



Australian Government

SISXFAC303A Implement facility maintenance programs

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	Updated and equivalent to reflect current industry practice. Reduction of repetition. No changes to competency outcome.

Unit Descriptor

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

Application of the Unit

This unit applies to those who work in facilities under supervision in a range of roles and settings in the sport, fitness and 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.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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.
1. Access maintenance program.	1.1. Access relevant organisational <i>maintenance programs</i> for the <i>facility</i> and clarify responsibilities with supervisor as required. 1.2. Identify maintenance schedules and budgets. 1.3. Offer suggestions that support the effective implementation of the maintenance programs. 1.4. Identify strategies to minimise impact of maintenance activities on facility users.
2. Implement a maintenance program.	2.1. Conduct routine <i>maintenance activities</i> within scheduled timeframes and budgets according to organisation <i>policies and procedures</i> . 2.2. Maintain facility function without interruption where possible. 2.3. Maintain safety of facility users at all times according to <i>relevant legislation</i> . 2.4. Respond promptly to requests for maintenance assistance. 2.5. Conduct research and seek feedback from facility users on effectiveness of maintenance program. 2.6. Report recommendations which contribute to the increased efficiency of maintenance to supervisor.
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. Promptly tag and isolate unsafe equipment which cannot be repaired. 3.5. Promptly report unsafe equipment to supervisor and document as required. 3.6. Complete reports on all repair work undertaken.
4. Monitor supplies and	4.1. Maintain <i>supply and stock</i> levels to ensure ongoing

ELEMENT**PERFORMANCE CRITERIA**

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| records. | availability. |
| | 4.2.Undertake purchase, receipt, storage and issue of supplies. |
| | 4.3.Reconcile supply and stock levels with documentation and rectify or report discrepancies to supervisor within designated timelines. |
| | 4.4.Update supply records. |
| 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 identified problems promptly. |
| | 5.3.Determine value of supplies and stock. |

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - respond to requests for maintenance
 - make suggestions to improve efficiency of maintenance
 - seek feedback from facility users on standard of maintenance program
 - notify responsible person of failed or unsafe equipment
- literacy skills to:
 - complete documentation on failed or unsafe equipment and repair work carried out
 - complete and update supply records
- numeracy skills to:
 - reconcile discrepancies in supply levels and corresponding paperwork
 - conduct maintenance tasks within budget and time constraints
- technology skills to use maintenance related organisation technology correctly
- problem-solving skills to:
 - conduct maintenance tasks in the most efficient and cost-effective manner that protects the function and value of assets
 - identify strategies to minimise disruption to facility users
- planning and organising skills to:
 - carry out tasks according to maintenance schedule timeframes and with minimal disruption to facility users
 - monitor, purchase and maintain supplies.

Required knowledge

- legislation to enable:
 - safe implementation of maintenance operations
 - reporting of unsafe equipment
- organisation policies and procedures to enable maintenance programs to be carried out efficiently, safely and responsibly, including:
 - isolation procedures for failed or unsafe equipment
 - purchasing and receipting procedures
- 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
- techniques for waste minimisation in sport, fitness and recreation facilities
- principles of supply and demand to ensure optimum stock levels are maintained.

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.

Overview of assessment

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

Evidence of the ability to:

- implement organisation schedules for short and long-term maintenance programs for facilities and equipment in accordance with organisation policies and procedures and legislative requirements
- respond promptly to maintenance requests and take appropriate action to manage equipment failures
- implement maintenance program within budget, scheduled timeframes and with minimal inconvenience to service users and staff, and seek feedback from facility users
- maintain records according to organisational requirements and manages discrepancies.

Context of and specific resources for assessment

Assessment must ensure:

- implementation of a facility maintenance program that is of sufficient breadth to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- an environment with long and short-term maintenance programs
- maintenance equipment
- supplies and suppliers
- organisational policies and procedures in relation to facility maintenance
- information on equipment safety specifications.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performing maintenance service tasks in facilities
- oral and or written questioning to assess knowledge of roles and responsibilities in implementation of maintenance program
- third-party reports from a supervisor detailing work

performance

- portfolio of records in relation to failed or unsafe equipment and repair work completed.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXFAC409 Plan and provide sport, fitness and recreation services.

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.

Maintenance programs may include:

- short, medium and long-term plans
- budgets
- maintenance schedules and timeframes for:
 - capital items
 - fittings and fixtures
 - equipment
 - premises
 - plant
 - motor vehicles
 - environment.

Facility may include:

- built environment
- non-built environment
- plant and equipment.

Facility users may include:

- clients
- supporters
- members
- volunteers
- teams
- community groups
- clubs.

Maintenance activities may include:

- valuing and assessing assets
- lawn mowing and edging
- maintaining stocks
- undertaking minor repairs.

Organisational policies and procedures may include:

- Work Health and Safety (WHS)
- documents relating to purchase, receipt, storage and issue
- record-keeping
- maintenance timeframes and schedules
- roles and responsibilities of staff
- waste minimisation
- isolation and reporting of failed or unsafe equipment.

- Relevant legislation** may include:
- WHS
 - building codes and regulations
 - fire regulations
 - health Acts
 - industrial relations
 - environment protection
 - local government regulations
 - Australian Taxation Office regulations.
- Supply and stock** may include:
- first-aid
 - pool chemicals
 - office supplies
 - gardening supplies
 - hygiene and sanitary supplies
 - cleaning supplies
 - activity-specific equipment.
- Assets** may include:
- facility
 - program
 - human resources.

Unit Sector(s)

Cross-Sector.

Competency Field

Facility Management.