



Australian Government

Department of Education, Employment and Workplace Relations

SRXFAC003B Implement facility maintenance programs

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages.

This unit covers the knowledge and skills to implement a maintenance program for a sport and recreation facility and to contribute to the development of the facility maintenance program.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Contribute to the development of a maintenance program	<ul style="list-style-type: none">1.1 Ensure that maintenance program protects health and safety of facility users1.2 Demonstrate that program accounts for short, medium and long term maintenance requirements of the facility1.3 Schedule maintenance activities to minimise disruption to facility users1.4 Integrate maintenance program with asset acquisition and disposal plans1.5 Demonstrate that maintenance plan protects function and value of asset1.6 Consider alternative maintenance methods and use to maintain cost effective program
2 Implement a maintenance program	<ul style="list-style-type: none">2.1 Maintain facility function without interruption where possible2.2 Maintain safety for facility users at all times in accordance with organisation and legislative requirements2.3 Carry out routine maintenance within scheduled timeframes and budgets2.4 Respond promptly to requests for maintenance assistance2.5 Report recommendations which contribute to the increased efficiency of maintenance to the responsible person
3 Respond to failed or unsafe equipment	<ul style="list-style-type: none">3.1 Erect clear and noticeable warning signs around equipment which is in the process of being repaired3.2 Carry out the assessment of failed or unsafe equipment in accordance with requirements3.3 Perform repairs within the learner's designated

- responsibility and ensure manufacturer's recommendations and standards are complied with
- 3.4 Withdraw (immediately) from use of unsafe **equipment** which cannot be effectively repaired within one's own area of responsibility in the **work environment**
 - 3.5 Record **equipment** that is seen to have failed and reported promptly to the responsible person
 - 3.6 Complete (promptly, accurately and correctly) reports on repair work which has been undertaken
 - 3.7 Follow **guidelines** and codes of practice correctly at all times
- 4 **Inspect, clean and maintain facilities**
- 4.1 Carry out regular inspections to identify potential hazards/problems in the work area according to workplace procedures and standards
 - 4.2 Clean and maintain areas and amenities to required standards in accordance with Occupational Health and Safety (OH&S) legislation
 - 4.3 Store and handle chemicals safely according to directions, Occupational Health and Safety (OH&S), health regulations and organisation policy
 - 4.4 Dispose of **wastes** and dangerous chemicals in accordance with Occupational Health and Safety, health regulations and organisation policy
- 5 **Monitor necessary supplies and records**
- 5.1 Check **supplies/stock** regularly for quantity, quality and expiry date
 - 5.2 Maintain determined optimum supply/stock levels to ensure constant productivity
 - 5.3 Undertake **purchase, receipt, storage and issue** of supplies in accordance with organisation procedures
 - 5.4 Reconcile supply/stock levels with paperwork and rectify or report any discrepancies to nominated person within designated timelines
 - 5.5 Update **records** in an accurate manner to ensure confidentiality and security of information and

- keep records for the necessary period
- 5.6 Dispose of expired or damaged **supplies/stock** according to Occupational Health and Safety (OH&S) legislation and organisation regulations
- 6 **Monitor function and value of assets**
- 6.1 Obtain research and feedback from facility users on effectiveness of maintenance program
- 6.2 Check condition of **asset** regularly against criteria that ensure retention of function and value
- 6.3 Respond to identified problems promptly in accordance with organisation procedures
- 6.4 Value **supplies/stock** using the nominated valuation method (if required)

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statements

Critical aspects of evidence to be considered

Assessment must confirm sufficient knowledge of maintaining equipment and facilities in the work environment as well as contributing to the development of a maintenance program

Assessment of performance should be over a period of time covering all categories of facility maintenance from the Range Statements that are applicable in the learners environment

Assessment must confirm the ability to apply this knowledge and appropriate techniques to schedule and implement short and long term maintenance programs for facilities and equipment

respond appropriately to equipment failures

implement maintenance program within budget, scheduled timeframes and without inconveniencing clients

inspect the cleanliness and safety of facilities to ensure their compliance with standards

maintain supplies/stock levels to ensure the smooth running of the organisation within area of responsibility

maintain accurate records and deal with discrepancies

account for supplies/stock

Interdependent assessment of units

This unit must be assessed after attainment of competency in the following unit(s)

SRXFAC001B Maintain equipment for activities

SRXFAC002B Maintain sport and recreational facilities

This unit must be assessed in conjunction with the following unit(s)

Nil

For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)

Nil

Required knowledge and skills

Required knowledge

Equipment operation

Chemical and hazardous substances

Ordering procedures

Occupational Health and Safety (OH&S), Health and other regulations

Garden machinery operation, eg, whipper snipper, lawn mowers, and basic gardening techniques

Standard of cleaning required

Types of supplies available and necessary, eg, Occupational Health and Safety (OH&S) regulations/first aid

