

<b>Title</b>	<b>Operate, maintain, and clean the plant and equipment of a facility</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to: operate plant and equipment to meet user needs; clean, maintain, and monitor plant and equipment; and follow safe practices and procedures for the use and movement of equipment, and to meet the safety and information needs of users.
----------------	---

<b>Classification</b>	Recreation and Sport > Recreation and Sport - Management
-----------------------	--

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

---

### Guidance Information

- 1 All learning and assessment within this unit standard must be carried out in accordance with the following, as relevant to their role:
  - relevant legislation including Health and Safety at Work (HSW) Act 2015, Sport and Recreation New Zealand Act 2002, Resource Management Act 1991, Building Act 2014, Privacy Act 1993, and Human Rights Act 1993, Hazardous Substances and New Organisms Act 1996, and any subsequent amendments;
  - district plans, regional plans, Local Government bylaws;
  - industry codes, standards, and good practice guidelines including *Facility Management Manual*, 2015, New Zealand Recreation Association (NZRA) available via <https://www.nzrecreation.org.nz/Site/community/guidelines/facilities.aspx>;
  - organisational policies and procedures including Emergency Action Plans (EAPs), Standard Operating Procedures (SOPs), and the use of personal protective equipment (PPE).
  
- 2 For assessment purposes:
  - The candidate must be assessed while undertaking a facility operations role.
  - Evidence must be gathered over a period of time that enables reflection, evaluation and ongoing development within the role.
  
- 3 Definitions
 

*Facility* refers to a workplace where the candidate is working, or the workplace in which their training placement is occurring, and may include but is not limited to – a sport, recreation, exercise, event, or outdoor facility.

*Maintain* means to ensure operation on a functional day-to-day basis. It does not include repairs or scheduled maintenance undertaken by specialist personnel.

*Plant* refers to fixed mechanical or electrical property located within the facility.

*Plant and equipment* includes surrounding areas and spaces, and any storage requirements.

*Users* refer to internal and external customers.

---

## Outcomes and performance criteria

### Outcome 1

Operate plant and equipment to meet user needs.

#### Performance criteria

1.1 Operate plant to meet safety and operational requirements.

Range safety includes – emergency egress;  
safety may include but is not limited to – projections, moving parts, movement corridors, storage, securing of fixed racks and other fittings, visibility, floor surface;  
operational requirements may include but are not limited to – user comfort, sound isolation, personal space, user security, manufacturer instructions.

1.2 Operate equipment to meet safety and operational requirements.

Range operational requirements may include but are not limited to – supervision requirements, movement of equipment, grouping, sequencing, and orientation of equipment, manufacturer instructions.

1.3 Complete documentation related to day-to-day operation of plant and equipment.

Range includes documentation of – equipment movement in use, client treatment of portable equipment, addition or removal of equipment, in-situ repair, equipment condition and operation.

### Outcome 2

Clean, maintain, and monitor plant and equipment.

#### Performance criteria

2.1 Follow procedures and standards for cleaning equipment.

Range procedures – timing, sequencing, staffing, security arrangements;  
standards – safety, frequency, visible cleanliness, odour, impact on client use.

- 2.2 Follow systems and procedures for maintaining equipment.
- Range may include but is not limited to – preventative inspections, scheduled maintenance, signage, removal from use, reporting.
- 2.3 Monitor operation and condition of plant.
- Range may include but is not limited to – scheduled visual inspections additional plant needs, replacement needs.
- 2.4 Follow procedures for managing cleaning and maintenance supplies and equipment.
- Range procedures may include but are not limited to – maintaining inventory, purchasing procedures, safe storage, stocktaking.
- 2.5 Follow procedures that respond to staff feedback in relation to effective operation of plant and equipment.
- Range procedures may include but are not limited to – complaints handling, recording of feedback and action taken, reporting, signage.

### Outcome 3

Follow safe practices and procedures for the use and movement of equipment, and to meet the safety and information needs of users.

#### Performance criteria

- 3.1 Establish signage that gives instructions for safe use of equipment to meet HSW Act requirements and, where applicable, manufacturers’ instructions.
- Range safe proximity to equipment, adequate text, use of language, graphic representation, warning regarding unsafe use.
- 3.2 Follow procedures and techniques for moving equipment that satisfy manufacturers’ instructions.

<b>Planned review date</b>	31 December 2023
----------------------------	------------------

#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 April 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0099
--	------

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

---

**Comments on this unit standard**

Please contact Skills Active Aotearoa Limited [info@skillsactive.org.nz](mailto:info@skillsactive.org.nz) if you wish to suggest changes to the content of this unit standard.