

741 Planning and scheduling the maintenance activities of property, services or systems in the workplace

Level:	6
Value for TQT:	150
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Implement and record regular inspections to confirm the project requirements for the maintenance activities for property, services or systems.	<p>1.1 Arrange regular inspections that can confirm and monitor project requirements for at least three of the following maintenance activities on at least two of the following properties, services or systems:</p> <p>Maintenance activities:</p> <ul style="list-style-type: none"> – remedial – scheduled – unscheduled – preventative – corrective – emergency. <p>Property, services or systems:</p> <ul style="list-style-type: none"> – highways – traffic controls – structures – external structure – internal structure – historical or conservation interests – internal fabric – external fabric – utilities and services – landscaping.
	<p>1.2 Explain how project requirements for maintenance activities of the following property, systems or services can be confirmed:</p> <p>Maintenance activities:</p> <ul style="list-style-type: none"> – remedial – scheduled – unscheduled – preventative – corrective – emergency. <p>Property, services or systems:</p> <ul style="list-style-type: none"> – highways – traffic controls – structures – external structure – internal structure – historical or conservation interests – internal fabric – external fabric – utilities and services – landscaping.
	1.3 Confirm who to consult with regarding project requirements.

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Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
<p>2 Identify, review and record influencing factors and guidance material about the property, service or system to be maintained.</p>	<p>2.1 Evaluate and record at least four of the following influencing factors against at least three of the following guidance materials about the property, service or system to be maintained:</p> <p>Influencing factors</p> <ul style="list-style-type: none"> – organisational requirements – project requirements – current legislation – resource allocation – working requirements – environmental considerations – near neighbours – weather conditions – ground or site conditions – sustainability – client, customer or their representative – reports and surveys – archaeology – heritage issues – planning or statutory consents. <p>Guidance materials</p> <ul style="list-style-type: none"> – plans, drawings or diagrams – owner’s manuals – logbooks – maintenance schedules and manuals – practice guides and specifications – current legislation and official guidance – historical data – existing records – surveys. <p>2.2 Explain how to identify and review the following influencing factors:</p> <ul style="list-style-type: none"> – organisational requirements – project requirements – current legislation – resource allocation – working requirements – environmental considerations – near neighbours – weather conditions – ground or site conditions – sustainability – client, customer or their representative – reports and surveys – archaeology – heritage issues – planning and statutory consents.

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	<p>2.3 Explain how to identify and review the following guidance materials:</p> <ul style="list-style-type: none"> – plans, drawings or diagrams – owner’s manuals – logbooks – maintenance schedules and manuals – practice guides and specifications – current legislation and official guidance – historical data – existing records – surveys. <p>2.4 Give reasons why influencing factors need to be identified and reviewed against guidance materials.</p>
<p>3 Prioritise and record the maintenance activities to take account of identified influencing factors whilst maintaining consistency.</p>	<p>3.1 Prioritise maintenance activities to take account of identified influencing factors and maintain consistency.</p> <p>3.2 Record prioritised maintenance activities.</p> <p>3.3 Explain how to assess the following influencing factors:</p> <ul style="list-style-type: none"> – organisational requirements – project requirements – current legislation – resource allocation – working requirements – environmental considerations – near neighbours – weather conditions – ground or site conditions – sustainability – client, customer or their representative – reports and surveys – archaeology – heritage issues – planning and statutory consents <p>3.4 Explain why it is important to prioritise and record the maintenance activities to take account of identified influencing factors whilst maintaining consistency.</p>

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Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
	<p>3.5 Explain how to prioritise the following maintenance activities:</p> <ul style="list-style-type: none"> – planned maintenance – tendered works – responsive works – preventative maintenance work – cost estimated work – seasonal maintenance – traffic maintenance (signing, lighting and guarding) – emergency works – contingency plans. <p>3.6 Give reasons why it is important to assess influencing factors and prioritise maintenance activities.</p>
<p>4 Identify and record changing circumstances.</p>	<p>4.1 Identify and record at least four of the following changing circumstances:</p> <ul style="list-style-type: none"> – susceptibility to damage – safety requirements – need to inhibit, and respond to, deterioration – weather conditions – ground or site conditions – environmental conditions – use or change of use – current legislation – resources – security threats – client, customer or their representative – reports and surveys – historical data – planning or statutory consents. <p>4.2 Explain how to account for the following changing circumstances:</p> <ul style="list-style-type: none"> – susceptibility to damage – safety requirements – need to inhibit, and respond to deterioration – weather conditions – ground or site conditions – environmental conditions – use or change of use – current legislation – resources – security threats – client, customer or their representative – reports and surveys – historical data – planning and statutory consents.

