

RTC2210A**Unit Descriptor****Unit Sector****Maintain properties and structures**

Maintain properties and structures

No sector assigned

ELEMENT**PERFORMANCE CRITERIA**

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| 1. Identify and confirm maintenance requirements | 1.1 Visual inspections are conducted of structures and facilities to locate and evaluate defects, deterioration and impending defects.
1.2 Property infrastructure and resources are checked for correct operation, minor maintenance needs and damage.
1.3 Maintenance plan is confirmed according to supervisor's instructions and enterprise requirements . |
| 2. Select and prepare tools, equipment and materials | 2.1 Tools, equipment and materials appropriate to the job requirements are selected and checked for serviceability according to manufacturers specifications.
2.2 Faulty or unsafe tools are identified and segregated for repair or replacement and reported according to enterprise requirements.
2.3 Existing and potential hazards to health and safety are identified, assessed and reported according to OHS and enterprise requirements. |
| 3. Carry out routine maintenance | 3.1 Suitable personal protective equipment is selected, used, maintained and stored according to OHS requirements.
3.2 Routine maintenance to structures and surroundings is carried out according to the maintenance plan and enterprise requirements.
3.3 Minor repairs to building cladding, and treatments to structural finishes, are carried out as required to minimise deterioration. |
| 4. Complete maintenance activities | 4.1 Worksite, tools and materials are cleaned, returned to operating order, and stored according to OHS and enterprise requirements.
4.2 Unwanted materials and waste from maintenance activities is collected, treated and disposed or recycled according to enterprise, OHS and environmental requirements.
4.3 Relevant information is documented according to industry, enterprise requirements and OHS requirements. |

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Ideas and information with regard to equipment operation, safety procedures and their application may be discussed with work colleagues or the supervisor.	1
Collecting analysing and organising information	Information with regard to the performance of equipment and completed repair and maintenance, may be detailed and organised by reports for analysis.	1
Planning and organising activities	Activities involving the maintenance, cleaning and storing of machinery and equipment may be planned and coordinated around work schedules or sequenced as required.	1
Working with others and in teams	In the application of methods and procedures to effectively complete scheduled maintenance projects within timeframes.	1
Using mathematical ideas and techniques	Basic mathematical techniques may be applied in the estimation and calculation of materials requirements.	1
Solving problems	Equipment faults or malfunctions will need to be arranged for repair or replacement to minimise disruption to work schedules.	1
Using technology	Technology may be used to communicate, measure and record information.	1

RANGE STATEMENT

What structures and facilities might be relevant to this standard?

This may include buildings, greenhouses, igloos, potting houses, shade houses, sheds, cool rooms, glass houses, staff rooms, water tanks, yards, stock handling structures, silage pits, fodder and grain storages, pergolas, poly-tunnels, park furniture, car parks, roads, pathways, work sheds, information boards, benches, landscape features and site furniture. Fences may include weld mesh, picket, post and wire, brick, and hedges.

What property infrastructure and resources might be relevant to this standard?

This may include drains and drainage systems, waterways and water supply systems, dams, roads, tracks, soil conservation works, car parks, vegetation, windbreaks, paths, silage pits and loading bays. Drains may include agricultural drains, spoon or swale drains and culverts. Water supply may include irrigation systems, dams and troughs.

What information may be included in a maintenance plan?

This may include specific intervals and procedures for maintenance procedures, designated work tasks, routine servicing procedures, instructions for pre-start and safety checks, repair requirements, current operational details, tools, parts and supplies allocated for use, instructions for cleaning and disposal of waste and contaminants, supervisors instructions, timeframe for work completion, and reporting requirements.

What enterprise requirements may apply to this standard?

This may include local building codes, Australian Quality Standards, Standard Operating Procedures (SOPs), industry standards, work notes, product labels, manufacturers specifications, Material Safety Data Sheets (MSDSs), operator and emergency procedures manuals, technical information, enterprise policies and procedures (waste disposal, recycling and re-use guidelines), supervisors oral or written instructions and reporting requirements.

What tools, equipment and materials may be used?

This may include hand or small power tools, cutting tools, and measuring equipment. Structural finishes may require paint or stains. Cladding maintenance may require corrugated iron, weatherboards, glass, shade cloth, plastic or cement sheeting. Concrete tools and equipment may also be required.

What hazards may be associated with maintenance activities?

Workplace hazards may include exposure to loud noise and fumes, solar radiation, dust and hazardous substances. It may also include oil and grease spills and electricity while using powered tools.

What OHS requirements may be relevant to this standard?

Systems and procedures for:

- the safe operation of tools and equipment
- maintenance and repair methods
- identifying and reporting hazards
- safe lifting, carrying and manual handling
- the safe handling and storage of hazardous substances
- the appropriate use of personal protective equipment
- outdoor work including protection from solar radiation
- working at heights, e.g., from a ladder
- working in confined spaces
- protection from hazardous noise, organic and other dusts.

What personal protective equipment may be relevant to this standard?

This may include boots, hat/hard hat, overalls, gloves, protective eyewear, safety harness, hearing protection, respirator or facemask, and sun protection.

What may be involved in carrying out routine maintenance?

Routine maintenance may include assisting in the erection of simple property structures, identifying and repairing damage or applying treatments to building cladding and structural finishes, checking fences and repairing holes or other damage, checking paths, tracks and roadways for potholes, weeding and undertaking effective drainage and minor repairs. It may also include checking water supplies for correct operation and pollution, and carrying out repairs and maintenance as required.

What positive environmental procedures may be applied?

The safe and environmentally responsible disposal of maintenance debris and waste.

What relevant information may be documented?

This may include the use and performance of tools and equipment, operational faults or malfunctions, completed maintenance, repair tasks and outcomes, and hazard and incident reports.

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

- Characteristics, capabilities and limitations of materials, equipment and tools.
- Operation of water taps and reticulation systems.
 - Types of building cladding and finishes, purpose and use.
 - Identification of defects and appropriate repair methods.
 - Appropriate selection of repair materials.
 - OHS legislative requirements and Codes of Practice.
 - Relevant Codes of Practice with regard to protection of the environment.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

- Interpret and apply task instructions.
- Operate a broad range of tools and equipment.
- Ability to work in team environment.
- Observe and report on the condition of structures and equipment.
- Demonstrate safe working practices.
- Communicate with work team and supervisor.
- Estimate and calculate volumes and usage.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Essential Assessment Information

There is **essential information about assessing this competency standard for consistent performance and where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.