



Australian Government

CPPREP3104 Assist with maintaining and protecting condition of managed properties

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

Supersedes and is equivalent to CPPDSM3008A Maintain and protect condition of managed properties.

Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to inspect managed properties, prepare inspection reports, and implement required repairs and maintenance.

State or territory licensing requirements may apply to this unit.

Pre-requisite Unit

Nil

Unit Sector

Real estate

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Determine inspection requirements.	1.1 Determine purpose and type of managed property inspection according to landlord's requirements and agency practice. 1.2 Identify critical aspects requiring inspection from property documentation and legislative requirements. 1.3 Negotiate and establish inspection procedure and time line. 1.4 Coordinate access arrangements according to agency practice and legislative requirements.
2. Assist with	2.1 Analyse property condition against market expectations of normal wear and tear and legislative requirements for the

inspection of property.	maintenance of leased property. 2.3 Identify and seek assistance with situations requiring specialist advice as required and according to agency practice.
3. Report inspection findings.	3.1 Record inspection findings in a format suitable for analysis and dissemination. 3.2 Support inspection conclusions with verifiable evidence. 3.3 Distribute inspection report according to client and agency requirements.
4. Manage repairs to managed properties.	4.1 Identify appropriate tradespeople from practice database to complete required repairs or maintenance. 4.2 Arrange completion of repairs and maintenance according to management agreement, landlord instructions and legislation. 4.3 Check completed repairs or maintenance are to required standard, and follow-up if additional work is required. 4.3 Prepare and supply report on repair and maintenance work to landlord on completion of work.
5. Maintain maintenance documentation.	5.1 Support property management team to advise landlord of expected future maintenance requirements and costs. 5.2 Discuss benefits of systematic, planned preventative maintenance programs with landlord. 5.3 Maintain accurate records of property maintenance. 5.4 Assist with preparing regular reports to landlord on property condition and options for protecting asset value.

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 CPPDSM3008A Maintain and protect condition of managed properties.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

