

SKAD210 (3)

Supervise the maintenance of equipment and facilities



Overview

This unit is about making sure that equipment and facilities are properly checked and maintained. It also covers supervising major and minor repairs and improvements to equipment and facilities.

The unit is divided into two parts. The first part describes the two things you have to do.

1. supervise the maintenance of facilities and equipment in your area of responsibility
2. supervise repairs and improvements to facilities and equipment

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

This unit is for first line managers and sports development staff operating at this level.

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Performance criteria

You must be able to:

Supervise the maintenance of facilities and equipment in your area of responsibility

- P1 make sure staff in your area of responsibility understand and support agreed standards for the condition of equipment and facilities
- P2 make sure staff have the necessary resources and skills to monitor and maintain the condition of facilities and equipment
- P3 make sure the **checking and maintenance** of facilities and equipment follows the agreed schedule and health and safety requirements
- P4 carry out spot checks to make sure that facilities and equipment are up to agreed standards
- P5 encourage staff to report any problems with facilities and equipment when they occur
- P6 deal with **identified problems** according to agreed procedures
- P7 maintain records to do with **checking and maintenance** and store them in the correct location

You must be able to:

Supervise repairs and improvements to facilities and equipment

- P8 make sure there is a specification and plan for the **work** and these are agreed with the **people carrying out the work** and relevant colleagues
- P9 make arrangements which minimise disruption to normal and emergency operating plans and take account of possible contingencies
- P10 give relevant staff and users information about the **work** being carried out and any arrangements that affect them
- P11 put procedures in place to maintain the health and safety of staff and users when **work** is underway
- P12 monitor the **work** and provide support to make sure it meets the agreed specification and schedule
- P13 refer any problems beyond your level of responsibility to an appropriate colleague
- P14 check that **work** when completed meets the agreed specification
- P15 complete records of the **work** which has been done and store them in the correct location
- P16 update staff and users on the **work** that has been carried out

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Knowledge and understanding

You need to know and understand:

- K1 why it is important for facilities and equipment to be properly maintained
- K2 your organisation's standards for the condition of facilities and equipment in your area of responsibility
- K3 principles of the duty of care and legal requirements for the maintenance of facilities and equipment
- K4 why it is important for staff to understand and support agreed standards
- K5 equipment manufacturers' maintenance guidelines, as appropriate to your work
- K6 national guidelines relating to equipment and facilities, where appropriate to your work
- K7 the resources and training that staff need to maintain equipment and facilities to the agreed standards
- K8 the agreed maintenance schedule for equipment and facilities in your area of responsibility and why it is important to follow this
- K9 why it is important to carry out spot checks and how to do so
- K10 the types of problems that could occur with facilities and equipment in your area of responsibility and how to deal with these according to your level of responsibility
- K11 the maintenance records that need to be completed and why they are important
- K12 the different procedures you should follow when dealing with your own staff and with contractor staff
- K13 the procedures you should follow when removing equipment from use and why they are important
- K14 what should be in a specification and plan for work being undertaken and why these are important
- K15 why it is important to minimise disruption to normal and emergency operating plans and what factors you should consider
- K16 why it is important to identify and plan for possible contingencies and how to do so
- K17 why it is important to communicate with staff and users about work being carried out and the most effective ways of doing so
- K18 health and safety implications that you must consider when work is being done and how to minimise risks to staff and users
- K19 why it is important to monitor the work that is being done and how to do so without causing further problems
- K20 how to check that work is meeting the agreed specification and schedule and why this is important
- K21 the types of support that people carrying out the work may need and how to provide this
- K22 the types of problems that may occur when work is taking place, which

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types of problems you can deal with yourself and which you would need to report to someone else and who that person should be

K23 why it is important to keep records of work and how to do so

K24 why it is important to inform staff and users when work is complete and most effective ways of doing so

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Additional Information

Scope/range related to performance criteria

Supervise the maintenance of facilities and equipment in your area of responsibility

1. **checking and maintenance**
 - 1.1. by your own staff
 - 1.2. by contract staff

2. **identified problems**
 - 2.1. authorising repairs
 - 2.2. removing equipment/facilities from use and reporting the problem

Supervise repairs and improvements to facilities and equipment

3. **work**
 - 3.1. repairs/improvements to equipment
 - 3.2. repairs/improvements to facilities

4. **people carrying out the work**
 - 4.1. from your own organisation
 - 4.2. contractors

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