

# SKAC222 (SQA Unit Code - DD38 04)

## Carry out basic glazing and carpentry repairs



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### Overview

This unit is about carrying out basic repairs to windows, doors and carrying out other carpentry repairs. Manual and power operated tools are used. The purpose of the repair could be to:

1. repair single glazing
2. repair double sealed units
3. fit door furniture (such as mortise locks, rim locks, hinges, handles, door closers, casement stays and fasteners)
4. maintain wooden fixtures
5. maintain wooden fittings

The unit is divided into three parts. The first part describes the four things you have to do. These are:

1. use step ladders to gain access beyond hand reach height
1. replace broken glazing
2. fit door and window furniture
3. carry out basic carpentry maintenance

The second part describes the knowledge and understanding you must have.

The third part gives examples and explanations of some words we use in the unit.

This unit is for people who carry out basic glazing and carpentry repairs as part of their normal work duties.

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### Performance criteria

*You must be able to:*

#### **Use step ladders to gain access beyond hand reach height**

- P1 check that the step ladders are safe for use
- P2 label unsafe step ladders clearly to prevent them being used
- P3 report unsafe step ladders to the right person promptly
- P4 erect and secure step ladders correctly
- P5 position step ladders on a firm and level base
- P6 meet the relevant health and safety requirements when working with and from step ladders
- P7 return the step ladders to the right place after use and store them properly

*You must be able to:*

#### **Replace broken glazing**

- P8 use approved safe working practices throughout the repair
- P9 make the opening safe until the broken glazing is replaced
- P10 replace broken glazing at the earliest opportunity
- P11 get the right type and size of replacement glazing
- P12 remove, without damage to the frame, all broken glass, old bedding and fixings
- P13 fix replacement glazing, beddings and fixings correctly
- P14 leave the glazing, the frame and the immediate surrounding area clean and free from waste materials
- P15 dispose of all broken glass and other waste materials safely
- P16 report any broken glazing that you are not competent to replace to the relevant person

*You must be able to:*

#### **Fit door and window furniture**

- P17 use approved safe working practices throughout the repair
- P18 choose door and window furniture that is the most suitable in terms of appearance and use
- P19 prepare door and window surfaces correctly for the fitting of furniture
- P20 you fit the furniture correctly
- P21 you check that the newly fitted furniture is working properly

*You must be able to:*

#### **Carry out basic carpentry maintenance**

- P22 use approved safe working practices throughout maintenance
- P23 correctly identify the items that need maintenance and the maintenance that they need
- P24 choose the hand tools and equipment that are most appropriate for the maintenance that is needed
- P25 make sure that your maintenance does not have an adverse effect on

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- the finished appearance of the items
- P26 check that the items function properly following maintenance
- P27 report any carpentry maintenance requirements that you are not competent to undertake to the relevant person

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### Knowledge and understanding

*You need to know and understand:*

#### **For the whole unit**

- K1 why it is important to use approved safe working practices throughout, what these practices are and the possible consequences of failing to use them

*You need to know and understand:*

#### **Use step ladders to gain access beyond hand reach height**

- K2 the safety checks that you must carry out on step ladders before use and what might happen if you do not carry these out
- K3 what might happen if you do not label unsafe step ladders
- K4 why it is important to report unsafe step ladders promptly and who you should report these to
- K5 examples of work and working heights for which step ladders are suitable and unsuitable
- K6 how to erect and secure step ladders correctly and what might happen if you do not do this
- K7 why step ladders must be positioned on a firm and level base
- K8 what are the relevant health and safety requirements that you must meet when working with and from step ladders
- K9 the reasons why step ladders must be returned to the right place after use, and where this is

*You need to know and understand:*

#### **Replace broken glazing**

- K10 why it is important to make the opening safe until broken glazing can be replaced, and how this should be done
- K11 why it is important to replace broken glazing at the earliest opportunity
- K12 where, or from whom you can get details of the type and size of glazing required, and the possible consequences of getting incorrect glazing
- K13 methods of removing, without damage to the frame, broken glass, old bedding and fixings from different types of frames
- K14 how to fix replacement glazing, bedding and fixings correctly into the different types of frames repairs
- K15 why it is important to leave the work area clean and free from waste materials
- K16 how and where to dispose of broken glass and other waste materials safely

*You need to know and understand:*

#### **Fit door and window furniture**

- K17 the factors that need to be considered when choosing door and window furniture that is the most suitable in terms of appearance and use (e.g in keeping with the door/window style; security needs.)
- K18 how door and window surfaces should be prepared for the fitting of each

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of the stated items of door and window furniture

K19 how to fit the stated items of door and window furniture correctly

K20 why it is important to check that newly fitted furniture is working properly

*You need to know and understand:*

#### **Carry out basic carpentry maintenance**

K21 the hand tools and equipment that are appropriate for the different types of maintenance

K22 how to carry out maintenance in a way that does not have an adverse effect on the finished appearance of the items

K23 why it is important to check that items are functioning properly following maintenance

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### Additional Information

#### Scope/range related to performance criteria

1. **glazing**
  - 1.1. single
  - 1.2. double sealed unit
2. **frames**
  - 2.1. timber
  - 2.2. metal
  - 2.3. UPVC

Glazing must be undertaken so that the thickness of internal bedding material is approximately 3mm and is even in the rebated when glazing is complete. Internal or external bedding material must not encroach into sight lines.

3. **furniture**
  - 3.1. Mortise locks
  - 3.2. Rim locks
  - 3.3. Hinges
  - 3.4. Handles
  - 3.5. Door closers
  - 3.6. Casement stays and fasteners

Door and window furniture must be fixed so that:

1. they are positioned to within 4mm
2. they are fixed parallel/level to within 1mm
3. any recessed parts have no gaps exceeding 1mm

4. **maintenance**
  - 4.1. easing
  - 4.2. adjusting
  - 4.3. splicing
  - 4.4. fixing to walls

5. **hand tools and equipment**
  - 5.1. manually operated hand tools and equipment
  - 5.2. power operated hand tools and equipment

In relation to splicing and fixing to walls the following tolerances are to be applied:

1. spliced items are to have no gaps exceeding 1mm
2. items fixed to walls are to be level to +3mm/metre

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### Glossary

#### **Beddings**

For example, putty

#### **Door and window furniture**

Mortise locks, rim locks, hinges, handles door closers or casement stays and fasteners

#### **Frames**

Made of timber, metal or UPVC

#### **Glazing**

Single and double glazing

#### **Waste materials**

For example, broken glass, used putty

### Links to other NOS

This unit links closely with SKAOSC13 and SKAOSC221

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**Suite** Operational Services

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