



Australian Government

SISXFAC009 Coordinate facility maintenance

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate the maintenance of facility plant and equipment. 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.

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.

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.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Facility Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Determine current maintenance

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Consult facility maintenance plan to identify short and long term plans for maintaining the facility, plant and equipment.

- requirements.
- 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.
 - 2.1. Integrate, into schedules, periodic, planned and current repair and maintenance requirements.
 - 2.2. Identify schedule of facility activities and events, and consult with appropriate personnel to coordinate maintenance with service requirements.
 - 2.3. Schedule maintenance work to minimise disruption to service operation.
 - 2.4. Document schedules and work plans according to organisational format requirements.
 - 2.5. Identify human, physical and other resource costs and obtain approval to proceed.
 3. Allocate work and distribute schedules.
 - 3.1. Distribute maintenance schedules to affected facility departments to allow for their service planning.
 - 3.2. Allocate maintenance tasks to internal personnel, and distribute schedules and workplans according to organisational procedures.
 - 3.3. Issue work orders to external specialist contractors according to organisational contractual arrangements.
 4. Respond to unplanned and emergency events.
 - 4.1. Review maintenance records regularly to identify fault and condition reports, and respond according to urgency.
 - 4.2. Respond to reports of unsafe and failed equipment promptly and inspect to determine cause, within scope of own skills.
 - 4.3. Remove or isolate unsafe and defective equipment and arrange repair.
 - 4.4. Manage isolation of plant according to operational and safety specifications.
 5. Monitor, document and evaluate maintenance activities.
 - 5.1. Monitor maintenance work in progress to ensure efficient completion and continuity of service operation.
 - 5.2. Record accurate details of all completed maintenance, activities, and file for effective access according to organisational procedures.
 - 5.3. Evaluate effectiveness of maintenance schedules against short and long term requirements, and note changes for future improvements.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

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 guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b>