

<b>Title</b>	<b>Prepare installation site for floorcoverings</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: confirm flooring job and specifications; prepare work area for installing floorcoverings; maintain a safe working environment; and complete job records.
----------------	---

<b>Classification</b>	Construction Trades > Flooring
-----------------------	--------------------------------

<b>Available grade</b>	Achieved
------------------------	----------

### 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 – 2<sup>nd</sup> edition), published by the Department of Labour and available at <https://www.worksafe.govt.nz/>.
- 2 *Workplace procedures* are all authorised instructions, processes and work practices carried out in the workshop, factory, shop and worksite.
- 3 Candidates will be expected to carry out the activities required in this unit standard under supervision or in a simulated situation.

### 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, floor area, environment.
-------	--
- 1.2 Job specifications are confirmed to be consistent with client's requirements and job sheet.

**Outcome 2**

Prepare work area for installing floorcoverings.

**Performance criteria**

- 2.1 Work area is cordoned off, and affected people are notified in accordance with workplace procedures.
- 2.2 Existing surface materials are identified in terms of composition and action to be taken in accordance with workplace procedures.
- 2.3 Existing fittings and fixtures are identified in terms of removal and/or protection.
- 2.4 Existing surface material is removed in accordance with workplace procedures.
- 2.5 Work area is prepared for floorcoverings in accordance with manufacturers' instructions and workplace procedures.

Range includes but is not limited to – removal of doors, removal of furniture, protecting food and pets, removing adjoining flooring edge strips, cleaning substrate floor surface, absence of foreign materials.

**Outcome 3**

Maintain a safe working environment.

**Performance criteria**

- 3.1 Work practices are carried out without injury to people, damage to equipment, building, or plant, in accordance with workplace procedures
- 3.2 Personal protective equipment for the task at hand is selected and worn in accordance with manufacturers' instructions.  
  
Range includes but is not limited to – earmuffs, safety glasses, gloves, mask, knee-pads.
- 3.3 Safety notices are distributed, and signs bearing notification of work are erected in accordance with workplace procedures.
- 3.4 Work area is kept clear of debris and unnecessary items in accordance with workplace procedures.

**Outcome 4**

Complete job records.

**Performance criteria**

- 4.1 Job sheets are completed in accordance with workplace procedures.

4.2 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 2023
Rollover and Revision	2	23 April 2007	31 December 2023
Review	3	25 November 2021	31 December 2023

<b>Consent and Moderation Requirements (CMR) reference</b>	0175
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.