

# Nepal Industrial and Business Sector (नेपाल औद्योगिक तथा व्यावसायिक क्षेत्र ) **Occupational Standard (OS)** Of **Hotel Maintenance Technician Level-2**



In jointly implemented by



## **Occupational classification linkage with NSCO**

**Occupational Title: Hotel Maintenance Technician**

**Level: 2**

**Sector: Tourism**

**Sub – Sector: Hotel**

**OS ID No: TR-001-078**

**Major Group: 5**

**Sub-major Group: 51**

**Minor Group: 515**

**Unit Group: 5153**

**Occupation Specific Employers Panel:**

S.N.	Name	Designation	Organization
1.	Mr. Harihar Shrestha	Head of Engineering Department	Hotel Grand, Kathmandu
2.	Mr. Narayan Poudel	Director of Human Resources	The Everest Hotel, Kathmandu
3.	Mr. Dil Bahadur Rijal	Founder Director	Kathmandu Garden Home
4.	Mr. Shankar Bhandari	Proprietor	President Hotel, Kathmandu
5.	Mr. Prem Kantha Shrestha	Managing Director	Dhulikhel Lodge Resourt, Kavre
6.	Mr. Bir Manjan Batala	Proprietor	Bhawana Hotel, Tikapur, Kailali
7.	Mr. Toyanath Poudel	Operation Manager	Atithi Resort, Pokhara
8.	Mr. Samyam Shrestha	Proprietor	Hotel Swagatam, Biratnagar
9.	Mr. Binod Joshi	Managing Director	Rato Gurans Hotel and Resort, Dadeldhura
10.	Mr. Dinesh Kumar Chuke	Chair Person	Hotel Gongotri Plaza, Chitwan
11.	Mr. Santosh Upriti	Proprietor	Hotel View Tower, Nuwakot
12.	Mr. Suresh Maharjan	Engineering Manager	Chandragiri Hills Resort, Ktm

**Expert Workers Panel:**

S.N.	Name	Designation	Organization
1.	Mr. Ram Prasad Adhikari	Hotel Maintenance Technician	Freelancer, Chitwan
2.	Mr. Ram Chandra Chaudhary	Hotel Maintenance Technician	Hotel Valley View, Surkhet
3.	Mr. Nirodh Bhattarai	Gas Appliances Technician	Classic Kitchen, Kathmandu
4.	Mr. Aagya Kumar Dallakoti	Hotel Maintenance Technician,	Aatithi Resort, Pokhara
5.	Mr. Ishwor Silwal	Hotel Maintenance Technician	Hotel Grand, Kathmandu
6.	Mr. Ram Kumar Banjara	Hotel Maintenance Technician	Airport Hotel, Kathmandu
7.	Mr. Suraj Gurung	Hotel Maintenance Technician	Kuti Resort, Pokhara
8.	Mr. Ram Niwas	Hotel Maintenance Technician	Swostik Hotel Lagan, Kathmandu
9.	Mr. Krishna Padhya	A/C Maintenance Technician	Freelancer, Chitwan
10.	Mr. Birendra Shrestha	Hotel Maintenance Technician	Hotel Annapurna, Kathmandu
11.	Mr. Bal Krishna Sadhula	Hotel Maintenance Technician	Kathmandu Garden Home
12.	Mr. Sunny Kumar Danwar	Hotel Maintenance Technician	Hotel Mulberry, Kathmandu

**OS Development Workshop Facilitated by:**

S.N.	Name	Designation	Organization
1.	Mr. Tararaj Luitel	Facilitator	Freelancer
2.	Mr. Ajit Ranabhat	Co-facilitator/Recorder	Freelancer

**OS Reviewed by ELMS Tourism Sector Working Group:**

S.N.	Name	Designation	Representation (Organization)
1.	Ms. Sarita Lama	General Secretary	FNCCI (TAAN)
2.	Ms. Pampha Devi Dhamala	National Council Member & Chair of Tourism Committee	CNI
3.	Ms. Roshani Upadhyaya	Sr. Vice President CWEC	FNCSI
4.	Mr. Youbraj Shrestha	Executive Member	HAN
5.	Mr. Prabesh Aryal	Sector Expert	ELMS

**OS Verified by ELMS Technical Advisory Committee:**

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Kul Bahadur Phadera	Under secretary	MoEST
3.	Mr. Pravat Uprety	Associate Prof.	TU
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sarada Ghimire	Dy. Director	CTEVT, Curriculum Div.
6.	Mr. Keshab Ghimire	Dy. Director	CTEVT, NSTB

**OS Recommended by ELMS Coordination Committee:**

S.N.	Name	Designation	Organization
1.	Mr. Rabin Kumar Shrestha	Focal Person/Ex EC member	FNCCI
2.	Mr. Sumit Kumar Kedia	Executive committee member	FNCCI
3.	Mr. Birendra Raj Pandey	Vice –president	CNI
4.	Mr. Megh Nath Neupane	Senior – Consultant	CNI
5.	Ms. Shobha Gurung	Vice president	FNCSI
6.	Mr. Mohan Katuwal	Vice president	FNCSI
7.	Mr. Binayak Shah	Senior-vice president	HAN
8.	Mr. Sajan Shakya	Secretary General	HAN

9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

#### OS Approved by ELMS Board:

S.N.	Name	Designation	Organization
11.	Mr. Shekhar Golchha	President	FNCCI
12.	Mr. Vishnu Kumar Agarwal	President	CNI
13.	Mr. Shyam Prasad Giri	President	FNCSI
14.	Ms. Srijana Rana	President	HAN
15.	Mr. Rabi Singh	President	FCAN
16.	Mr. Chandra Kanta Adhikari	Member Secretary	ELMS

#### Occupational description:

Hotel Maintenance Technician is a multi-task skilled technician. He / She keeps all equipment in good repair with a minimum of downtime by providing day to day maintenance of the large, medium, small hotels, homestays, resorts, family run lodges. Carryout overall basic regular maintenance work i.e. electrical, electronics, plumbing, carpentry, air-conditioning, gas appliances, hotel appliances, mason and painting on a timely basis by following hotels standard operating procedures. To minimize and mitigate the common hotel maintenance related problems facing by small and medium hotels, homestays, family running hotels and resorts to recruit maintenance workers in all disciplines is impractical and costlier which cannot be afforded by small and medium sized hotels. Hence, having multi skill maintenance technician in hotels sector is highly felt needs of the employers to reduce the maintenance cost and to get prompt service.

The occupation Hotel Maintenance Technician Level-2 (Foreman level) describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment. Further, the performer has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to operate machines and supervises assistant worker and labour in the team. Nepal's industrial & business sector expects Individual reserving set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

#### Occupational and environmental safety:

The occupation is mostly concentrated on electrical, plumbing, air-conditioning, refrigeration, mason, painting, and carpentry and gas appliances. There is high chance of occupational hazards like electrical shock, injuries caused by sharp tools equipment, chemical hazards of batteries, chlorofluorocarbon of refrigerator and other HVAC equipment, different toxic chemicals of paints, fire hazards of LPG gas are major occupational hazards that has to be dealt by the hotel maintenance technician. Further, the proper disposal of junk and waste materials are also prime importance to reduce occupational and environmental hazards.

