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| Title: | **Introduction to managing and maintaining property and assets** |
| Level: | **3** |
| Credit value: | **3** |
| Unit guided learning hours | **14** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand the estate management function
 | 1.11.21.31.4 | Describe the property portfolio of own organisationExplain the benefits and disadvantages of being a tenant and an owner-occupierDescribe the basics of property lawDescribe the purpose of having a property asset register |
| 1. Understand premises and building services maintenance
 | 2.12.22.32.42.52.62.7 | List the building services and fabric components within own organisation’s estateExplain the purpose of a building fixed asset registerList the ongoing maintenance activities that are carried outIdentify the resources they or others may need for one of these typical maintenance tasksDescribe the types of maintenance regimesExplain what factors you should consider when developing maintenance plans and schedulesExplain how computerised maintenance management systems can enhance performance of recording and scheduling maintenance activities |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop knowledge and understanding of managing and maintaining property and assets. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Facilities Management 2008 NOS: FM308 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Asset Skills |
| Equivalencies agreed for the unit (if required) | M3.38 - Introduction to managing and maintaining property and assets |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Range of buildings, owned or leased, whether the portfolio meets the business requirements
* The benefits and disadvantages of being a tenant and an owner-occupier (for example behaviour, costs, duties, responsibilities, flexibility)
* Basics of property law (landlord and tenant act, occupiers liability, defective premises, key lease terms, planning)
* Purpose of having a property register (for example types of buildings, location, size, rent, covenants)
* Companies Act 2006 - as amended (acquisitions and disposals, property transfers,
* charges over properties
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| 2 | * The property management plan
* Building surveys and inspections to identify assets and their condition (dilapidations, property defects, asbestos surveys)
* Types of building services mechanical and engineering (for example lifts, power supply, lighting, heating, air conditioning)
* Types of fabric components (for example walls, roofs, car-park surfaces, windows, partitioning, stairs)
* Purpose of a building fixed asset register (identifies and tracks location, ownership, warranty, cost, depreciation etc)
* Ongoing maintenance activities and their prioritisation (include resources for activities)
* Types of maintenance regimes (planned preventative maintenance (PPM), reactive maintenance, condition based etc)
* Factors to consider when developing maintenance plans and schedules (labour, skills, materials, access, legislation, location, environment, minimising downtime and deterioration, optimising performance)
* Benefits of a CMMS - computerised maintenance management systems (for example personal digital assistants (PDAs), radio frequency identification devices (RFIDs), bar coding, CAFM)
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