



Australian Government

MSFFL3041 Maintain timber, laminate and engineered flooring

Release: 1

MSFFL3041 Maintain timber, laminate and engineered flooring

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers preparing and implementing maintenance systems to maintain timber, laminate and engineered flooring. The maintenance plan must be cost-effective, environmentally sensitive and specific to floor type and location.

Licensing, legislative or certification requirements may apply to this unit and relevant state/territory and local government agencies should be consulted to determine any necessary certification or licensing for undertaking flooring work. Access to construction sites requires certification of general induction training specified by the National Code of Practice for Induction for Construction Work (ASCC 2007).

Pre-requisite Unit

Competency Field

Unit Sector

Flooring technology

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Prepare maintenance plan	1.1	Applicable work health and safety (WHS), legislative and organisational requirements relevant to flooring maintenance requirements are verified and complied with
		1.2	Instructions or plans are read and interpreted to identify process required to complete work tasks
		1.3	Maintenance requirements for timber, laminate and engineered flooring are identified from relevant information sources
		1.4	Maintenance costs are identified and quantified
		1.5	Maintenance requirements are checked against warranty,

			insurance agreements and indemnity provisions
		1.6	Maintenance plan is developed to promote and sustain performance and production systems in line with enterprise requirements
		1.7	Effective workplace communication strategies are established with regard to maintenance plan, environmental and WHS policies, and enterprise requirements
2	Implement maintenance plan	2.1	Tools, equipment and materials are selected and checked prior to use
		2.2	Resource and supply requirements are identified, secured and included in enterprise budgets and operational considerations
		2.3	Prepared maintenance schedules and procedures are effectively communicated to customers, staff, contractors and suppliers to minimise negative impacts on maintenance systems and costs
		2.4	Maintenance plans and work sequences are implemented and scheduled to minimise disruption to customer operations
		2.5	Potential risks/hazards are assessed with regard to staff and supply problems, and contingency plans prepared accordingly
		2.6	Timber, laminate and engineered flooring are maintained to manufacturer specifications, WHS and enterprise requirements
3	Monitor maintenance plan	3.1	Maintenance activities and performance are monitored against maintenance plan for efficiency and effectiveness
		3.2	Workplace hazards and environmental implications associated with maintenance procedures are monitored and controlled in line with WHS and customer requirements
		3.3	Costs are monitored and controlled within maintenance system budget requirements
		3.4	Relevant information with regard to the maintenance plan is documented in accordance with customer

requirements

- 3.5 Timber, laminate and engineered flooring are maintained in clean and safe operational condition

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies different 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. Range is restricted to essential operating conditions and any other variables essential to the work environment.

- Unit context includes:**
- WHS requirements, including legislation, building codes, material safety management systems, hazardous and dangerous goods codes and local safe operating procedures or equivalent
 - work is carried out in accordance with legislative obligations, environmental legislation, relevant health regulations, manual handling procedures and organisation insurance requirements
 - work requires individuals to demonstrate some discretion, judgement and problem solving

- Maintenance requirements include:**
- wear
 - corrosion
 - design problems
 - equipment modifications
 - incorrect use
 - accidents and acts of nature

- Maintenance plan includes:**
- maintenance activities and schedules
 - maintenance costs and budget details
 - staff
 - resources and supply requirements
 - roles and responsibilities
 - contingency plan for staff and supply problems

- reporting requirements
 - hazard and risk control measures
 - WHS procedures
 - personal protective clothing and equipment requirements
 - environmental impact control measures
- Enterprise requirements include:**
- standard operating procedures
 - industry standards
 - production schedules
 - material safety data sheets (MSDS)
 - legislative and licensing requirements
 - work notes
 - product labels
 - manufacturer specifications
 - operator manuals
 - enterprise policies and procedures (including waste disposal, recycling and re-use guidelines)
 - WHS procedures
- Environmental policies include:**
- environmental impacts resulting from emissions
 - the unsafe use and disposal of maintenance debris (chemical residues)
 - hazardous substances (cleaning solvents)
 - dust problems
 - unsafe cleaning and servicing activities
- Tools and equipment include:**
- brooms
 - brushes
 - vacuum cleaner
 - mops
 - mop buckets
 - squeeze mops
 - dust mops
 - scissor mops
 - buffing pads
 - paint brushes
 - polimate and wool applicators
 - rotary brushes
 - scouring pads
 - paint rollers
 - roller tray
- Work sequence includes:**
- preparation
 - inspection
 - coating applications and intermediate steps
 - finalisation

Risks/hazards include:	• acceptance inspection • dust • mechanical vibration • hazardous substances (cleaning solvents) • hazardous atmosphere • the presence of bystanders • adverse weather conditions • electricity • power lines • mechanical malfunctions and other machinery, including hydraulics and exposed moving parts
Resource and supply include:	• metallised polish • wax emulations • furniture protection felt pads • barrier mats • window coverings • wood floor cleaner • antistatic mop • vacuum cleaner • damp mop
Personal protective equipment includes:	• that prescribed under legislation, regulations and enterprise policies and practices
Information and procedures include:	• workplace procedures relating to the use of tools and equipment • maintenance performance, costs, problems, priorities, solutions, schedules, and completed work • workplace procedures relating to reporting and communication • manufacturer specifications and operational procedures

Unit Mapping Information

Supersedes and is equivalent to LMFFL3513A Maintain timber, laminate and engineered flooring

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFFL3041 Maintain timber, laminate and engineered flooring

Modification History

Release 1 - New unit of competency

Performance Evidence

- Interpret work order and locate and apply relevant information
- Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Identify materials used in the work process
- Follow work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - prevent damage to goods, equipment and products
 - maintain required production output and product quality
- Prepare and implement maintenance system for:
 - one (1) strip timber floor
 - one (1) parquet flooring
 - one (1) cork flooring
 - one (1) laminate floating flooring
 - one (1) pre-finished engineered flooring
- Identify faults/problems and identify and carry out corrective action
- Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements
- Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures
- Avoid backtracking, work flow interruptions or wastage
- Work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity

Knowledge Evidence

- State or territory WHS legislation, regulations, standards and codes of practice relevant to the preparation and implementation of maintenance systems
- Organisational and site standards, requirements, policies and procedures for the preparation and implementation of maintenance systems for timber, laminate and engineered flooring
- The methods of the preparation and implementation of maintenance systems for timber, laminate and engineered flooring

- Characteristics of maintenance systems for timber, laminate and engineered flooring in relation to ventilation, moisture content of timber, timber species and reaction to change of temperature and relative humidity
- The type, characteristics, uses and limitation of maintenance systems for timber, laminate and engineered flooring, including manufacturer recommendations
- The types and uses of tools and equipment maintaining timber, laminate and engineered flooring
- Workplace safety systems related to processes for maintaining timber, laminate and engineered flooring
- Work flow in relation to planning and implementing maintenance systems for timber, laminate and engineered flooring.
- Environmental protection requirements
- Established communication channels and protocols
- Relevant problem identification and resolution
- Mathematical techniques may be applied to estimate and calculate maintenance and repair costing within budgetary guidelines
- Procedures for the recording, reporting and maintenance of workplace records and information

Assessment Conditions

- Assessors must:
 - hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
 - have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
 - be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to a realistic maintenance requirement, materials, equipment and specifications relevant to maintaining timber, laminate and engineered flooring.

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