#### Minimum job entry requirement:

As per the labour law the Nepalese citizen aged 18 years and above and competent as per this occupation standards are eligible to enter in this occupation. To cope the required knowledge and tasks performance standard of this occupation secondary education graduates or equivalent qualification are recommended to enter in any skill and knowledge impartation courses.

#### Worker's traits:

The desired workers traits are mentally and physically fit and strong, creative, presentable, having good sense of humor, disciplined and positive attitudes, good and quick decision maker, prompt responsive to the assignment, good team players, high level of passionate, courteous, can be enjoyed to work with tools, equipment machineries and new technology, blue-collar environment and friendly behaviors, good interpersonal skills and exhibiting strong organizational loyalty.

#### Occupational career path:

- **Above the Position-** Senior Hotel Maintenance Technician: Level-3

- **Current Position-** Hotel Maintenance Technician: Level-2 (Foreman level)
- **Below the Position-** Assistant Hotel Maintenance Technician: Level-1

**Abbreviation used:**

Task Level	Rating number and their meaning
Significance	: 1-Least important; 2-Important; 3-Highly important
Ease	: 1-Least easy (hard to do); 2-Moderately easy; 3-Easy to do
Occurrence	: 1-Rearly occurred; 2-Moderately occurred; 3-Frequently occurred

N/A	: Not Applicable
OS	: Occupation Standard
FNCCI	: Federation of Nepalese Chambers of Commerce & Industry
CNI	: Confederation of Nepalese Industries
FNCSI	: Federation of Nepalese Cottage & Small Industries
FCAN	: Federation of Construction Association Nepal
HAN	: Hotel Association Nepal
ELMS	: Employers Led Market Secretariat
SWG	: Sector Working Group
TAC	: Technical Advisory Committee
SOP	: Standard Operating Procedure
KU	: Kathmandu University
MoEST	: Ministry of Education, Science & Technology
TU	: Tribhuvan University
CBS	: Central Bureau of Statistics
CTEVT	: Council of Technical Education and Vocational Training
NSTB	: National Skill Testing Board
Div	: Division
PPE	: Personal Protective Equipment
GI	: Galvanized Iron
MCB	: Main Circuit Breaker
MCCB	: Molded Case Circuit Breaker
AC	: Air Condition
LPG	: Liquid Premium Gas
TV	: Television
CCTV	: Close Circuit Television
CCC	: Close Circuit Camera

**List of duties and tasks of the occupation:**

S.N .	Duty statements	Task Number.	Task statements
1.	Demonstrate positive attitudes	1.	Manage time
		2.	Exhibit empathy
		3.	Adopt work ethics of the occupation
		4.	Respond assignment
		5.	Receive / give feedback and feed forward
2.	Exhibit interpersonal skills	6.	Listen others
		7.	Communicate with others
		8.	Coordinate with others
		9.	Perform net-working
3.	Demonstrate occupational leadership	10.	Exhibit behavior of team player
		11.	Make decision
		12.	Solve problem
		13.	Take responsibility and accountability
		14.	Develop work plan of Hotel Maintenance Technician
S.N .	Duty statements	Task number	Task statements
4.	Perform basic electrical maintenance works	15.	Change electric bulb
		16.	Repair bulb holder
		17.	Change bulb holder
		18.	Repair faulty switch
		19.	Change switch
		20.	Repair power socket
		21.	Change power socket
		22.	Change MCB
		23.	Change power supply wires
5.	Perform basic electrical appliances maintenance works	24.	Change battery of safe deposit box

6.	Perform plumbing maintenance works	25.	Re-set security code of safe deposit box
		26.	Clean A/C filter
		27.	Install TV in the room
		28.	Connect TV set up box
		29.	Replace telephone set
		30.	Set multimedia
		31.	Replace capacitor of fan
		32.	Replace electric/exhaust fan
		33.	Replace dimmer of electric fan
		34.	Repair hand dryer
		35.	Repair electric door lock
		36.	Repair magnetic door lock
		37.	Clean water tap nozzle / spindle / commode spray
		38.	Clean diverter spindle of commode flush tank
		39.	Change tap spindle
		40.	Clean multi-tap drainage system
		41.	Change commode seat set
		42.	Change commode spray washer
		43.	Change diverter set of commode tank
		44.	Fix commode spray/ toilet paper holder/ towel hanger/ soap case
		45.	Change bath-tub water stopper
		46.	Replace bathroom mirror
		47.	Repair leakage pipe
		48.	Repair bath-tub
7.	Repair gas related appliances	49.	Install LPG stove
		50.	Change LPG regulator
		51.	Change LPG gas pipe



		52.	Clean gas-oven burner
	Basic mason maintenance works	53.	Replace floor tiles
8.		54.	Repair floor tiles
		55.	Repair damage/ crack wall
		56.	Repair damaged/broken wall
9.	Perform basic painting	57.	Polish furniture (Chapra polish)
		58.	Perform touch-up painting
		59.	Set up computer & peripherals
10.	Routine checkup and repair	60.	Replace router-jack
		61.	Repair CC camera adopter
		62.	Replace remote control batteries
		63.	Perform routine checkup/maintenance of equipment
		64.	Maintain water level & quality
11.	Keep records	65.	Record maintenance activities
		66.	Keep record of tools/equipment/materials
		67.	Keep record of handover & takeover of duty
		68.	Maintain daily consumption logbook
		69.	Handover & takeover of duty

## Task Competency Standard

### Soft Skills Area:

<b>Task number:</b>	<b>1</b>		
<b>Task statement:</b>	<b>Manage time</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Regular duty hours and work plan</li> </ul> <b>Task:</b> Manage time <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Exhibited punctuality;</li> <li>Task completed within the given time frame;</li> <li>Task performed as per the given work plan.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Importance of time management;</li> <li>Work priority and rescheduling as per the urgency;</li> <li>Points to be consider while managing time during duty hours.</li> </ul>		

<b>Task number:</b>	<b>2</b>		
<b>Task statement:</b>	<b>Exhibit empathy</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	1
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any incident (Problems, awkward situation or unusual situation) of customer or team members</li> </ul> <b>Task:</b> Exhibit empathy <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Expressed feelings (body language, gesture, posture, facial expression) as per the given incident during the performance;</li> <li>Acted accordingly as per the feelings.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance empathy;</li> <li>Different situation of empathy exhibition;</li> <li>Points to be consider while exhibiting empathy.</li> </ul>		

<b>Task number:</b>	<b>3</b>		
<b>Task statement:</b>	<b>Adopt work ethics of the occupation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Occupational ethics and Code of conduct of organization;</li> <li>Standard operating procedure (SOP).</li> </ul> <b>Task:</b> Adopt work ethics of the occupation <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Given occupational ethics and organizational code of conduct is followed;</li> <li>SOP is followed;</li> <li>Performer is satisfied and motivated in the occupation.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance work ethics;</li> </ul>		

