

Title	Manage the assets of a facility		
Level	6	Credits	20

Purpose	People credited with this unit standard are able to: develop and implement asset management processes for a facility; establish and maintain space and plant layouts to meet user and facility needs; establish safe practices for the use and movement of plant and equipment; and manage the energy usage of a facility.
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Classification	Recreation and Sport > Recreation and Sport - Management
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Available grade	Achieved
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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 Act 2015 (HSW Act), 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 management role.
 - Evidence must be gathered over a period of time that enables reflection, evaluation and ongoing development within the role.

- 3 Definitions

Assets refer to building, plant, and equipment.

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.

Plant refers to fixed mechanical or electrical property located within the facility.
Users refer to internal and external customers.

4. Range

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

Outcomes and performance criteria

Outcome 1

Develop and implement asset management processes for a facility.

Performance criteria

1.1 Undertake an initial assessment of facility assets and develop an asset register.

Range may include but is not limited to – stock take of assets, condition of assets, value of assets, adequacy of insurance, currency of building warrant of fitness (WoF).

1.2 Develop and implement asset maintenance plans for a facility.

Range may include but is not limited to – schedule for regular maintenance (e.g. daily, weekly, quarterly), replacement plan, links to health and safety management, system for staff and user feedback, documentation, staff training.

1.3 Develop and implement asset development plans for a facility.

Range may include but is not limited to – improvements, additions or changes to buildings; plans for capital development; purchasing of new plant or equipment.

1.4 Evaluate the development and implementation of asset management processes.

Range evaluation in terms of – what was achieved, how much it cost, what work was identified, modifications for next time period.

Outcome 2

Establish and maintain space and plant layouts to meet user and facility needs.

Performance criteria

2.1 Establish space and plant layouts to meet comfort and safety requirements of users and facility, and complete related documentation.

Range comfort may include but is not limited to – sound isolation, visual protection, ventilation, personal space, user and staff security;

safety may include but is not limited to – projections, moving parts, access (use, cleaning, maintenance), movement corridors, securing of fixed racks and other fittings, sightlines, access, floor strength, floor surface, ceiling height, emergency egress; evidence relating to five examples of safety is required.

2.2 Establish space and plant layouts to meet access and usage needs of users within facility limitations and efficient operation of facility.

Range efficient operation relates to – layout, supervision requirements, movement of users in facility;
layout may include but is not limited to –passageways, positioning of open space, layout, supervision requirements, movement of users in facility.

2.3 Develop and document procedures for maintaining established plant layout.

Range procedures include but are not limited to –in-situ repair.

Outcome 3

Establish safe practices for the use and movement of plant and equipment.

Performance criteria

3.1 Establish procedures for signage for safe use of plant and equipment to meet HSW Act requirements and, where applicable, manufacturers’ instructions, that matches users’ needs for information.

Range proximity to equipment, adequate text, appropriate use of language, graphic representation of safe use, warning regarding unsafe use.

3.2 Establish procedures and techniques for moving equipment that satisfy HSW Act requirements and, where applicable, manufacturers’ instructions, and meet safety needs of staff and users involved.

Outcome 4

Manage the energy usage of a facility.

Performance criteria

4.1 Analyse the energy usage patterns of the facility over an extended period.

4.2 Establish and manage energy efficient practices for the facility.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

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

Consent and Moderation Requirements (CMR) reference

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 if you wish to suggest changes to the content of this unit standard.