

**(1) Mapping of UoCs for Building Attendant**

<b>QF Level</b>	<b>Job Title</b>	<b>Building Attendant</b>		
<b>1</b>	<b>Job Descriptions</b>	Perform basic security duties such as access control, visitor registration and patrolling, basic property management duties including daily customer service duties, report damages found during patrol, etc.		
		<b>Name of the Specification of Competency Standards, UoCs</b>	<b>Code</b>	<b>Credits</b>
		Carry out daily security operational works of a building development	PMZZEM101A	1.5
		Have knowledge on emergency situations	PMZZEM102A	1.5
		Know about fire prevention in a building	PMZZEM103A	1.5
		Report damages found within the watch boundary of a building	PMZZBM101A	1.5
		Know about the government departments and public services organizations in relation to property management	PMZZLW101A	1.5
		Carry out daily customer service and hospitality duties	PMZZHR103A	1
		Carry out daily property management duties in a safe manner	PMZZHR102A	1
		Complete tasks by cooperation among a property management team	PMZZHR101A	1
		<b>Total</b>		<b>10.5</b>
		<b><u>Proposed new areas for formulating new UoCs:</u></b>		
		➤ Post and replace notices regularly		