	<ul style="list-style-type: none"> <li>Occupational work ethics;</li> <li>Code of conducts of organization or SOP.</li> </ul>
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<b>Task number:</b>	<b>4</b>		
<b>Task statement:</b>	<b>Respond assignment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any assignment or task order</li> </ul> <b>Task:</b> Respond assignment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Prompt response is exhibited;</li> <li>Assignment noted;</li> <li>Assignment completed within the agreed time.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Importance of timely response;</li> <li>Time requirement any assignment;</li> <li>Manner of interaction with others;</li> <li>Types of work and urgency.</li> </ul>		

<b>Task number:</b>	<b>5</b>		
<b>Task statement:</b>	<b>Receive / give feedback and feed forward</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any assignment or task order</li> </ul> <b>Task:</b> Receive / give feedback and feed forward <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer listen actively;</li> <li>Noted feed forward and feedback;</li> <li>Firstly given positive feedback objectively;</li> <li>Secondly given developmental feedback objectively;</li> <li>Digestible amount of feedback is considered.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of feed forward and feedback;</li> <li>Types of feedback;</li> <li>Techniques of receiving and giving feed forward and feedback.</li> </ul>		

<b>Task number:</b>	<b>6</b>		
<b>Task statement:</b>	<b>Listen others</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3

<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Customer or team member is complaining / reporting</li> </ul> <b>Task:</b> Listen others <b>Time:</b> NA <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer listen actively;</li> <li>Nodded the head during listening;</li> <li>Asked for clarification;</li> <li>Noted the complaint or reporting;</li> <li>Reporter or complainer is satisfied with his/her listening attitude.</li> </ul>
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Importance of active listening;</li> <li>Differences between active listening and hearing;</li> <li>Techniques of active listening.</li> </ul>

<b>Task number:</b>	<b>7</b>		
<b>Task statement:</b>	<b>Communicate with others</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Information to be communicated;</li> <li>Relevant audience.</li> </ul> <b>Task:</b> Communicate with others <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Clear and audible voice is listen;</li> <li>Communicated with pleasant vocal;</li> <li>Natural visual expressions are exhibited during the communication;</li> <li>Information shared is concise and complete.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of effective communication;</li> <li>Effective communication model;</li> <li>Types of communication;</li> <li>Means of communication;</li> <li>Techniques of effective communication.</li> </ul>		

<b>Task number:</b>	<b>8</b>		
<b>Task statement:</b>	<b>Coordinate with others</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Agenda or issue or information to be coordinated;</li> <li>Team members or relevant stakeholders;</li> <li>Means of coordination.</li> </ul> <b>Task:</b> Coordinate with others <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Coordination is done per the given agenda, issues or information to be shared;</li> <li>Coordination is done per the target receivers;</li> <li>Coordination is done per the given means of coordination.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance coordination;</li> <li>Means of coordination;</li> </ul>		

	<ul style="list-style-type: none"> <li>Techniques of effective coordination.</li> </ul>
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<b>Task number:</b>	<b>9</b>		
<b>Task statement:</b>	<b>Perform net-working</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assignment;</li> <li>Job description.</li> </ul> <b>Task:</b> Perform net-working <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Service delivery met the standard of the organization;</li> <li>Additional service procurement is found easily.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of networking;</li> <li>Means of networking;</li> <li>Techniques of effective networking.</li> </ul>		
<b>Task number:</b>	<b>10</b>		
<b>Task statement:</b>	<b>Exhibit behavior of team player</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assignment;</li> <li>Working team.</li> </ul> <b>Task:</b> Exhibit behavior of team player <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Team members are encouraged;</li> <li>Taken collective ownership;</li> <li>Possessed cooperative and assertiveness;</li> <li>Taken responsibility and accountability.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of team work;</li> <li>Characteristics of good team player;</li> <li>Phases of team formation;</li> <li>Tips of effective team work.</li> </ul>		

<b>Task number:</b>	<b>11</b>		
<b>Task statement:</b>	<b>Make decision</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any assignment with possible unusual situation during the process;</li> <li>Problem or case and time frame.</li> </ul> <b>Task:</b> Make decision <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Decision taken within given time frame;</li> <li>Desired result achieved;</li> <li>Decision considered efficient use of time, money and resources.</li> </ul>		

<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of decision making;</li> <li>• Simple decision making process.</li> </ul>
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<b>Task number:</b>	<b>12</b>		
<b>Task statement:</b>	<b>Solve problem</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any problem or case and time frame</li> </ul> <b>Task:</b> Solve problem <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Problems are solved in given time frame;</li> <li>• Desired result is achieved;</li> <li>• Considered the efficient use of time, money and resources.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of problem solving;</li> <li>• List of potential problems in the occupation (Hotel Maintenance Technician);</li> <li>• General problem solving techniques.</li> </ul>		

<b>Task number:</b>	<b>13</b>		
<b>Task statement:</b>	<b>Take responsibility and accountability</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Assignment;</li> <li>• Job description.</li> </ul> <b>Task:</b> Take responsibility and accountability <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Exhibited dedication to the assignment;</li> <li>• Attempted to complete the assignment as per the set standard;</li> <li>• Taken ownership of results.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning of responsibility and accountability;</li> <li>• Importance of responsibility and accountability for Hotel Maintenance Technician.</li> </ul>		

<b>Task number:</b>	<b>14</b>		
<b>Task statement:</b>	<b>Develop work plan of Hotel Maintenance Technician</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• List of tasks and their priority order;</li> <li>• Planning forms and format;</li> <li>• Job description.</li> </ul> <b>Task:</b> Develop work plan of Hotel Maintenance Technician <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Plan is developed as per the given tasks;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Planning is done in given forms and format;</li> <li>• Tasks are planned based on priority order or sequence;</li> <li>• Considered efficient use of resources (time, money, and people).</li> </ul>
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning of planning;</li> <li>• Importance of planning;</li> <li>• Different planning tools;</li> <li>• Points to be considered while planning.</li> </ul>

Core Skills Area			
<b>Task number::</b>	<b>15</b>		
<b>Task statement:</b>	<b>Change electric bulb</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site or location (where to be changed);</li> <li>• Burnt bulb.</li> </ul> <b>Task:</b> Change electric bulb <b>Time:</b> 5 Minutes /bulb. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• When switched on bulb glows;</li> <li>• Working area is clean;</li> <li>• Working area is free from any damage.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Points to be consider while changing electric bulb;</li> <li>• Different types of holders and bulbs.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Switch of while replacing burnt bulb;</li> <li>• Apply safety ladder while replacing bulb.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• New bulb;</li> <li>• Screw driver;</li> <li>• Ladder, safety gloves.</li> </ul>		

