



Australian Government

Department of Education, Employment and Workplace Relations

SRXFAC002B Maintain sport and recreational facilities

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages.

This unit covers the knowledge and skills to maintain facilities within a sport and recreation context in accordance with an organisations policies and procedures.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Inspect, clean and maintain facilities/areas	1.1 Carry out regular inspections to identify potential hazards/problems in the work area according to workplace procedures and standards 1.2 Clean and maintain areas and amenities in the work environment to required standards in accordance with Occupational Health and Safety legislation 1.3 Store and handle chemicals safely according to directions, Occupational Health and Safety (OH&S), health regulations and organisation guidelines 1.4 Dispose of wastes and dangerous chemicals in accordance with Occupational Health and Safety (OH&S), health regulations and organisation guidelines
2 Monitor necessary supplies	2.1 Check supplies regularly for quantity, quality and expiry date 2.2 Order or request supplies in accordance with organisation procedures 2.3 Dispose of supplies according to Occupational Health and Safety (OHS) legislation and organisation regulations
3 Clean facility areas	3.1 Maintain the cleanliness of the facility areas in accordance with the approved guidelines and codes of practice 3.2 Clean areas at the specified times where possible, with cleaning agents which are compatible with their surfaces 3.3 Remove graffiti and chewing gum, as soon as possible, using the correct cleaning agent 3.4 Display notices which warn clients of potentially unsafe areas, resulting from cleaning, clearly and correctly

- 3.5 Demonstrate use of correct clothing/**equipment** /materials and work methods
- 3.6 Use **cleaning agents** as specified, using the recommended dosages/solution concentrations and chemicals and demonstrate handling them with care
- 3.7 Clean cleaning materials, tools and **equipment** and return to the correct storage location
- 4 **Tidy facility areas**
 - 4.1 Remove spillages, breakages and waste promptly and safely to the correct place, with minimum inconvenience to clients and staff
 - 4.2 Maintain lockers, baskets, cubicles and other clothing storage facility areas in a clean and tidy place
 - 4.3 Deal with left belongings according to approved **guidelines** and codes of practice
 - 4.4 Demonstrate use of correct clothing, equipment and work methods
 - 4.5 Dispose of rubbish is correctly and hygienically
- 5 **Handle cleaning chemicals**
 - 5.1 Identified **chemicals** correctly
 - 5.2 Handle **chemicals** according to current safety regulations
 - 5.3 Locate and wear correct protective clothing as required
 - 5.4 Deal with any spillages promptly according to current **safety regulations**
 - 5.5 Deal with any contamination of the person promptly according to the manufacturer's guidelines and make a full and accurate report
 - 5.6 Report leaking or damaged containers immediately to the responsible authority
 - 5.7 Follow the correct **procedures** in the event of an emergency threatening the safety of staff or clients

6 **Organise cleaning chemicals**

- 6.1 Store chemicals so that the most frequently used are most accessible
- 6.2 Carry out separation of incompatible chemicals according to manufacturer's **guidelines** and current regulations
- 6.3 Store **chemicals** in the correct area
- 6.4 Report leaking or damaged containers promptly to the responsible authority
- 6.5 Monitor levels of chemical stocks as used and inform the responsible person of any possible change
- 6.6 Check the shelf - life of stock regularly and remove any past the expiry date promptly and dispose of correctly
- 6.7 Keep accurate records clean and tidy, and pack containers in an orderly manner
- 6.8 Report defects in the storage area to the responsible person
- 6.9 Lock storage areas when unattended

7 **Ensure the continued operation of coin operated machines**

- 7.1 Check stock levels of **machines** periodically and restock supplies as required
- 7.2 Empty coin boxes for coin operated **machines** according to schedule, or when reports are made of machines being filled up
- 7.3 Record **machine** trip numbers accurately on the specified documentation
- 7.4 Record **machine** faults and report promptly to the responsible person, and display notices promptly on machines to inform facility clients
- 7.5 Clean **machines** frequently and remove marks, stains, dust and grease promptly
- 7.6 Carry out minor repairs on the machine when necessary subject to the manufacturer's service agreement

- 8 **Contribute to the administration of the facility**
 - 8.1 Accept bookings for the recreational facility and record accurately and in accordance with organisation guidelines
 - 8.2 Inform clients of the requirements and responsibilities of using the recreational facility
 - 8.3 Record bookings in accordance with organisation and legislative requirements accurately and legibly

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statements

Critical aspects of evidence to be considered

Assessment must confirm sufficient knowledge of the maintenance tasks required within own area of responsibility within a specific facility applicable to the community recreation, outdoor recreation, fitness or sport industries

Assessment of performance should be over a period of time covering the prescribed number of categories from the Range Statements that are applicable in the learner's work environment

Assessment must confirm the ability to apply this knowledge and appropriate techniques to clean and service facility areas

use cleaning chemicals compatible to the surfaces being cleaned within the work environment

comply with all safety requirements with respect to the use and storage of chemicals and treatment of spills

perform maintenance duties without inconveniencing clients

maintain adequate stock levels

wear correct protective clothing and dispose of wastes in accordance with legislative requirements and organisation's procedures

empty coin, stock and maintain machines and notify relevant personnel of faults

maintain a facility/area using equipment consistent with level of responsibility

Interdependent assessment of units

This unit must be assessed after attainment of competency in the following unit(s)

