

Property Management – Specification of Competency Standards**Unit of Competency****Functional Area : Property Management Services for Owners,
Tenants and the Community (Pre-Management)**

1. Name	Carry out steps on pre-management works according to instructions	
2. Code	PMZZOS204A	
3. Range	Frontline operational duties on building handover/takeover and maintain records of acceptance after inspection during pre-management period	
4. Level	2	
5. Credit	1.5	
6. Competency	<u>Performance Requirement</u>	
	6.1 Know about handover procedures	<ul style="list-style-type: none"> ● Know well the handover items and procedures of a flat unit or a building block, which includes the facilities and appliances provided, and the inspection and handover records
	6.2 Carry out handover and inspection works	<ul style="list-style-type: none"> ● Can follow steps stipulated in the handover procedure to carry out handover works of a flat or a building, and maintain the order during handover ● Can assist owners / clients in recording inspection information and follow up on general enquiries ● Can arrange pre-management matters according to instructions, and to provide suggestions on operational needs
7. Assessment Guidelines	<p>The integral outcome requirements are:</p> <p>(i) Can interpret available information on building/ unit and handover items, and through training on some routine steps on handover operations, able to explain the handover items to owners in an organized manner</p> <p>(ii) Can understand the substance of inspection by owners / clients, and be able to follow up on progress on reinstatements and answering enquiries under supervision</p>	
8. Remarks		