<b>Task number:</b>	<b>16</b>		
<b>Task statement</b>	<b>Repair bulb holder</b>		
<b>Level of Task</b>	Significance	Ease	Occurence
	2	3	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any site that needs bulb repair;</li> <li>• Faulty bulb holder.</li> </ul> <b>Task:</b> Repair bulb holder <b>Time:</b> 30 Minutes /holder. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Alignment of holder is adjusted with in the bulb cover;</li> <li>• Phase connection is as per the electric pole;</li> <li>• Holder is in working condition while testing.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Types of holders, electric poles found in bulb,</li> <li>• Electric circuit;</li> <li>• Points to be considered while repairing bulb holder;</li> <li>• Safety points.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Apply safety ladder;</li> <li>• Cut electric circuit while working.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Ladder;</li> <li>• Faulty bulb holder;</li> <li>• Screw driver, tester;</li> <li>• Multi-meter, and bulb.</li> </ul>		



<b>Task number:</b>	<b>17</b>		
<b>Task statement</b>	<b>Change bulb holder</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any site needs to be change bulb holder;</li> <li>Damaged bulb holder.</li> </ul> <b>Task:</b> Change bulb holder <b>Time:</b> 15 Minutes /holder <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Alignment of holder is adjusted with in the bulb cover;</li> <li>Phase connection is as per the electric pole;</li> <li>Holder is working while testing;</li> <li>Overall observation of setting is normal.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Reasons of changing bulb holder;</li> <li>Different electric phases,</li> <li>Neutral, electric poles.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Use safety gloves while working;</li> <li>Power supply should be switched off prior to change of power socket.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Screw driver;</li> <li>Wire-scraper, ladder;</li> <li>Insulation tape;</li> <li>New bulb holder.</li> </ul>		

<b>Task number:</b>	<b>18</b>		
<b>Task statement</b>	<b>Repair faulty switch</b>		
<b>Level of Task</b>	Significance	Ease	Occurence
	2	2	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site that needs to be repaired;</li> <li>Faulty switch.</li> </ul> <b>Task:</b> Repair fulty switch <b>Time:</b> 20 Minutes /faulty switch. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Bulb glows when switched on and light goes off when switched off;</li> <li>Alignment is normal;</li> <li>Working site is clean and undamaged.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Importance of switch repair;</li> <li>Points to be consider while repairing faulty switch.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Cut electric circuit while working, use gloves</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Faulty switch;</li> <li>Screw driver, tester;</li> <li>Plier, insulation tape;</li> <li>Wire cutter;</li> <li>Wire scraper.</li> </ul>		

<b>Task number:</b>	<b>19</b>		
<b>Task statement</b>	<b>Change switch</b>		
<b>Level of Task</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site that has to be changing of switch;</li> <li>• Damaged switch in the given point.</li> </ul> <b>Task:</b> Change switch <b>Time:</b> 15 Minutes /switch. <b>Standard/Criteria</b> <ul style="list-style-type: none"> <li>• Bulb glows when switched on;</li> <li>• Safety measures are considered;</li> <li>• Working area is clean and free from any damage.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Importance of switch, Knowledge on types of switch;</li> <li>• Different connection points.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Cut electric circuit while working;</li> <li>• Use safety gloves.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Switch;</li> <li>• Screw driver;</li> <li>• Tester, plier;</li> <li>• Insulation tape, wire cutter;</li> <li>• Wire scraper.</li> </ul>		

<b>Task number::</b>	<b>20</b>		
<b>Task statement</b>	<b>Repair power socket</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>• Working site that needs to be repair power socket;</li> <li>• Damaged power socket.</li> </ul> <b>Task:</b> Change power socket <b>Time:</b> 15 Minutes <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Power socket is in working condition;</li> <li>• Tester indicated current supply;</li> <li>• Power indicator is lit.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Voltages;</li> <li>• Ampere and electrical wires.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Power supply should be switched off prior to change of power socket;</li> <li>• Apply safety tools while working.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Screw driver, tester;</li> <li>• Millimeter;</li> <li>• Wire scraper;</li> <li>• New power socket;</li> <li>• Insulation tape (Black).</li> </ul>		

<b>Task number::</b>	<b>21</b>		
<b>Task statement</b>	<b>Change power socket</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Damaged power socket</li> </ul> <b>Task:</b> Change power socket <b>Time:</b> 15 Minutes/power socket. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Power socket is in working condition;</li> <li>Tester indicated current supply;</li> <li>Power indicator is lit.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Voltages;</li> <li>Types and ampere of electrical wires.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Power supply should be switched off prior to change of power socket;</li> <li>Apply safety tools while working.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Screw driver, tester, millimeter, wire scraper;</li> <li>New power socket;</li> <li>Insulation tape (Black).</li> </ul>		

<b>Task number:</b>	<b>22</b>		
<b>Task statement</b>	<b>Change MCB</b>		
<b>Level of Task</b>	Significance	Ease	Occurrence
	3	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any site having damaged MCB</li> </ul> <b>Task:</b> Change MCB <b>Time:</b> 15 Minutes /MCB. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Changed MCB is working in normal voltage condition;</li> <li>Changed MCB Trips in high voltage condition;</li> <li>Fitting of MCB is tight;</li> <li>Working area is free from damaged.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Importance of MCB;</li> <li>different types/capacity of MCB;</li> <li>Connection points of MCB.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Apply safety ladder/tool,</li> <li>Cut electric circuit while working;</li> <li>Use safety gloves.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>MCB, screw driver;</li> <li>Wire scraper;</li> <li>Wire cutter;</li> <li>Insulation tape and tester.</li> </ul>		

<b>Task number:</b>	<b>23</b>		
<b>Task statement:</b>	Change power supply wires		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	1
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site with short circuit</li> </ul> <b>Task:</b> Change power supply wires <b>Time:</b> N/A (depending on volume of work) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Wires are tightly connected;</li> <li>Joints are insulated by insulation tape;</li> <li>Wiring is leakage free;</li> <li>Power indicator is lighting.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>When to change power supply wires;</li> <li>Different types of wire joints/connection;</li> <li>Types of wires and their capacity.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Apply safety ladder and gloves;</li> <li>Cut electric circuit while working.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Different types of wires, wire cutter, tester, wire scraper;</li> <li>Insulation tape, GI wire, and plier.</li> </ul>		

<b>Task number:</b>	<b>24</b>		
<b>Task number:</b>	Change battery of safe deposit box		
<b>Task statement</b>	Connect MCCB for single phase power supply		
<b>Level of Task</b>	Significance	Ease	Occurrence
	3	1	1
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Requirement of new single phase connection</li> </ul> <b>Task:</b> Connect MCCB for single phase power supply <b>Time:</b> 30 Minutes/deposit box <b>Standard/Criteria</b> <ul style="list-style-type: none"> <li>Joints are tight;</li> <li>Alignment is normal;</li> <li>Exists power supply in the circuit;</li> <li>Power indicator is glowing.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of MCCB;</li> <li>Working principles of single phase MCCB;</li> <li>Size of different MCCB.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Safe use of ladder;</li> <li>Handling of drilling machine;</li> <li>Handling of sharp cutting tools;</li> <li>Hazards associated with electrical works.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Single phase MCCB;</li> <li>Screw driver;</li> <li>High power wire piece;</li> <li>Insulation tape;</li> <li>Tester, wire cutter;</li> <li>Wire scraper, plier.</li> </ul>		