Current procedures for disposal of hazardous materials, eg, syringes, chemicals

Purchasing and receipting procedures within the organisation

Activity-specific related knowledge

Principles of supply and demand

Required skills

Time management

Servicing and repairing equipment

Communication/interpersonal skills

Identifying hazards/unclean area/pollution

Maintenance activities

Using cleaning materials

Gardening
Operation of gardening equipment
Cleaning techniques
Monitoring supplies
Ordering supplies
Writing orders/requests
Checking expiry dates
Organising
Disposal of dangerous materials

Resource implications

Physical resources - assessment of this unit of competency requires access to a real work environment with maintenance requirements
a comprehensive range of general equipment and supplies
associated resources and information on equipment, safety regulations etc

Human resources - assessment of this unit of competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) must be competent in this unit but preferably be competent in the unit at the level above
be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area

have attained the mandatory competency requirements for assessors under the Australian Quality Training Framework (AQTF) as specified in Standard 7.3 of the **Standards for Registered Training Organisations**

Consistency in performance

Due to issues such as variations to the demands of a work environment, this unit of competency must be assessed over a period of time in order to ensure consistency of

performance over the Range Statements and contexts applicable to developing and implementing a facility maintenance schedule

Context for assessment

For valid and reliable assessment this unit of competency must be assessed in the context of a real work environment in sport, outdoor recreation or community recreation sectors

Assessment of this unit of competency will usually include observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes

Where performance is not directly observed and/or is required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

KEY COMPET ENCIES

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	1	2	1	2	1	1

These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that

underpin
effective
workplace
practices.

The three
levels of
performanc
e (1, 2 and
3) denote
the level of
competency
required to
perform the
task:

Use routine
approaches

Select from
routine
approaches

Establish
new
approaches

**Collecting,
analysing
and
organising
informatio
n -**

Collecting
and
analysing a
range of
information
related to
overall
functioning
of a facility

**Communic
ating ideas
and
informatio
n -**

Informing
colleagues
and clients
about any

changes to
the function
of the
facility due
to
maintenanc
e schedules
or safety
requirement
s

**Planning
and
organising
activities -**
Planning
and
implementi
ng a range
of
maintenanc
e schedules
and
activities

**Working
with teams
and others**
- Planning
and
communica
ting with
others
participatin
g in the
maintenanc
e activities

**Using
mathemati
cal ideas
and
techniques**
-
Calculating
existing
levels of
stock and
estimating
future

needs

Solving problems -

Ensuring optimal functioning of the facility by minimising disruption due to things such as equipment failure

Using technology

- Using up to date equipment in the implementation of maintenance activities

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies.

Range Statement

Range Statements

The Range Statements provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. The Range Statements relate to the unit as a whole and helps facilitate holistic assessment. In addition, the following variables may be present for this particular unit of competency

RANGE STATEMENT

CATEGORIES

Asset

[all categories]
types may include
facility
program
human resources

function
value

Equipment

[all categories]
large items of equipment
small items of equipment
simple equipment
complex equipment
equipment with significant health and safety implications

Facility

[all categories]
may include
buildings
single
multi purpose
built environment
non-built environment
plant, eg, fixtures, infrastructure, superstructure

Facility users

[all categories]

types
clients
supporters
sponsors
members
volunteers
teams
clubs
resource owners/managers

Guidelines

[all categories]
written safety operating standards

Legislation and Industry codes

[all categories]
may include
Occupational Health and Safety (OH&S)
building codes and regulations
fire regulations
health act
industrial relations
environment legislation
Equal Employment Opportunity
anti-discrimination legislation
local government regulations
Australian Taxation
Office (ATO) regulations

Maintenance

[all categories]
objects of maintenance may include
capital items
fittings and fixtures
equipment
premises
plant
motor vehicles

	environment
	short, medium, long term plans
	budget
Maintenance activities	[all categories] asset valuation and assessment routine property maintenance, for example, lawn mowing and edging
	maintaining stocks and supplies, for example, office requirements
	maintenance and minor repairs to equipment facility/building surroundings/grounds
Purchase, receipt, storage and issue	[all categories] documents may include purchase requisitions purchase orders delivery dockets invoices credit notes inventory cards
Records	[all categories] may include paper-based electronic organisation accounting system
Supplies/stock	[all categories] types that may include first aid

	chemicals for pool
	office supplies, eg, stationery
	hygiene and sanitary supplies
	cleaning supplies, eg, detergent, wax
	equipment for activity-specific areas
	monitor and assess
	record
Wastes	[all categories]
	types that may include
	blood
	bandages
	chemicals
	sanitary bins
	garbage
	sharps
	safe disposal
	safe handling
Work environment	[all categories]
	varies with respect to
	size of the organisation
	location
	organisational structure
	nature of services provided
	availability of resources, eg, human, financial, physical

Unit Sector(s)

Not applicable.