skills and knowledge required to assess door hardware and keying requirements across commercial, industrial and residential applications. It requires the ability to source relevant information, determine customer requirements and use appropriate assessment methods to make an accurate determination of architectural hardware equipment and/or system options. The unit also includes development of keying schedules.

This unit applies to architectural hardware specifiers who analyse and compare information from a range of sources to respond to customer needs. Customers include those requiring architectural hardware schedules and products for construction and renovation projects.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Pre-requisite Unit

N/A

Unit Sector

Architectural hardware

Elements and Performance Criteria

Elements	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 Review and clarify job requirements with appropriate persons in accordance with organisational requirements
	1.2 Conduct discussions with customer to establish and clarify scope of work
	1.3 Apply effective interpersonal techniques when interacting with clients
	1.4 Assess and identify specific site requirements and correctly document details
	1.5 Discuss architectural hardware requirements and clarify and agree

Elements	Performance Criteria
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	on applicable legislation, codes and national standards 1.6 Organise job documents and architectural plans in accordance with organisational requirements or company policies
2. Gather, interpret and review information for preparation of hardware schedules	2.1 Identify and follow site restrictions and regulations 2.2 Gather relevant information from identified sources 2.3 Assess door and frame types and locations to facilitate accurate determination of requirements 2.4 Review customer activities and existing architectural hardware arrangements to ensure uniformity throughout project 2.5 Identify and assess inconsistency and environmental factors affecting the architectural hardware of the site in accordance with organisational policies and procedures
3. Produce architectural door hardware schedules	3.1 Record and document information in accordance with computer program and/or organisational template requirements 3.2 Integrate architectural hardware to reflect building security and electronic requirements 3.3 Prepare an accurate architectural hardware schedule in accordance with industry and organisational style and format standards 3.4 Make recommendations for architectural hardware and alternative options in accordance with organisational requirements 3.5 Process documentation in accordance with applicable legislation, codes and national standards, assignment and organisational requirements 3.6 Complete work within designated timeframes and present for review to appropriate person
4. Prepare and review keying schedules	4.1 Apply principles of master keying in accordance with industry practice and organisational requirements 4.2 Develop a keying matrix to client requirements, allowing for future system expansion and mechanical capabilities of system 4.3 Confirm and clarify customer keying requirements according to organisational procedures 4.4 Review appropriate levels of security and/or access with respect to clients assets, activities and existing security arrangements 4.5 Record and document information in accordance with computer

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	program and/or organisational template requirements 4.6 Match client requirements to the mechanical possibilities and limitations of master key systems 4.7 Identify options and advise client on options and alternatives 4.8 Identify sources of assistance in assessing requirements for key systems and master key systems and seek assistance from appropriate person in accordance with organisational procedures
5. Finalise documentation for submission to client	5.1 Review and confirm final architectural hardware and/or keying requirements with customer in accordance with organisational requirements 5.2 Accurately prepare, process and store documentation in accordance with customer, legislative and organisational requirements 5.3 Prepare architectural hardware and keying schedules and other documentation in accordance with organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to MSFAH4002 Prepare architectural door hardware schedules

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73