<b>Task number:</b>	<b>25</b>		
<b>Task statement</b>	<b>Re-set security code of safe deposit box</b>		
<b>Level of Task</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Forgotten security code of safe deposit box;</li> <li>Safe deposit box is locked due to other any error.</li> </ul> <b>Task:</b> Re-set security code of safe deposit box <b>Time:</b> 15 Minutes /box. <b>Standard/Criteria</b> <ul style="list-style-type: none"> <li>Task completed within given time;</li> <li>Safe deposit box opened when re-set security code entered.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of safe deposit box;</li> <li>Working principles and procedure of safe deposit;</li> <li>Meaning and importance of master code.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Keep confidentiality of the master code;</li> <li>Keep confidentiality of asset kept inside the safe deposit box.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>		

<b>Task number:</b>	<b>26</b>		
<b>Task statement</b>	<b>Clean A/C filter</b>		
<b>Level of Task</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site of A/C or room number;</li> <li>A/C is not blowing adequate cold and hot air due to filthy filter.</li> </ul> <b>Task:</b> Clean A/C filter <b>Time:</b> 30 Minutes /filter. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>A/C filter is free from dirt;</li> <li>A/C is in working condition;</li> <li>A/C is blowing adequate hot and cold air when tested;</li> <li>Working area and A/C is free from damage.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance A/C filter;</li> <li>Reasons of timely cleaning of filter;</li> <li>Cleaning procedure of A/C filter.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Cut off electricity circuit before cleaning;</li> <li>Use safety ladder;</li> <li>Apply safety gloves.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Dust blower;</li> <li>screw driver;</li> <li>Plier.</li> </ul>		

<b>Task number:</b>	<b>27</b>		
<b>Task statement</b>	<b>Install TV in the room</b>		
<b>Level of Task</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site to install the TV set;</li> <li>• TV that has to be replaced.</li> </ul> <b>Task:</b> Install TV in the room <b>Time:</b> 30 Minutes /TV (in normal condition) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• TV is installed in given site;</li> <li>• The alignment of installed TV is horizontal;</li> <li>• Connection wires and cables are hidden behind;</li> <li>• TV is working when tested;</li> <li>• Working area and TV is free from damage;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Importance TV installation;</li> <li>• Points to be consider while installing TV;</li> <li>• Procedure of installing TV in the given site.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Cut off electricity circuit before the performance;</li> <li>• Use safety ladder if installation site is in height;</li> <li>• Handle TV set cautiously;</li> <li>• Apply safety gloves;</li> <li>• Apply safety helmet.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• TV set and accessories;</li> <li>• drill machine;</li> <li>• Extension cord; Screw driver; Plier;</li> <li>• Insulation tape and cables.</li> </ul>		

<b>Task number:</b>	<b>28</b>		
<b>Task statement</b>	<b>Connect TV set-up box</b>		
<b>Level of Task</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• TV set and TV that has to be connect with TV setup box.</li> </ul> <b>Task:</b> Connect TV set-up box <b>Time:</b> 10 Minutes /set-up box. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The alignment of setup box is horizontal;</li> <li>• Connection wires and cables are hidden behind;</li> <li>• TV is programs is casting when tested;</li> <li>• Working area and TV is free from damage;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Importance of connection of TV setup box;</li> <li>• Points to be consider while connecting TV setup box;</li> <li>• Procedure of connecting TV setup box.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Cut off electricity circuit before the connection and apply safety gloves.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• TV setup box, cables, adopter, jack, extension cord; Screw driver; Plier;</li> <li>• Insulation tape and cables.</li> </ul>		

<b>Task number.</b>	<b>29</b>		
<b>Task statement</b>	<b>Replace telephone set</b>		
<b>Level of task</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site of old telephone set, that has to be replaced</li> </ul> <b>Task:</b> Replace telephone set <b>Time:</b> 10 Minutes /set. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Replaced telephone set is in the given site;</li> <li>Orientation of set is user friendly;</li> <li>Connection wires and cables are hidden behind;</li> <li>Telephone set is working when tested;</li> <li>Working area and set is free from damage;</li> <li>Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Reasons of replacement of telephone set;</li> <li>Points to be consider while replacing telephone set;</li> <li>Procedure of replacing telephone set.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Handle telephone set gently</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Telephone set and its accessories;</li> <li>Screw driver; Plier;</li> <li>Insulation tape and cables.</li> </ul>		

<b>Task number.</b>	<b>30</b>		
<b>Task statement</b>	<b>Set multimedia</b>		
<b>Level of task</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Event site or room or hall;</li> <li>Program nature if audio video and microphone needed.</li> </ul> <b>Task:</b> Set multimedia. <b>Time:</b> N/A (Can be varied based on the event requirement) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The multimedia setting is in the given site/room/hall;</li> <li>Orientation of setting is user (presenter and audience) friendly;</li> <li>Connection wires and cables are hidden behind;</li> <li>Multimedia set is working when tested (audible, visible and operational);</li> <li>Working area and set is free from damage;</li> <li>Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Meaning and importance of multimedia;</li> <li>Reasons of setting of multimedia;</li> <li>Points to be consider while setting multimedia;</li> <li>Procedure of setting multimedia.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Handle multimedia and accessories gently;</li> <li>Cut of electric circuit before setting.</li> </ul>		

<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Multimedia projector its accessories;</li> <li>• Sound box, microphone, screen;</li> <li>• Extension cord and placing stand;</li> <li>• Masking tape and cables;</li> <li>• Plier and screw driver.</li> </ul>
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<b>Task number:</b>	<b>31</b>		
<b>Task statement</b>	<b>Replace capacitor of fan</b>		
<b>Level of Task</b>	Significance	Ease	Occurrence
	3	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Set of fan that needed replacement of capacitor;</li> <li>• Any fan set with damaged capacitor.</li> </ul> <b>Task:</b> Replace capacitor of fan <b>Time:</b> 20 Minutes /fan. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The fitting of capacitor and connections are tight;</li> <li>• Fan is spinning as per the desired speed when tested;</li> <li>• Working area and fan set is free from damage;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of capacitor;</li> <li>• Reasons of replacement of capacitor;</li> <li>• Types of capacitor, voltage, ampere;</li> <li>• Points to be consider while replacing capacitor;</li> <li>• Procedure of replacing capacitor.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Cut-off electric circuit before setting;</li> <li>• Apply safety ladder while replacing capacitor;</li> <li>• Handle fan and accessories gently.</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Plier and screw driver;</li> <li>• Capacitor;</li> <li>• Insulation tape;</li> <li>• Tester;</li> <li>• Soldering rod and wire.</li> </ul>		

