



Australian Government

Assessment Requirements for CPPREP4231 Manage commercial property maintenance

Release: 1

Assessment Requirements for CPPREP4231 Manage commercial property maintenance

Modification History

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

Supersedes but is not equivalent to CPPDSM4042 Coordinate construction contract, CPPDSM4043A Coordinate fit-out of property and facilities, CPPDSM4044 Coordinate maintenance and repair of properties and facilities, CPPDSM4058A Monitor service requirements in the property industry, CPPDSM4059A Monitor space use in the property industry and CPPDSM4074 Select and appoint contractors in the property industry.

Merged to reduce duplication. Updated to the Standards for Training Packages.

Performance Evidence

To demonstrate competency in this unit, a person must manage the maintenance of two commercial properties from two of the following categories:

- office
- industrial
- retail.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- legislation and regulations governing maintenance of commercial properties in the state or territory of operation:
 - Building Code of Australia (BCA) requirements for the property type and classification
 - compliance requirements associated with property maintenance
 - air conditioning
 - fire protection
 - lifts
- agency documentation required to be prepared and completed when managing the maintenance of commercial properties
- asset life cycles and implications for maintenance of commercial property
- criteria used to prioritise maintenance activities and urgent repairs
- maintenance activities typically covered by warranties and insurances

- methods for sequencing maintenance contractors and activities to achieve time and resource efficiencies
- methods for verifying maintenance activities are completed to specification
- notification requirements for scheduling and implementing maintenance for commercial property
- preventative and periodic maintenance requirements of commercial property
- processes used to schedule and implement property maintenance
- regulatory and ethical responsibilities and role of agents in managing commercial property maintenance
- requirements and processes for obtaining and accepting competitive quotes for maintenance of commercial property
- rights and obligations of lessors, lessees and property managers to maintain commercial properties
- risks associated with commercial property maintenance to:
 - lessors
 - lessees
 - property managers
 - the public
- types and purpose of property documentation that can inform maintenance requirements.

Assessment Conditions

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- materials and equipment meeting the operational requirements for a real estate agency:
 - policies, procedures and documentation relating to commercial property maintenance
 - legislation in the state or territory of operation relating to commercial property maintenance
 - equipment, communication and data access and storage technology required to maintain documentation associated with commercial property maintenance
- information to support the maintenance of two different types of commercial property.

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>