



Australian Government

Department of Education, Employment and Workplace Relations

LMFFL3604A Sand and fill parquetry flooring

Revision Number: 1

LMFFL3604A Sand and fill parquetry flooring

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit specifies the outcomes required to course, finish and fine sand and fill parquetry floors in preparation to apply coating or recoat the flooring. This process may involve the use of a split drum/belt floor sander, rotary or orbital sanding machines and an edge sanding machine.
------------------------	---

Application of the Unit

Application of the unit	This unit supports the attainment of skills and knowledge required for competent workplace performance in the wide variety of flooring technology operations. The competency applies to an on site environment and involves application of skills and knowledge at a trade worker level. These skills and knowledge are to be used within the scope of the individual's job and authority.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil	

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for the work	1.1. Applicable legislative, OHS and organisational requirements relevant to coarse, finish and fine sanding and filling parquetry flooring are verified and complied with 1.2. Instructions and/or plans are read and interpreted to identify process required to complete work tasks 1.3. Parquetry flooring is inspected for contamination, moisture content and suitability for coarse, finish and fine sanding operations and any pre-sanding tasks are completed 1.4. Parquetry flooring condition is assessed and the extent of coarse, finish and fine sanding and filling required to meet job specifications is confirmed 1.5. Tools, equipment and materials are selected and checked prior to use to ensure that they are appropriate for the work, serviceable and in a safe condition 1.6. The job site is isolated and/or encapsulated to contain dust fallout from sanding operation 1.7. Sequence of work is planned, including the starting point, to ensure efficiency and quality of installation
2. Conduct coarse sanding operations	2.1. Sanding equipment is set up in accordance with manufacturer instructions and operating procedures 2.2. Emergency stops, gauges, guards and controls are identified and checked 2.3. Equipment settings and adjustments are made and checked 2.4. Sanding belts or papers are selected 2.5. Trial runs are conducted to check machine operations and quality of finished work 2.6. Sanding belts or papers are attached, routinely checked and changed as required 2.7. Coarse sanding is completed systematically and effectively with the grain, against the grain and across the grain within the minimum required timeframe 2.8. Routine lubrication and adjustments to the equipment are completed as required 2.9. Coarse sanded parquetry flooring is cleaned, inspected and any imperfections are rectified following workplace procedures

ELEMENT	PERFORMANCE CRITERIA
3. Conduct edge sanding operations	3.1. Edge sanding equipment is set up in accordance with manufacturer instructions and operating procedures 3.2. Emergency stops, gauges, guards and controls are identified and checked 3.3. Equipment settings and adjustments are made and checked 3.4. Sanding papers are selected 3.5. Trial runs are conducted to check machine operations and quality of finished work 3.6. Sanding papers are attached, routinely checked and changed as required 3.7. Edge sanding is completed systematically and effectively within the minimum required timeframe 3.8. Routine lubrication and adjustments to the equipment are completed as required 3.9. Edge sanded parquetry flooring is cleaned, inspected and any imperfections are rectified following workplace procedures
4. Conduct finish sanding operations	4.1. Finish sanding equipment is set up in accordance with manufacturer instructions and operating procedures 4.2. Emergency stops, gauges, guards and controls are identified and checked 4.3. Equipment settings and adjustments are made and checked 4.4. Sanding papers are selected 4.5. Trial runs are conducted to check machine operations and quality of finished work 4.6. Sanding papers are attached, routinely checked and changed as required 4.7. Finish sanding of the body and perimeter of the floor is completed systematically and effectively within the minimum required timeframe 4.8. Fine sanded parquetry flooring is cleaned, inspected and any imperfections are rectified following workplace procedures
5. Conduct filling operations	5.1. Surface to be filled is inspected and assessed as being ready for filling with the selected filler 5.2. Work sequence is planned to ensure efficiency and quality of application 5.3. Ventilation is checked before chemical fumes are

ELEMENT	PERFORMANCE CRITERIA
	released, and all OHS requirements are met including use of personal protective equipment 5.4. Environmental protection regulations are complied with 5.5. Filling material is prepared as per manufacturer specifications. 5.6. Trial applications of fillers are made to check equipment operation, materials consistency, viscosity and specified colour 5.7. Faults and or inconsistencies in colour are identified and workplace procedures for rectification and adjustment are followed 5.8. Filling material is applied in accordance with manufacturer recommendations 5.9. Recommended drying times are observed before fine sanding 5.10. Sanding between coats, where required, is carried out according to manufacturer recommendations 5.11. Finished floors are inspected and approved for suitability for further processing 5.12. Final finish meets the requirements of the job
6. Conduct <i>fine sanding</i> operations	6.1. Fine sanding equipment is set up in accordance with manufacturer instructions and operating procedures 6.2. Emergency stops, gauges, guards and controls are identified and checked 6.3. Equipment settings and adjustments are made and checked 6.4. Sanding papers are selected 6.5. Trial runs are conducted to check machine operations and quality of finished work 6.6. Sanding papers are attached, routinely checked and changed as required 6.7. Fine sanding of the body and perimeter of the floor is completed systematically and effectively within the minimum required timeframe 6.8. Fine sanded parquetry flooring is cleaned, inspected and any imperfections are rectified following workplace procedures
7. Complete	7.1. Unused materials are stored or recycled as required