<b>Task number:</b>	<b>32</b>		
<b>Task statement</b>	<b>Replace electric/exhaust fan</b>		
<b>Level of task</b>	Significance	Ease	Occurrence
	3	1	2
<b>Terminal performance standard:</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site and set of fan that is required to be replaced;</li> </ul> <b>Task:</b> Replace electric/exhaust fan <b>Time:</b> 40 Minutes /fan. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The fitted electric fan is tight;</li> <li>• Electric fan is spinning as per the desired speed when tested;</li> <li>• Working area and fan set is free from damage;</li> <li>• Working area is clean after completion of task.</li> </ul>		



<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>Reasons of replacement of electric fan;</li> <li>Types of electric fan;</li> <li>Points to be consider while replacing electric fan;</li> <li>Procedure of replacing electric fan.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>Cut-off electric circuit before replacing electric fan;</li> <li>Apply safety ladder while replacing electric fan if the fan is in height;</li> <li>Handle electric fan and accessories gently;</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>Plier and screw driver, new electric fan set;</li> <li>Insulation tape, tester and wire scribe.</li> </ul>		
<b>Task number:</b>	<b>33</b>		
<b>Task statement:</b>	<b>Replace dimmer of electric fan</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	1	2
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site and set of fan that needs to be replaced dimmer;</li> </ul> <b>Task:</b> Replace dimmer of electric fan <b>Time:</b> 30 Minutes /fan. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The replaced dimmer of electric fan is tight;</li> <li>Electric fan is spinning as per the desired speed when tested;</li> <li>Working area is free from damage;</li> <li>Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>Meaning and importance of dimmer;</li> <li>Reasons of replacing dimmer of electric fan;</li> <li>Types of dimmer of electric fan;</li> <li>Points to be consider while replacing dimmer of electric fan;</li> <li>Procedure of replacing dimmer of electric fan.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>Cut-off electric circuit before replacing electric fan;</li> <li>Apply safety gloves; work gently switch/regulator box.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>Plier and screw driver;</li> <li>New dimmer of electric fan set;</li> <li>Insulation tape;</li> <li>Tester.</li> </ul>		

<b>Task number:</b>	<b>34</b>		
<b>Task statement:</b>	<b>Repair hand dryer</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	1	2
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Site of dryer if it is fixed or portable dryer</li> </ul> <b>Task:</b> Repair hand dryer <b>Time:</b> 20 Minutes <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Dryer is blowing hot air when tested;</li> <li>Dryer is damage or scratch free;</li> <li>Connection of wires are tight;</li> <li>Working area is clean after completion of task.</li> </ul>		

<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of hand dryer;</li> <li>• Types of hand dryer;</li> <li>• Points to be consider while repairing hand dryer;</li> <li>• Procedure of repairing hand dryer.</li> </ul>
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Unplug hand dryer before repairing;</li> <li>• Apply safety gloves; work gently with dryer.</li> </ul>
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier and screw driver;</li> <li>• Hand dryer set that is needed to be repaired;</li> <li>• Insulation tape;</li> <li>• Tester;</li> <li>• Electric coil, and brush.</li> </ul>

<b>Task number:</b>	<b>35</b>		
<b>Task statement:</b>	<b>Repair electric door lock</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	1	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of non-working electric door.</li> </ul> <b>Task:</b> Repair electric door lock <b>Time:</b> 30 Minutes/lock. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Electric door lock is in working condition when tested;</li> <li>• Electric door is damage or scratch free;</li> <li>• Connection are tight;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of electric door lock;</li> <li>• Types of electric door lock;</li> <li>• Points to be consider while repairing electric door lock;</li> <li>• Procedure of repairing electric door lock.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves;</li> <li>• Work gently with electric door lock</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier and screw driver;</li> <li>• Battery;</li> <li>• Insulation tape;</li> <li>• Tester.</li> </ul>		

<b>Task number:</b>	<b>36</b>		
<b>Task statement:</b>	<b>Repair magnetic door lock</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	1	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of non-working magnetic door lock</li> </ul> <b>Task:</b> Repair electric door lock <b>Time:</b> 30 Minutes/lock. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Magnetic door lock is in working condition when tested;</li> <li>• Magnetic door is damage/scratch free;</li> <li>• Connection are tight;</li> <li>• Working area is clean after completion of task.</li> </ul>		

<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of magnetic door lock;</li> <li>• Types of magnetic door lock;</li> <li>• Points to be consider while repairing magnetic door lock;</li> <li>• Procedure of repairing magnetic door lock.</li> </ul>
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with electric door lock</li> </ul>
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier;</li> <li>• Screw driver;</li> <li>• Battery or</li> <li>• Door magnet;</li> <li>• Insulation tape;</li> <li>• Tester.</li> </ul>

<b>Task number:</b>	<b>37</b>		
<b>Task statement:</b>	<b>Clean water tap nozzle/spindle/commode spray</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	3
<b>Terminal performance standard::</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Site of water tap/commode spray;</li> <li>• Blocked water tap/commode spray.</li> </ul> <p><b>Task:</b> Clean water tap nozzle/spindle/commode spray</p> <p><b>Time:</b> 20 Minutes /spray.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The flow of water is normal when tested;</li> <li>• Tap/spray is damage/scratch free;</li> <li>• Connection are tight;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of nozzle and spindle of water tap and commode spray;</li> <li>• Types of nozzle, spindle of water tap and commode spray;</li> <li>• Points to be consider while cleaning water tap nozzle and spindle;</li> <li>• Procedure of cleaning water tap nozzle/spindle and commode spray.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with tap, nozzle and spindle.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Slide wrench,</li> <li>• Plier and screw driver;</li> <li>• Opening angle key of tap spindle.</li> </ul>		

<b>Task number:</b>	<b>38</b>		
<b>Task statement:</b>	<b>Clean diverter spindle of commode flush tank</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	3

<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of dirty diverter spindle of commode flush tank;</li> <li>• Non-functioning diverter spindle of commode flush tank.</li> </ul> <b>Task:</b> Clean diverter spindle of commode flush tank <b>Time:</b> 25 Minutes /flush tank. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The flushing of water is normal when tested;</li> <li>• Refilling of commode is normal when tested;</li> <li>• Commode tank and commode is damage/scratch free;</li> <li>• Connection are tight;</li> <li>• Working area is clean after completion of task.</li> </ul>
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of diverter spindle of commode flush tank;</li> <li>• Working principle of commode flush;</li> <li>• Types of diverter spindle of commode flush tank;</li> <li>• Points to be consider while cleaning diverter spindle of commode flush tank;</li> <li>• Procedure of cleaning diverter spindle of commode flush tank.</li> </ul>
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with commode flush tank and accessories.</li> </ul>
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Slide wrench;</li> <li>• Cleaning brush;</li> <li>• Plier and</li> <li>• Screw driver.</li> </ul>

<b>Task number:</b>	<b>39</b>		
<b>Task statement:</b>	<b>Change tap spindle</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	3
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of leakage tap</li> </ul> <b>Task:</b> Change tap spindle. <b>Time:</b> 15 Minutes /spindle. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Exhibits normal flow of water when gently turned on;</li> <li>• Stops flowing of water and leakage free when turnoff;</li> <li>• Tap is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of tap spindle and changing;</li> <li>• Types of tap spindle;</li> <li>• Points to be consider while changing tap spindle;</li> <li>• Procedure of changing tap spindle.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently water tap</li> <li>• Tape and spindle size needs to be matching.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier, screw driver;</li> <li>• Alien key;</li> <li>• Spindle of water tap.</li> </ul>		

