

Property Management – Specification of Competency Standards

Unit of Competency

Functional Area : Building Repair and Maintenance (Purchasing / Out-sourcing)

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| 1. Name | Purchase materials and support the process of repair and maintenance work by contractors according to instructions | |
| 2. Code | PMZZBM205A | |
| 3. Range | Purchasing and out-sourcing of building maintenance works of a building | |
| 4. Level | 2 | |
| 5. Credit | 1.5 | |
| 6. Competency | <u>Performance Requirement</u> | |
| | 6.1 Purchasing | <ul style="list-style-type: none">● Know how to follow instructions and prescribed procedures in purchasing materials for repair and maintenance● Know that purchase items need to be properly recorded● Can keep the tools / stock storage area neat and tidy |
| | 6.2 Out-sourcing | <ul style="list-style-type: none">● Can provide on-site support for out-sourced repair and maintenance works to facilitate undertaking by contractors |
| 7. Assessment Guidelines | The integral outcome requirements are: Can apply understanding on purchasing and repair and maintenance to assist in the purchase of material, keep records, and to support the actual construction works by the contractor | |
| 8. Remarks | | |