SRXOHS001B Follow defined Occupational

Health and Safety policies and procedures

This unit must be assessed in conjunction with the following unit(s)

Nil

For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)

Nil

Required knowledge and skills

Required knowledge

The main types of cleaning agents and their correct uses

Hazards associated with cleaning agents and methods of minimising these

Symbols used to identify hazards

Treatment procedures for chemical spillage's on the skin and the floor

The relevant provisions for the employees under the Health and Safety Act pertaining to the handling of cleaning equipment and chemicals

Location of the Health and Safety Act requirements

Organisation's codes or practice for dealing with lost belongings and the possible consequences of not following these

Correct clothing, equipment and work methods

Correct and hygienic methods for disposing of waste

Organisation ordering procedures

Relevant health and safety legislation

Basic Machinery operation, eg, whipper snipper, lawn mowers, cleaners

Types of supplies available and necessary, ie, Occupational Health and Safety regulations

Required skills

Communication/interpersonal skills to notify of faults and cleaning schedules

Operating basic machinery

Identifying hazards/unclean area/pollution

Using cleaning materials

Gardening and operation of gardening equipment

Cleaning techniques

Monitoring supplies

Writing order/requests

Checking expiry dates

Organising

Disposal of dangerous materials

Booking procedures

Resource implications

Physical resources - assessment of this unit of competency requires access to

A real work environment

cleaning and maintenance equipment

supplies

coin operated machines

Human resources - assessment of this unit of competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) must

be competent in this unit but preferably be competent in the unit at the level above

be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area

have attained the mandatory competency requirements for assessors under the Australian Quality Training Framework (AQTF) as specified in Standard 7.3 of the **Standards for Registered Training**

Organisations

Consistency in performance

Due to issues of variations in work environments, this unit of competency must be assessed over a period of time in order to ensure consistency of performance over the Range of Statements and contexts applicable to the work environment at any given time

Context for assessment

For valid and reliable assessment competency must be demonstrated in a real work facility with clients in the community recreation, outdoor recreation or sport industries

Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes

Where performance is not directly observed and/or is required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
1	1	1	1	1	-	1

These levels do not relate to the Australian Qualifications Framework. They

relate to the seven areas of generic competency that underpin effective workplace practices.

The three levels of performance (1, 2 and 3) denote the level of competency required to perform the task:

Use routine approaches

Select from routine approaches

Establish new approaches

Collecting, analysing and organising information -

Collecting information about the facility such as quantities of supplies, cleanliness of areas and organising appropriate maintenance work

Communicating ideas and information -

Communicating maintenance tasks that may impact on the safety of clients

Planning and organising activities -

Planning and organising facility maintenance

Working with teams and others

-

Coordinating maintenance work with colleagues and clients in order to minimise disruption to service delivery

Using mathematical ideas and techniques

-

Stocktaking and ordering of

maintenance
supplies

**Solving
problems -**

Not
applicable

**Using
technology**

- Using
current
technology
for safe
operation
of
equipment,
etc

Please refer
to the
Assessment
Guidelines
for advice
on how to
use the Key
Competencies.

Range Statement

Range Statements

The Range Statements provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. The Range Statements relate to the unit as a whole and helps facilitate holistic assessment. In addition, the following variables may be present for this particular unit of competency

RANGE STATEMENT

CATEGORIES

Administration

[all categories]

maintenance activities may include but are not limited to

booking procedures

Chemicals

[all categories]

types

bleach based

acid based

chemicals used for the purification of water

floor seals

handling

protective clothing

managing incidents such as spillage

storage

location

maintenance of area

monitoring shelf life

Cleaning agents to be used

[all categories]

may include

acid/alkaline based chemicals

heavy-duty detergents

organic solvents

abrasives

Facility/area	[all categories] may include outdoor indoor dry and wet recreation centre/facility built and non-built
General cleaning equipment	[all categories] manual equipment mechanical equipment
Guidelines	[all categories] written safety procedures for the facility manufacturer's guidelines
Legislative context	[all categories] State/Territory statutory requirements local laws, by-laws ordinances and policy
Machines	[all categories] may include telephones dispensing machines
Maintenance	[all categories] may include lawn mowing edging tree lopping maintaining supplies minor repairs cleaning facility
Maintenance activities	[all categories] may include restocking

	emptying coins
	cleaning
	safety inspection
Procedures	[all categories]
	written safety/operating standards
Safety regulations	[all categories]
	current Occupational Health and Safety Act
	current control of hazardous substances
	current activity-specific safety regulations
Supplies	[all categories]
	may include
	first aid and sun cream
	chemicals
	for facility, eg, pool
	for cleaning, eg, detergent, wax
	office supplies
	hygiene/sanitary products
	supplies specific to recreation activity or service requirements
Wastes	[all categories]
	types may include
	blood
	bandages
	chemicals
	sanitary bins
	garbage
	sharps
	handling
	protective clothing
	safe disposal
	guidelines

Work environment

[all categories]

varies with respect to

size of the organisation

location

organisational structure

nature of the service provided

availability of resources

Unit Sector(s)

Not applicable.