

ASTPC212 - SQA Code HC8L 04

Carry out maintenance and minor repairs



Overview

This unit is about performing maintenance and minor repairs to items both within buildings and outside.

Carrying out such repairs and maintenance will involve the use of hand tools and equipment and working carefully to ensure that the area where the work has been carried out is still in keeping with the surrounding area. It is important that after repairs and maintenance have been carried out all items are functioning as they should.

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Performance criteria

- You must be able to:*
- P1 ensure conditions are suitable to carry out maintenance and repairs
 - P2 identify the items that need maintenance and repair and the work required
 - P3 choose the hand tools and equipment that are most appropriate for the maintenance and repair that is needed
 - P4 protect the immediate surrounding areas throughout the preparations and the work
 - P5 use the appropriate method to prepare damaged areas or surfaces for repairs
 - P6 use approved safe working practices throughout maintenance and repair, ensuring electrical supplies are safely isolated, where necessary
 - P7 use the right techniques for achieving maintenance and repairs and make sure that your work does not have an adverse effect on the finished appearance of the items and surrounding area
 - P8 when replacing items check that replacements function in the same manner and operate safely
 - P9 check that the area functions properly following maintenance and repair and that the appearance of the work area matches that of the immediate surrounding area, as far as is possible
 - P10 report to the relevant person any maintenance and repair requirements that you are not competent to carry out or any cleaning that is required
 - P11 clean tools thoroughly after use and return them and any unused materials to the right place

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Knowledge and understanding

You need to know and understand:

- K1 how weather and other site conditions (such as heat, snow, ice or mud) may influence the way you carry out your work
- K2 where maintenance and repair is required and how site conditions can affect your ability to carry out the work
- K3 the type of maintenance and repair that is required and its extent
- K4 the tools and equipment available for use and which are the most appropriate for the work
- K5 why it is important to protect the surrounding area and the most effective and appropriate method to do this
- K6 the necessary preparatory work to carry out before conducting repairs and why it is important that this is done
- K7 approved, safe working practices for carrying out the work
- K8 suitable techniques for carrying out maintenance and repairs to ensure the appearance of the items and surrounding area remains intact
- K9 the characteristics of items to be replaced and why it is important to retain them
- K10 how to check that the items function correctly when maintenance and repair is finished and why this should be done
- K11 reporting procedures for any maintenance and repair that you are not competent to carry out
- K12 the correct way to clean tools and equipment and why it is important to do this when you have finished using them
- K13 the correct place to store tools and equipment and any un-used materials

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	