

**Property Management – Specification of Competency Standards**

**Unit of Competency**

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

1. Name	Check and accept materials upon delivery and follow up on repair and maintenance works of contractors	
2. Code	PMZZBM303A	
3. Range	Purchasing and out-sourcing of building maintenance works of common types of buildings, mainly on checking and accepting materials upon delivery, and to follow up on contractors' works	
4. Level	3	
5. Credit	3	
6. Competency	<u>Performance Requirement</u>	
	6.1 Purchasing	<ul style="list-style-type: none"><li>● Can check and accept materials upon delivery according to prescribed specifications</li><li>● Can properly stock up materials of appropriate specifications</li><li>● Can properly label materials that are not up to the required specifications and handle it separately</li></ul>
	6.2 Out-sourcing	<ul style="list-style-type: none"><li>● Can properly monitor the progress of the repair and maintenance works out-sourced to a contractor</li><li>● Can follow prescribed specifications and take initial steps in checking and accepting the repair and maintenance works completed by contractors</li></ul>
7. Assessment Guidelines	The integral outcome requirements are: Can integrate the knowledge in material and job specification in order to check, accept and keep stock of materials and follow up on out-sourced repair and maintenance works	
8. Remarks		