

Property Management – Specification of Competency Standards**Unit of Competency****Functional Area : Facility Management
(Club House, Cultural and Recreational Facility)**

1. Name	Manage club house, cultural and recreational facility		
2. Code	PMZZFM401A		
3. Range	Management work in common types of club houses and cultural recreational facilities, mainly on the procurement of facilities, monitoring of suppliers and contractors, and replacement of facilities		
4. Level	4		
5. Credit	6		
6. Competency	<u>Performance Requirement</u>		
	6.1 Knowledge on procurement of facilities	<ul style="list-style-type: none">● Master the codes of practices on procurement in the Building Management Ordinance and in other relevant legislations	
	6.2 Facilities tendering and its monitoring	<ul style="list-style-type: none">● Able to follow prescribed procedures in the arrangements of seeking quotations or tendering on procurements and maintenance works of club house, cultural and recreational facilities● Able to effectively monitor suppliers and maintenance contractors of facilities● Able to effectively monitor the use, inspection and maintenance of club house, cultural and recreational facilities by relevant personnel in accordance with legislations and technical standards	
	6.3 Replacement of facilities	<ul style="list-style-type: none">● Submit improvement and replacement plans on the overall provision of facilities	
7. Assessment Guidelines	The integral outcome requirements are: (i) Able to arrange and master the procedures in quotation seeking or tendering procedures on procurement and maintenance of facilities (ii) Able to supervise and coordinate on works of contractors and suppliers, including installation, inspections, maintenance and repair works, etc. (iii) Able to give improvement suggestions on facilities and submit replacement proposals		
8. Remarks			