

UNIT CODE	SISXFAC009
UNIT TITLE	Coordinate facility maintenance
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to coordinate the maintenance of facility plant and equipment. <i>It requires the ability to schedule repairs and maintenance using overarching facility maintenance plans and equipment operational specifications as the basis. It covers skills for responding to unplanned events and monitoring, documenting and evaluating maintenance activities.</i></p> <p>This unit applies to any type of sport, fitness, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations. It can be applied to any type of facility, and to specific plant and equipment.</p> <p>It applies to senior technical and operational staff and managers who work independently or with limited guidance from others, taking responsibility for their own work functions and outputs.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Facility Management
UNIT SECTOR	Cross-Sector
ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine current maintenance requirements.	1.1 Consult facility maintenance plan to identify short and long term plans for maintaining the facility, plant and equipment. 1.2 Identify planned maintenance due for action and current priorities from fault and condition reports. 1.3 Identify periodic inspection and maintenance requirements for plant and other equipment from operational specifications.

2. Develop maintenance schedules.	<p>2.1 Integrate, into schedules, periodic, planned and current repair and maintenance requirements.</p> <p>2.2 Identify schedule of facility activities and events, and consult with appropriate personnel to coordinate maintenance with service requirements.</p> <p>2.3 Schedule maintenance work to minimise disruption to service operation.</p> <p>2.4 Document schedules and work plans according to organisational format requirements.</p> <p>2.5 Identify human, physical and other resource costs and obtain approval to proceed.</p>
3. Allocate work and distribute schedules.	<p>3.1 Distribute maintenance schedules to affected facility departments to allow for their service planning.</p> <p>3.2 Allocate maintenance tasks to internal personnel, and distribute schedules and workplans according to organisational procedures.</p> <p>3.3 Issue work orders to external specialist contractors according to organisational contractual arrangements.</p>
4. Respond to unplanned and emergency events.	<p>4.1 Review maintenance records regularly to identify fault and condition reports, and respond according to urgency.</p> <p>4.2 Respond to reports of unsafe and failed equipment promptly and inspect to determine cause, within scope of own skills.</p> <p>4.3 Remove or isolate unsafe and defective equipment and arrange repair.</p> <p>4.4 Manage isolation of plant according to operational and safety specifications.</p>
5. Monitor, document and evaluate maintenance activities.	<p>5.1 Monitor maintenance work in progress to ensure efficient completion and continuity of service operation.</p> <p>5.2 Record accurate details of all completed maintenance, activities, and file for effective access according to organisational procedures.</p> <p>5.3 Evaluate effectiveness of maintenance schedules against short and long term requirements, and note changes for future improvements.</p>
FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	<ul style="list-style-type: none"> ■ interpret detailed and potentially unfamiliar overarching organisational maintenance plans ■ interpret complex and potentially unfamiliar technical specifications for inspection and maintenance of diverse plant and equipment.
Writing skills to:	<ul style="list-style-type: none"> ■ develop comprehensive schedules and workplans in a format and style easily understood by a full range of workers.
Numeracy skills to:	<ul style="list-style-type: none"> ■ interpret, use and record temporal data, including minutes, hours, days and weeks.

Teamwork skills to:	<ul style="list-style-type: none"> pro-actively and cooperatively work with facility teams to schedule maintenance for continuity of service operation.
Self-management skills to:	<ul style="list-style-type: none"> critically analyse the characteristics and needs of the facility to develop tailored systematic schedules.
UNIT MAPPING INFORMATION	Supersedes and is not equivalent to SISCAQU005 Develop and implement aquatic facility maintenance procedures.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for SISXFAC009 Coordinate facility maintenance
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> develop and document two different maintenance schedules covering two different monthly periods for a sport, fitness, aquatic or recreation facility in each monthly schedule integrate: <ul style="list-style-type: none"> periodic inspection schedules for plant systems periodic inspection and maintenance schedules for facility equipment general maintenance of the facility and equipment develop and document one weekly schedule for the repair of faulty equipment identified in fault reports according to actual incidents or case studies: <ul style="list-style-type: none"> respond to two reports of unsafe or failed equipment, and determine repair needs respond to one request for plant isolation and advise on the procedures according to operational and safety specifications evaluate details of maintenance activities completed against a schedule, and determine how scheduling and activities could be improved.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ organisational procedures for distributing maintenance schedules, and recording completed maintenance ■ specific to the sport, fitness, aquatic or recreation environment, plant and equipment: <ul style="list-style-type: none"> ○ how maintenance activities can impact on service operations, and how maintenance and program teams can minimise disruption ○ key contents of facility maintenance plans and how these are used to identify and determine scheduling requirements for maintenance of plant and equipment ○ types of fault and condition reports completed by facility staff, and how repair and maintenance requirements are scheduled ○ types of plant systems, and: <ul style="list-style-type: none"> ● how to access operational specifications, and select information about periodic inspection and testing requirements ● types of inspections, maintenance and repairs completed in-house and types referred to specialist technicians ● situations requiring isolation of plant ● isolation and safety procedures and importance of following these ○ types of large and small equipment, and: <ul style="list-style-type: none"> ● how to access operational specifications, and select information on periodic maintenance requirements and guidelines ● types of inspections, maintenance and repairs completed in-house and types referred to specialist technicians ● how to effectively isolate equipment and facility areas to maintain the safety of staff and patrons ○ typical formats and inclusions of: <ul style="list-style-type: none"> ● periodic inspection schedules ● repair and maintenance schedules ● internal workplans for repair and maintenance tasks ● work orders to external contractors and importance of accuracy ● maintenance logs ● types of technology used to manage, schedule and keep records of maintenance.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in a sport, fitness, aquatic or recreation facility.</p> <p>Assessment must ensure use of:</p> <ul style="list-style-type: none"> ■ overarching facility maintenance plan ■ fault and condition reports for facility plant and equipment ■ operational specifications for facility plant and equipment ■ template: <ul style="list-style-type: none"> ○ maintenance schedules and workplans ○ logs used to record completed maintenance activities ■ organisational procedures for distributing maintenance schedules, and recording completed maintenance. <p>Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors.</p>

LINKS	Companion Volume Implementation Guide
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