

## Unit FM308 Prioritise and implement the maintenance of property, systems and services

(SQA Unit Code FG7H 04)

This unit is based on Construction Industry Council (unit E33)

This unit determines the planning and implementation of maintenance of hard FM assets, systems and services. It is designed to demonstrate competence in determining the quality and relevance of security provision against given criteria whilst setting the standard to:

- Plan and schedule the maintenance of property, systems and services
- Implement the maintenance of property, systems and services

### Performance Criteria

You must be able to do the following:

#### Prioritise and Schedule the Maintenance of Property, Systems and Services

1. Confirm operational objectives for the use and maintenance of property, systems and services. Scheduled and preventative, unscheduled and corrective and emergency maintenance are all included.
2. Identify, consult on and review all statutory and legal requirements, manufacturer's guidance notes and a client's own needs about the maintenance of property, systems and services.
3. Prioritise maintenance activities by assessing costs and benefits, life cycle costing and value engineering and accounting for other influencing factors.
4. Amend priorities to take account of a variety of changing circumstances whilst maintaining consistency with the influencing factors.
5. Prepare plans and schedules of maintenance activities and negotiate and agree them with decision makers.
6. Agree plans and schedules of maintenance activities which supports the operational objectives and priorities for property, systems and services use

#### Implement the Maintenance of Property, Systems and Services

7. Set up and carry out programmes of regular inspection and maintenance which will minimise property, systems and services deterioration and downtime and maintain their optimum performance
8. Define, clearly, who is authorised to use property, systems and services and monitoring usage regularly
9. Specify maintenance notification and recording systems, implement and monitor their use
10. Observe statutory requirements for the maintenance of property, systems and services
11. Conduct maintenance condition, performance and health and safety inspections to meet statutory testing, examination, inspection and certification requirements and maintain performance using safe working methods and practices
12. Identify and assess faults and problems and recommend and implement corrective action which conforms to safe working methods and practices
13. Keep accurate records of inspections, faults, problems and corrective action and the

costs involved

14. Identify, assess and maintain the necessary human, capital and recurrent resources for maintenance activities

Knowledge and Understanding for this unit

You must know and understand the following:

- a. how to confirm operational objectives for the use and maintenance of property, systems and services
- b. what to identify as influencing factors and all relevant information about the maintenance of property, systems and services
- c. how and why to review and consult on the influencing factors and all relevant information guidance material about the maintenance of property, systems and services
- d. how and why to prepare and negotiate plans and schedules of maintenance activities
- e. how and why to agree plans and schedules of maintenance activities with decision makers
- f. how and why to prioritise maintenance activities by assessing and accounting for all the influencing factors
- g. how to amend priorities to take account of changing circumstances and maintain consistency with the influencing factors
- h. how and why to specify maintenance, notification and recording systems
- i. how to implement and monitor use of maintenance, notification and recording systems
- j. how and why to set up programmes of regular inspection and maintenance which will minimize property, systems and services deterioration and downtime and maintain their optimum performance
- k. how to carry out programmes of regular inspection and maintenance which will minimise property, systems and services deterioration and downtime and maintain their optimum performance
- l. how and why to monitor usage of property, systems and services
- m. how and why to define who is authorised to use property, systems and services
- n. how to observe statutory requirements for the maintenance of property, systems and services
- o. how to conduct maintenance inspections to meet statutory requirements and maintain performance using safe working methods and practices
- p. what to identify as faults and problems
- q. how and why to assess faults and problems
- r. how to implement corrective action
- s. how to keep accurate records of inspections, faults, problems and corrective action and the costs involved
- t. how and why to recommend corrective action
- u. what to identify as the necessary resources for maintenance activities

- v. how to maintain the necessary resources for maintenance activities