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	<p>4.3 Explain how to amend priorities when reviewing the following influencing factors:</p> <ul style="list-style-type: none"> – organisational requirements – project requirements – current legislation – resource allocation – working requirements – environmental considerations – near neighbours – weather conditions – ground or site conditions – sustainability – client, customer or their representative – reports and surveys – archaeology – heritage issues – planning and statutory consents
<p>5 Ensure maintenance activity records of actions carried out and data collected are current.</p>	<p>5.1 Assess at least four of the following maintenance activity records of actions carried out and data collected:</p> <ul style="list-style-type: none"> – inspections – faults or problems – corrective actions – costs – resources – complaints – delays. <p>5.2 Ensure maintenance activity records of actions carried out and data collected are current.</p>

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
	<p>5.3 Give reasons why records of activities carried out and data collected, for the following work and maintenance activities needs to be current:</p> <p>Activity records and data collected</p> <ul style="list-style-type: none"> - inspections - faults or problems - corrective actions - costs - resources - complaints - delays <p>Maintenance work</p> <ul style="list-style-type: none"> - remedial - scheduled - unscheduled - preventative - corrective - emergency <p>Maintenance activities</p> <ul style="list-style-type: none"> - planned maintenance work - tendered works - responsive works - preventative maintenance work - cost estimated work - seasonal maintenance - traffic maintenance (signing, lighting and guarding) - emergency works - contingency plans.
	<p>5.4 Explain how to ensure that records of the following maintenance activities and data collected are current:</p> <ul style="list-style-type: none"> - inspections - faults or problems - corrective actions - costs - resources - complaints - delays.

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
<p>6 Identify, assess and obtain the necessary resources for maintenance activities.</p>	<p>6.1 Identify, assess and obtain at least two of the following necessary resources for maintenance activities:</p> <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers.
	<p>6.2 Explain how to identify the following necessary resources for maintenance activities:</p> <p>Resources</p> <ul style="list-style-type: none"> – people – plant, equipment or machinery – materials and components – sub-contractors – information – work area and facilities – waste management – utility providers. <p>Maintenance activities</p> <ul style="list-style-type: none"> – planned maintenance work – tendered works – responsive works – preventative maintenance work – cost estimated work – seasonal maintenance – traffic maintenance (signing, lighting and guarding) – emergency works – contingency plans.
	<p>6.3 Explain how to assess the quantity and quality of resources for maintenance activities.</p>
	<p>6.4 Explain how to maintain the necessary resources for the maintenance work of the following property, systems or services:</p> <ul style="list-style-type: none"> – highways – traffic controls – structures – external structure – internal structure – historical or preservation interests – internal fabric – external fabric – utilities and services – landscaping.

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Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
<p>7 Prepare plans and schedules of maintenance activities and negotiate and agree them with stakeholders.</p>	<p>7.1 Prepare plans and schedules for at least three of the following maintenance activities:</p> <ul style="list-style-type: none"> – planned maintenance activities – tendered works – responsive works – preventative maintenance work – cost estimated works – seasonal maintenance – traffic maintenance (signing, lighting and guarding) – emergency works – contingency plans.
	<p>7.2 Negotiate and agree prepared plans and schedules with stakeholders.</p>
	<p>7.3 Explain how to prepare plans and schedules for the following maintenance activities:</p> <ul style="list-style-type: none"> – planned maintenance activities – tendered works – responsive works – preventative maintenance work – cost estimated works – seasonal maintenance – traffic maintenance (signing, lighting and guarding) – emergency works – contingency plans.
	<p>7.4 Explain how to negotiate and agree plans and schedules with decision-makers.</p>
	<p>7.5 Give reasons why it is important that plans and schedules for the following maintenance activities are agreed:</p> <ul style="list-style-type: none"> – planned maintenance activities – tendered works – responsive works – preventative maintenance work – cost estimated work – seasonal maintenance – traffic maintenance (signing, lighting and guarding) – emergency works – contingency plans.

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Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	05.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	40
Assessment Time	10