<b>Task number:</b>	<b>40</b>		
<b>Task statement:</b>	<b>Clean multi tap drainage system</b>		
<b>Level of task:</b>	Significance	Ease	Occurence

	3	3	3
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of multi tap drainage system;</li> <li>• Blocked multi tap drainage system.</li> </ul> <b>Task:</b> Clean multi tap drainage system <b>Time:</b> 20 Minutes /multi tap. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Multi tap is free from filth;</li> <li>• Free flow of water is seen when tested;</li> <li>• Collected filth are disposed in waste container;</li> <li>• Multi tap is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning of multi tap drainage system;</li> <li>• Importance of cleaning of multi tap drainage system;</li> <li>• Types of multi tap;</li> <li>• Points to be consider while cleaning multi tap drainage system;</li> <li>• Procedure of cleaning multi tap drainage system.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with multi tap, handle waste/filth safely.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier, screw driver;</li> <li>• gloves, mask;</li> <li>• Water proof boot;</li> <li>• bucket, dust-pan;</li> <li>• Tongue tool, waste container.</li> </ul>		

<b>Task number:</b>	<b>41</b>		
<b>Task statement:</b>	<b>Change commode seat set</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	3
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of rest room and commode</li> </ul> <b>Task:</b> Change commode seat set <b>Time:</b> 20 Minutes /seat set. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Changed commode seat set is fixed;</li> <li>• Changed commode seat set is user friendly;</li> <li>• The alignment of seat set is horizontal;</li> <li>• Commode seat set is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning of commode seat set;</li> <li>• Reasons of changing commode seat set;</li> <li>• Types of commode seat set;</li> <li>• Points to be consider while changing commode seat set;</li> <li>• Procedure of changing commode seat set.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with commode and commode seat set</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier:</li> <li>• Screw driver;</li> <li>• Gloves, mask;</li> <li>• New commode seat set</li> </ul>		

<b>Task number:</b>	<b>42</b>		
<b>Task statement:</b>	<b>Change commode spray washer</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of rest room;</li> <li>• Leakage commode spray.</li> </ul> <b>Task:</b> Change commode spray washer <b>Time:</b> 10 Minutes /washer. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Commode spray is leakage free when tested;</li> <li>• Commode spray is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning of washer;</li> <li>• Reasons of changing commode spray washer;</li> <li>• Points to be consider while changing commode spray washer;</li> <li>• Procedure of changing commode spray washer.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with commode spray</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier;</li> <li>• Screw driver;</li> <li>• Gloves;</li> <li>• Mask;</li> <li>• New commode spray washer.</li> </ul>		

<b>Task number:</b>	<b>43</b>		
<b>Task statement:</b>	<b>Change diverter set of commode tank</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of rest room;</li> <li>• Commode with faulty diverter set;</li> <li>• Leaking commode tank.</li> </ul> <b>Task:</b> Change diverter set of commode tank <b>Time:</b> 20 Minutes/diverter set <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Commode tank is leakage free;</li> <li>• Flashing is normal when tested;</li> <li>• Commode is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Reasons of changing divert set of commode tank;</li> <li>• Points to be consider while changing commode tank diverter set;</li> <li>• Procedure of changing commode tank diverter set.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with commode and commode tank diverter set</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier, screw driver, gloves, mask;</li> <li>• New commode tank diverter set</li> </ul>		

<b>Task number:</b>	<b>44</b>		
<b>Task statement:</b>	<b>Fix commode spray/ toilet paper holder/ towel hanger/ soap case</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	3
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of rest room;</li> <li>• Loosen commode spray/ toilet paper holder/ towel hanger/ soap case.</li> </ul> <b>Task:</b> Fix commode spray/ toilet paper holder/ towel hanger/ soap case <b>Time:</b> 10 Minutes /item. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Fixed or repaired commode spray/ toilet paper holder/ towel hanger/ soap case are tight;</li> <li>• Working area is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Reasons of fixing commode spray/ toilet paper holder/ towel hanger/ soap case;</li> <li>• Points to be consider fixing loosen holders/hangers/case;</li> <li>• Procedure of fixing holder, hanger or case.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently in working area; handle tools gently.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier;</li> <li>• Screw driver;</li> <li>• Gloves, mask;</li> <li>• New screw;</li> <li>• Drill machine;</li> <li>• Grip, hammer;</li> <li>• Measuring tape;</li> <li>• Marker or pencil.</li> </ul>		

<b>Task number:</b>	<b>45</b>		
<b>Task statement:</b>	<b>Change bath top water stopper</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	3	2
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of bathroom;</li> <li>• Leaking/broken bath top stopper.</li> </ul> <b>Task:</b> Change bath top water stopper. <b>Time:</b> 15 Minutes /water stopper. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Changed bath top stopper is fixed;</li> <li>• Changed bath top stopper is leakage free when tested;</li> <li>• Working area is free from damage and scratch;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Reasons of changing bath top stopper;</li> <li>• Functions and types of bath top stopper;</li> <li>• Points to be consider while changing bath top stopper;</li> <li>• Procedure of changing bath top stopper.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with bath top with tools</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier, screw driver;</li> <li>• Gloves, mask;</li> </ul>		

	<ul style="list-style-type: none"> <li>• New bath top stopper;</li> <li>• Seal tape.</li> </ul>
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<b>Task number:</b>	<b>46</b>		
<b>Task statement:</b>	<b>Replace bathroom mirror</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	2
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of bathroom;</li> <li>• Broken or unclear mirror.</li> </ul> <b>Task:</b> Replace bathroom mirror <b>Time:</b> 20 Minutes /mirror. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Changed mirror is fixed;</li> <li>• Orientation of replaced mirror is as per previous mirror;</li> <li>• Mirror and wall is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Reasons of changing mirror;</li> <li>• Points to be consider while changing mirror;</li> <li>• Procedure of changing mirror.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with glassware and tool</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier, screw driver;</li> <li>• Gloves, mask;</li> <li>• New mirror, screw;</li> <li>• Grip, drill machine;</li> <li>• Marker and measuring tape.</li> </ul>		

<b>Task number:</b>	<b>47</b>		
<b>Task statement:</b>	<b>Repair leakage pipe</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of leaking point of water supply system;</li> <li>• Types of leaking pipe and size.</li> </ul> <b>Task:</b> Repair leakage pipe <b>Time:</b> 40 Minutes /leakage. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Repaired leaking point is leakage free when tested;</li> <li>• Repaired pipe is aligned as per the original position;</li> <li>• Broken wall (if) is repaired;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Reasons of leaking water supply system;</li> <li>• Types of pipe used in water supply system;</li> <li>• Points to be consider while repairing leaking pipe;</li> <li>• Procedure of repairing leaking pipe.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with tools, turned off gate valve before repairing;</li> </ul>		



