

PROFFI314 (SQA Unit Code - FE54 04) Install and dress soft furnishings



Overview

This standard addresses the competence required to prepare for, install and dress the soft furnishings in their final location. This involves:

- 1 interpreting information
- 2 making the installation area ready for work
- 3 preparing the soft furnishings and associated components for assembly
- 4 ensuring all resources are ready for use

There is also a scope statement which defines the coverage of this standard.

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Performance criteria

Prepare the location for soft furnishing assembly

You must be able to:

- P1 confirm with the relevant people the **location**, schedule and sequence of the assembly work
- P2 obtain agreement to proceed before starting work
- P3 isolate the work area as much as possible from the rest of the **location**, protecting areas exposed to damage and/or debris
- P4 if necessary, ask the **customer** to remove vulnerable items from the work area and access routes to it
- P5 where appropriate, erect and install access equipment
- P6 prepare the work area correctly and safely ready to install soft furnishing
- P7 establish safe and secure storage areas for **resources** and **components** until needed
- P8 follow safe and effective working practices at all times
- P9 identify correctly any **problems** relating to the installation and deal with them in line with standard operating procedures
- P10 maintain effective communication with the **customer** in line with customer care procedures

Prepare and select tools, equipment and components for installation

You must be able to:

- P11 confirm that the **specifications**, equipment, **resources** and **components** are available
- P12 make sure that the correct quality and quantity of **components** and **resources** are taken to the **location**
- P13 confirm that all the specified tools and items of equipment are present and are in a safe working order
- P14 accurately identify any **problems** with **resources** and **components** and deal with them in line with standard operating procedures
- P15 carry out any **specified** preparatory work on **components** and materials correctly
- P16 follow safe and effective working practices at all times
- P17 lay out **resources** and **components** in a logical order for effective working
- P18 ensure that **resources** and **components** which are not for immediate use are stored safely
- P19 maintain effective communication with the **customer** in line with **customer** care procedures

Install and dress the soft furnishing

You must be able to:

- P20 confirm that the **specifications**, equipment, **resources** and **components** are available
- P21 follow the **specification** instructions accurately
- P22 install the soft furnishing using the appropriate method
- P23 confirm that the method used is appropriate
- P24 securely attach the soft furnishing using methods which will give the

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- required durability and appearance
- P25 make sure there are no loose ends or visible stitching
- P26 follow an efficient sequence when applying any trimmings
- P27 check that the finished soft furnishing conforms to the **specification**
- P28 follow safe and effective working practices at all times
- P29 lay out **resources** and **components** in a logical order for effective working
- P30 ensure that **resources** and **components** which are not for immediate use are stored safely
- P31 maintain effective communication with the **customer** in line with **customer** care procedures

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Knowledge and understanding

You need to know and understand:

Prepare the location for soft furnishing assembly

- K1 how to interpret work specifications including drawings
- K2 who to confirm work requirements with and why it is important to have all the required agreements before you begin
- K3 which areas of the location should be isolated and what are suitable protective coverings
- K4 what types of vulnerable object should be moved by the customer
- K5 why it is important to prepare the work area so that it is safe to work in for yourself and others
- K6 what your personal responsibilities are with regard to Health and safety issues whilst in location
- K7 when would it be necessary to set up storage areas and what are the safety and security issues to consider
- K8 what sort of problems can occur on location and how you should deal with them
- K9 how to provide information clearly to a customer, what type of information do customers require, and why it could be important to them

You need to know and understand:

Prepare and select tools, equipment and components for installation

- K10 how to read and interpret specifications use for soft furnishing installation
- K11 what sorts of resources are needed for soft furnishings assembly in a location and what preparation processes may be needed at the location
- K12 what different components need to be assembled in location, and what forms of preparation may be needed
- K13 what sorts of tools and equipment are typically needed
- K14 what sort of problems can occur and how should they be dealt with
- K15 what your personal responsibilities are towards health and safety when at location with regard to health and safety legislation
- K16 why it is good practice to ensure that resources and components are laid out in a logical order and that items that are not needed immediately are safely stored until use
- K17 how to provide information clearly to a customer, what type of information do customers require, and why it could be important to them

You need to know and understand:

Install and dress the soft furnishing

- K18 how to read and interpret specifications used for soft furnishing installation
- K19 how to read and interpret specifications for trimming and finishing soft furnishings
- K20 what types of resources are needed for soft furnishings assembly in a location

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- K21 what different methods of assembly are used and why
- K22 different methods of trimming and finishing soft furnishings
- K23 what sorts of tools and equipment are typically needed
- K24 what sort of problems can occur and how should they be dealt with
- K25 what your personal responsibilities are towards health and safety when at location
- K26 why it is good practice to ensure that resources and components are laid out in a logical order and that items that are not needed immediately are safely stored until use
- K27 how to provide information clearly to a customer, what type of information customers require, and why it could be important to them

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Additional Information

Scope

Customer

The customer for soft furnishings that are assembled in location may be an individual or an organisation.

Components

Components used in the installation of soft furnishings will differ according to the finished specification, but could include:

- 1 hidden hanging systems, including fixed systems, tracks, valance rails and corded rails
- 2 decorative hanging systems, including wooden, brass, and iron systems
- 3 pelmets, valances, tie-backs, holdbacks, ropes, tassels and other trimming/finishings

Location

The location is any interior within a property owned by the customer. It may be bare of other furniture and furnishings or furnished.

Problems

Problems may occur with any aspect of the materials, tools, equipment, components or the location. Solving them may require direct action by the individual carrying out the work, reference to a specification, authority within the organisation and/or action by the customer or a combination of all.

Resource

The resources covered by this unit address materials, tools and equipment.

- 1 Typical materials within soft furnishings assembly would include:
- 2 finishes and trimmings
- 3 adhesives
- 4 fixings
- 5 any other ancillary items needed to complete the specification

Typical tools and equipment within soft furnishing installation would include:

- 1 hand tools (e.g. hammer, screw driver etc)
- 2 soft furnisher equipment (e.g. scissors, pins, needles, thread etc)
- 3 battery powered tools (e.g. drill, screw driver etc)
- 4 electric powered tools and power cables, portable generators and transformers

Specification

The specification for the location assembly will have been agreed with the customer. It will typically detail:

the exact location within the customer's property where the soft furnishing is to be assembled and installed

the dimensions, construction and finishing of the soft furnishing resource requirements

It may be written and/or involve drawings and work lists.

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Suite Furniture; Furnishings and Interiors

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