



Australian Government

SISXFAC003 Implement facility maintenance programs

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to implement a maintenance program for a facility, including monitoring equipment, supplies and assets.

This unit applies to recreation or grounds assistants under supervision in a range of roles and settings in the sport, fitness or recreation industry. This includes providing support in the provision of grounds and facilities maintenance and routine housekeeping in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. Work is performed according to relevant legislation and organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Facility Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify maintenance program requirements.

PERFORMANCE CRITERIA

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

- 1.1 Access relevant organisational maintenance programs for the facility.
- 1.2 Clarify responsibilities with appropriate personnel as required.
- 1.3 Identify maintenance schedules and budgets.
- 1.4 Offer suggestions that support the effective implementation of the maintenance program.

- 1.5 Identify strategies to minimise impact of maintenance activities on facility users.
2. Implement a maintenance program.
 - 2.1 Conduct routine maintenance activities within scheduled timeframes and budgets.
 - 2.2 Maintain facility function without interruption where possible.
 - 2.3 Maintain safety of facility users at all times.
 - 2.4 Respond promptly to requests for maintenance assistance.
 - 2.5 Research and seek feedback from facility users on effectiveness of maintenance program.
 - 2.6 Report recommendations to the responsible person, which contribute to the increased efficiency of maintenance.
3. Respond to failed or unsafe equipment.
 - 3.1 Identify faulty equipment and erect clear and noticeable warning signs.
 - 3.2 Assess failed or unsafe equipment.
 - 3.3 Perform repairs within designated responsibility.
 - 3.4 Tag and isolate unsafe equipment, which cannot be repaired within own area of responsibility, promptly.
 - 3.5 Report unsafe equipment promptly to the responsible person and document as required.
 - 3.6 Complete reports on all repair work undertaken.
4. Monitor supplies and records.
 - 4.1 Maintain supply and stock levels to ensure ongoing availability.
 - 4.2 Purchase, receipt, store and issue supplies.
 - 4.3 Reconcile supply and stocks levels with paperwork and rectify or report discrepancies to nominated person within designated timelines.
 - 4.4 Maintain supply records and update.
5. Monitor function and value of assets.
 - 5.1 Check condition of assets regularly against criteria to ensure retention of function and value.
 - 5.2 Respond to identify problems promptly.
 - 5.3 Determine value of supplies and stock.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS**DESCRIPTION**

Reading skills to:

- interpret maintenance documentation.

Problem-solving skills to:

- conduct maintenance tasks in the most efficient and cost-effective manner that protects the function and value of assets.

Unit Mapping Information

SISXFAC303A Implement facility maintenance programs

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>

Assessment Requirements for SISXFAC003 Implement facility maintenance programs

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- implement facility maintenance programs that meet scheduled timeframes for at least one facility that incorporates:
 - organisational schedules for short and long-term maintenance programs for four of the following facilities and equipment:
 - capital items
 - fittings and fixtures
 - equipment
 - premises
 - plant
 - motor vehicles
 - environment
 - maintenance requests and feedback from facility users
 - budget restrictions
- maintain records according to organisational requirements and manage discrepancies.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation to enable:
 - safe implementation of maintenance operations
 - reporting of unsafe equipment
- organisational policies and procedures to enable maintenance programs to be carried out efficiently, safely and responsibly:
 - isolation procedures for failed or unsafe equipment
 - purchasing and receipting procedures
 - reporting of unsafe equipment
- own responsibilities within maintenance program to enable tasks to be carried out responsibly
- suppliers for specific products, supplies and services
- purchase specifications to enable the purchase of quality stock

- strategies to minimise disruptions to facility users when carrying out maintenance requirements
- techniques to enable routine maintenance tasks to be completed safely and efficiently
- basic gardening techniques and operations to carry out maintenance schedules as required
- basic principles of supply and demand to ensure optimum stock levels are maintained.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation facility. This can be a workplace or simulated facility.

Assessment must ensure use of:

- a facility for which a maintenance program would be implemented
- organisational policies and procedures on which procedures are based
- reporting documentation
- resources to maintain facility and equipment.

Assessment must ensure access to:

- maintenance equipment
- supplies and stock:
 - first aid
 - pool chemicals (where applicable)
 - office supplies
 - hygiene and sanitary supplies (where applicable)
 - cleaning supplies
 - activity-specific equipment
- organisational policies and procedures in relation to facility maintenance:
 - work health and safety/occupational health and safety
 - documents relating to purchase, receipt, storage and issue
 - record keeping
 - maintenance timeframes and schedules
 - roles and responsibilities of staff
 - isolation and reporting of failed or unsafe equipment
- relevant legislation:
 - work health and safety/occupational health and safety
 - building codes and regulations
 - fire regulations
 - health acts
 - industrial relations

- environment legislation
- local government regulations
- Australian tax office regulations
- information on equipment safety specifications
- appropriate personnel such as facility managers and supervisors; these can be:
 - personnel in an industry workplace who are assisted by the individual during the assessment process or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- implement and monitor maintenance of a facility over time.

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

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