



Australian Government

CPPDSM4044 Coordinate maintenance and repair of properties and facilities

Release: 1

CPPDSM4044 Coordinate maintenance and repair of properties and facilities

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4044A Coordinate maintenance and repair of properties and facilities.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to plan and coordinate the repair, maintenance and modification of properties and facilities. It requires the ability to plan and document work activities effectively, coordinate and monitor subcontractors, and check and report the results of work performed.

The unit supports workers in the property industry who are involved in planning and coordinating the maintenance and repair of properties and facilities. It applies to real estate agents, property managers, strata managers and facility managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Strata community management

Unit Sector

Property services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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| 1. Plan repair or | 1.1. <i>Repair or maintenance requirements</i> are confirmed. |
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| maintenance operation. | <p>1.2. <i>Site access and specific site requirements</i> are identified and appropriate arrangements are made.</p> <p>1.3. Work order is prepared and contingencies are planned to ensure client and organisational requirements are met in an efficient and effective manner.</p> <p>1.4. Safety and security requirements are recognised and implemented.</p> <p>1.5. Communication channels and processes are established.</p> |
| 2. Coordinate repair or maintenance operation. | <p>2.1. Repair or maintenance operation is monitored against work schedules to ensure completion within designated timeframes.</p> <p>2.2. Factors affecting achievement of scheduled work are identified and required variations to schedules are negotiated and agreed.</p> <p>2.3. Established communication channels and processes are used to ensure accurate exchange of information throughout operation.</p> <p>2.4. Situations requiring specialist advice are identified and assistance is sought as required.</p> |
| 3. Check and record completed repair or maintenance operation. | <p>3.1. Notification of completed repair or maintenance is received and checked against client and organisational requirements.</p> <p>3.2. Inspection is arranged to confirm repair or maintenance is fully operational and meets performance specifications and industry standards.</p> <p>3.3. Faults, errors or omissions are verified and prompt remedial action is determined and arranged.</p> <p>3.4. Documentation of repair or maintenance is prepared using business equipment and technology.</p> |

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	maintain current knowledge of building regulations and building controls.
Numeracy skills to:	determine quantities of resources and costs associated with repair, service and maintenance of buildings and facilities.
Oral communication skills to:	ask questions to gather complex information and clarify nature of building repair, service and modification requirements.
Reading skills to:	read and assess the accuracy of work orders and building specifications.
Writing skills to:	prepare routine documentation associated with planning and coordinating repairs, maintenance and modifications to buildings and facilities, including agendas, minutes, meeting notes, and correspondence in the form of email and letters.
Digital literacy skills to:	use complex project management software to plan and coordinate repairs, maintenance and modifications to buildings and facilities.

Range of Conditions

This section specifies 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. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Repair or maintenance requirements</i> must include at least three of the following:	- backups - changing user codes - confirming operational effectiveness - identifying and replacing worn parts - inspecting, lubricating, cleaning and adjusting parts - routine repairs.
<i>Site access and specific site requirements</i> must include at least four of the following:	- access and egress points - access codes - building codes and regulations - heritage listings - keys, passes and security clearance - noise control - time of access - union requirements - work health and safety (WHS) requirements.

Unit Mapping Information

CPPDSM4044A Coordinate maintenance and repair of properties and facilities

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>