

Title	Conduct initial preparation of substrates for floorcoverings		
Level	3	Credits	12

Purpose	People credited with this unit standard are able to: confirm flooring job and specifications; assess job and select flooring materials and equipment; carry out the initial preparation of substrates; maintain a safe working environment; and complete job records.
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Classification	Construction Trades > Flooring
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Available grade	Achieved
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Guidance Information

- 1 Performance of the outcomes of this unit standard must comply with the following legislation and guides: The Building Act 2004; Health and Safety in Employment Act 1992, and its subsequent amendments; *A Guide to Health and Safety in Employment Act 1992 (2003 – 2nd edition)*, published by the Department of Labour and available at <http://www.osh.dol.govt.nz>.
- 2 *Workplace procedures* are all authorised instructions, processes and work practices carried out in the workshop, factory, shop and worksite.
- 3 It is anticipated substrates will be concrete and timber.

Outcomes and performance criteria

Outcome 1

Confirm flooring job and specifications.

Performance criteria

- 1.1 Job is confirmed to be consistent with job sheet in accordance with workplace procedures.

Range	includes but is not limited to – client name, location, access, area, environment.
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- 1.2 Job specifications are confirmed to be consistent with client's requirements and job sheet.

Outcome 2

Assess job and select flooring materials and equipment.

Performance criteria

- 2.1 Assessment includes drawing up a plan of work in accordance with workplace procedures.
- 2.2 Materials selected for the job are consistent with the assessment of the floor condition.
- Range includes but is not limited to – primers, sealers, resurfacing compounds, masking tape, sandpapers, moisture barriers, cleaning materials, filling compounds, pattern paper, nails, staples, disc cement.
- 2.3 Equipment selected is in accordance with the job specifications.
- Range includes but is not limited to – specialist flooring tools, fire extinguisher, saw horse, bench saw, mitre saw, measuring equipment, vacuum cleaner, air compressor, router, nail gun.

Outcome 3

Carry out the initial preparation of substrates.

Performance criteria

- 3.1 Floor area is cordoned off, and affected people are notified in accordance with workplace procedures.
- 3.2 Substrates are prepared for covering in accordance with manufacturers' specifications and workplace procedures.

Outcome 4

Maintain a safe working environment.

Performance criteria

- 4.1 Work practices are carried out without injury to people or damage to equipment, building, or plant, in accordance with workplace procedures.
- 4.2 Personal protective equipment for the task at hand is selected and worn in accordance with manufacturers' specifications.
- Range includes but is not limited to – earmuffs, safety glasses, gloves, mask, knee-pads.
- 4.3 Safety notices are distributed, and signs bearing notification of work are erected in accordance with workplace procedures.

- 4.4 Work area is kept clear of debris and unnecessary items in accordance with workplace procedures.

Outcome 5

Complete job records.

Performance criteria

- 5.1 Job sheets are completed in accordance with workplace procedures.
- 5.2 Records are stored in accordance with workplace procedures.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 September 2004	31 December 2012
Rollover and Revision	2	23 April 2007	31 December 2012
Review	3	18 February 2011	31 December 2023
Review	4	25 November 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference	0175
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.