

## Plan and monitor maintenance programmes

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### Overview

This standard is about the implementation, planning, scheduling and monitoring of maintenance programmes and ensuring that they comply with statutory and organisational requirements

This standard is for people working in the occupational area of site inspection and can be used by technicians, supervisors and managers

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### Performance criteria

You must be able to:

- P1 plan and schedule in accordance with agreed objectives for the **maintenance of property**
- P2 review **influencing factors** and guidance material about the **maintenance of property**
- P3 prioritise maintenance having regard to the **influencing factors**
- P4 prepare and verify plans and schedules of **maintenance** for implementation with **stakeholders**
- P5 monitor the programme and identify any specific **resource** and performance issues and recommend appropriate action
- P6 verify the compliance of **statutory requirements** for both planned preventative **maintenance** and emergency works
- P7 verify that accurate monitoring records are maintained and retained

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### Knowledge and understanding

You need to know and understand:

- K1 how and why to plan and schedule in accordance with agreed objectives for the **maintenance of property** (synthesis)
- K2 how and why to review **influencing factors** and **guidance material** about the **maintenance** of property (analysis)
- K3 how and why to prioritise **maintenance** having regard to the **influencing factors** (analysis)
- K4 how and why to prepare plans and schedules of **maintenance** for implementation (application)
- K5 how and why to verify plans and schedules of **maintenance** for implementation with **stakeholders** (evaluation)
- K6 how and why to monitor the programme and identify specific **resource** and performance issues (analysis)
- K7 how and why to recommend appropriate action (synthesis)
- K8 how to verify the compliance of **statutory requirements** for both planned preventative **maintenance** and emergency works (application)
- K9 how to verify that accurate monitoring records are maintained and retained (application)

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### Scope/range

#### **1 Maintenance:**

- 1.1 scheduled and preventative
- 1.2 unscheduled and reactive
- 1.3 emergency

#### **2 Property:**

- 2.1 structure
- 2.2 materials
- 2.3 finishes
- 2.4 fittings
- 2.5 services
- 2.6 external works
- 2.7 assets

#### **3 Influencing factors:**

- 3.1 ergonomics and logistics
- 3.2 contractual requirements
- 3.3 statutory requirements
- 3.4 health and safety requirements
- 3.5 resource allocation
- 3.6 operational requirements
- 3.7 environmental considerations
- 3.8 fair wear and tear/damage
- 3.9 heritage status

#### **4 Guidance material:**

- 4.1 owners' manuals
- 4.2 log books
- 4.3 maintenance schedules and manuals
- 4.4 practice guides and specifications
- 4.5 health and safety files
- 4.6 as built drawings

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### **5 Resources:**

- 5.1 materials
- 5.2 plant and equipment
- 5.3 finance
- 5.4 time
- 5.5 personnel

### **6 Stakeholders:**

- 6.1 clients
- 6.2 users
- 6.3 consultants
- 6.4 contractors
- 6.5 regulating authorities
- 6.6 manufacturers

### **7 Statutory requirements:**

- 7.1 testing
- 7.2 examination
- 7.3 inspection
- 7.4 certification
- 7.5 health and safety

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