ELEMENT	PERFORMANCE CRITERIA
housekeeping	7.2. Tools and equipment are cleaned and stored appropriately 7.3. Work area is cleaned and rubbish disposed of appropriately 7.4. Workplace documentation is completed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- collect, organise and understand information related to work orders, basic plans and safety procedures
- communicate ideas and information to enable confirmation of work requirements and specifications, coordination of work with site supervisor, other workers and customers, and the reporting of work outcomes and problems
- work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity
- use pre-checking and inspection techniques to anticipate problems when coarse, finish, fine sanding and filling parquetry floors to avoid re-work and wastage
- recognise and respond to circumstances outside instructions or personal competence
- plan and organise activities including the preparation and layout of the worksite and the obtaining of equipment and materials to avoid any back tracking, work flow interruptions or wastage
- use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate other material requirements
- clarify and confirm work instructions
- plan work within given task parameters
- accept responsibility for given tasks
- set, monitor and satisfy personal work goals
- satisfy the competency requirements for the job
- maintain current knowledge of:
 - tools and materials
 - installation techniques
- Seek learning opportunities
- Use the limited workplace technology related to the coarse, finish, fine sanding and filling of parquetry floors including tools, equipment, calculators and measuring devices.

Required knowledge

- State or Territory OHS legislation, regulations, standards and codes of practice relevant to fine sanding parquetry flooring
- organisational and site standards, requirements, policies and procedures for coarse, finish and fine sanding and filling parquetry flooring
- characteristics, requirements and techniques for coarse, finish, fine sanding and filling parquetry flooring
- types and uses of relevant tools and equipment used to conduct coarse, finish and

REQUIRED SKILLS AND KNOWLEDGE

- fine sanding and filling operations
- workplace safety system requirements related to coarse, finish and fine sanding and filling parquetry flooring
- types of tools and equipment and procedures for their safe use, operation and maintenance
- characteristics of materials, products and defects
- set up and operation of equipment
- products assembly techniques
- procedures for the recording, reporting and maintenance of workplace records and information
- appropriate mathematical procedures for estimation and measurement
- environmental protection requirements
- established communication channels and protocols
- problem identification and resolution.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for fine sanding of parquetry floors
- Interpret work order and locate relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Follow work instructions, operating procedures and inspection practices to:
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
 - minimise the risk of injury to self and others
- Prepare two different types of parquetry floors from the following list:
 - block (mandatory) and
 - mosaic or multi-directional patterned
- Work effectively with others
- Modify activities to cater for variations in workplace context and environment

Context of, and specific resources for assessment

- The application of competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of essential underpinning knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to comply with relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to fine sanding of parquetry floors
 - specifications and work instructions

Method of assessment

Assessment must satisfy the endorsed assessment

EVIDENCE GUIDE

guidelines of the Furnishing Industry Training Package

Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of underpinning knowledge

Assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application

Assessment may be applied under project related conditions (real or simulated) and require evidence of process

Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances

Assessment may be in conjunction with assessment of other units of competency

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislative requirements

- are to be in accordance with applicable legislation from all levels of government that affect organisational operation. Requirements may include but not be limited to award and enterprise agreements, industrial relations, Australian Standards, confidentiality and privacy, OHS, the environment, equal opportunity, anti-discrimination, relevant industry codes of practice, duty of care and heritage

OHS requirements

- are to be in accordance with Commonwealth, State or Territory legislation and regulations, organisational safety policies and procedures. Requirements may include but not be limited to the use of personal protective equipment and clothing, fire fighting equipment, First Aid equipment, hazard and risk control and elimination, control of hazardous materials and substances, manual handling including lifting and carrying

Organisational requirements

- may include but not be limited to legal, organisational and site guidelines, policies and procedures relating to own role and responsibility, quality assurance, procedural manuals, quality and continuous improvement processes and standards, OHS, emergency and evacuation, ethical standards, recording and reporting, access and equity principles and practices, equipment use, maintenance and storage, environmental management (waste disposal, recycling and re-use guidelines)

Fine sanding

- includes fine sanding existing parquetry floors either after a finish sand, or where only minor rectification of scratches or wear and tear has occurred or between coats

RANGE STATEMENT	
Instructions	• Workplace procedures relating to the use and operation of tools and equipment • Workplace instructions, including job sheets, plans, drawings and designs • Workplace procedures relating to reporting and communications • Manufacturer instructions for the use of equipment and materials
Pre-sanding tasks	• may include isolating and/or encapsulating the job site, nail punching, filling, scraping, sweeping, vacuuming, cleaning and removal of all foreign objects such as nails, tacks, staples, etc
Tools and equipment	• are to include hammers, scrapers, nail punches, brooms and vacuums
Materials	• are to include but are not limited to sanding belts, sanding paper, discs, oil and lubricants and cleaning materials
Sanding equipment	• may include split drum or belt sander, orbital or rotary finishing sanding machine
Edge sanding	• is to include edge sanding machines both rotary and orbital using the full range of grit papers depending on the general floor sanding process in train
Finish sanding	• is to include split drum and or belt floor sanding machines using 60 - 100 grit papers
Surface inspection	• is to ensure that surface is free from dust and debris, moisture content is acceptable and stable and any preservatives, protective coatings or other contaminants are adequately removed
Work sequence	• is to include preparation, inspection, coating application(s) and intermediate steps, finalisation and acceptance inspection
Application methods	• may include, trowels, applicators.
Filling material	• fillers are to include oil based, water-based and plastic (one-pot) filler
Fine sanding equipment	• is to include but limited to rotary and orbital floor sanding machines using 100 - 200 grit paper

Unit Sector(s)

Unit sector	Flooring Technology
--------------------	---------------------

Competency field

Competency field	Timber/Sanding and Finishing
-------------------------	------------------------------

Co-requisite units

Co-requisite units		