<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier, slide wrench, chisel, hammer, hacksaw, hacksaw blade, measuring tape, socket, pipe, heating plate or PVC solvent/gum, gloves, mask, thread cutter (if GI pipe), PPR cutter, PPR pipe welding machine</li> </ul>
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<b>Task number:</b>	<b>48</b>		
<b>Task statement:</b>	<b>Repair bath-tub</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	2
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of bath-tub;</li> <li>• Leaking or cracked bath-tub.</li> </ul> <b>Task:</b> Repair bath-tub <b>Time:</b> 20 Minutes /bath-tub. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Bath-tub is leakage free when tested;</li> <li>• Bath-tub is cleaned after completion of task.</li> </ul>		
<b>Related technical knowledge:</b>	<ul style="list-style-type: none"> <li>• Reasons of leaking and cracking of bath-tub;</li> <li>• Points to be consider while repairing bath-tub;</li> <li>• Procedure of repairing bath-tub.</li> </ul>		
<b>Safety / precaution:</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; work gently with tools and bath-tub</li> </ul>		
<b>Tools, equipment and materials:</b>	<ul style="list-style-type: none"> <li>• Mask;</li> <li>• Water proof putting;</li> <li>• Glove, soft towel;</li> <li>• Dust pan;</li> <li>• Brush, dust bin;</li> <li>• Karai, trowel and water.</li> </ul>		

<b>Task number:</b>	<b>49</b>		
<b>Task statement:</b>	<b>Install LPG stove</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of kitchen;</li> <li>• Types of LPG gas stove to be replaced or install.</li> </ul> <b>Task:</b> Install LPG stove. <b>Time:</b> 30 Minutes /stove. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Gas pipe joints are leakage free when tested;</li> <li>• Alignment of stove is user friendly;</li> <li>• Supply pipes are hidden behind;</li> <li>• Stove lits when tested;</li> <li>• Gas stove and surface is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance LPG gas stove;</li> <li>• Types of LPG gas stove and types of LPG gas pipes;</li> <li>• Types of LPG gas regulator;</li> <li>• Points to be consider installing LPG gas stove;</li> <li>• Procedure of installing LPG gas stove.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; turned of gas supply system before installation; ensure joints are tight and leakage free before turning on gas supply system or regulator</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier, screw driver, gloves, mask, new LPG gas stove, LPG gas pipes, regulator, pipe clamp</li> </ul>		

<b>Task number:</b>	<b>50</b>		
<b>Task statement:</b>	<b>Change LPG regulator</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of kitchen;</li> <li>• Broken or leaked or non-functioning LPG Regulator.</li> </ul> <b>Task:</b> Change LPG regulator <b>Time:</b> 20 Minutes /regultor. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Safety cap is well placed on the valve;</li> <li>• Gas pipe joints are leakage free when tested;</li> <li>• Stove lits when tested;</li> <li>• Flame is blue in color;</li> <li>• Safety cap and valve is damage/scratch free;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance LPG regulator;</li> <li>• Types of LPG gas stove;</li> <li>• Types of LPG gas regulator;</li> <li>• Points to be considered while changing LPG regulator;</li> <li>• Procedure of changing LPG regulator.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; turned of gas supply system before change, ensure regulator is safely detached from valve, safety cap is well placed after change</li> </ul>		

<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Gloves, mask, LPG gas stove, LPG gas regulator, safety cap, valve</li> </ul>
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<b>Task number:</b>	<b>51</b>		
<b>Task statement:</b>	<b>Change LPG gas pipe</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of kitchen;</li> <li>• Old or leaked LPG gas pipe.</li> </ul> <b>Task:</b> Change LPG gas pipe <b>Time:</b> 20 Minutes /gas pipe. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Gas pipe joints are leakage free when tested;</li> <li>• Stove lits when tested;</li> <li>• Flame is blue in color;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance LPG gas stove and pipes;</li> <li>• Types of LPG gas pipes;</li> <li>• Points to be considered while changing LPG gas pipes;</li> <li>• Procedure of changing LPG gas pipes.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves;</li> <li>• Turn of gas supply system before change;</li> <li>• Ensure pipe is well placed.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Gloves, mask;</li> <li>• LPG gas stove;</li> <li>• LPG gas pipe.</li> </ul>		

<b>Task number:</b>	<b>52</b>		
<b>Task statement:</b>	<b>Clean gas oven burner</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of kitchen;</li> <li>• Flame becomes irregular or exhibits yellow color;</li> <li>• Food residue are left in a burner.</li> </ul> <b>Task:</b> Clean gas oven burner <b>Time:</b> 20 Minutes /burner. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Flame is blue in color;</li> <li>• Food residue are removed and burner is clean;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Reasons for cleaning gas oven burner;</li> <li>• Procedure of cleaning the gas oven burner.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves;</li> <li>• Take out burners safely;</li> <li>• Apply scrub brush or abrasive pad gently.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Scrub brush;</li> <li>• Abrasive pad;</li> <li>• Gloves;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Mask;</li> <li>• Soap;</li> <li>• Tooth pick.</li> </ul>
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<b>Task number:</b>	<b>53</b>		
<b>Task statement:</b>	<b>Replace floor tiles</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of replacement;</li> <li>• Large cracks on floor tiles.</li> </ul> <b>Task:</b> Replace floor tiles. <b>Time:</b> 30 Minutes /tile. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• No damage on the floor after replacement of tile ;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Reasons or time for changing floor tiles;</li> <li>• Points to be considered while replacing the floor tiles;</li> <li>• Procedure of replacing the floor tiles.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves mask and glass;</li> <li>• Remove tiles gently,</li> <li>• Ensure no damage on the floor while replacing tile.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Hammer, screw driver;</li> <li>• Scraper, shop-vac;</li> <li>• Painters tape, chisel;</li> <li>• New tile, glue/adhesives;</li> <li>• Gloves, glass and mask.</li> </ul>		

<b>Task number:</b>	<b>54</b>		
<b>Task statement:</b>	<b>Repair floor tiles</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of replacement;</li> <li>• Small cracks on floor tiles.</li> </ul> <b>Task:</b> Repair floor tiles <b>Time:</b> 30 Minutes /tile. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• No damage on the floor after repairing floor tiles ;</li> <li>• Joints are well aligned;</li> <li>• Cracks are invisible;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Points to be considered while repairing the floor tiles;</li> <li>• Procedure of repairing the floor tiles.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves mask and glass;</li> <li>• Remove tiles gently;</li> <li>• Ensure no damage on the floor while repairing tile;</li> <li>• Use adhesive propel to bond the tile.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Epoxy filler;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Adhesive, glue;</li> <li>• Scraper, shop-vac;</li> <li>• Painters tape, chisel;</li> <li>• Glue/adhesives, gloves;</li> <li>• Glass, mask.</li> </ul>
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<b>Task number:</b>	<b>55</b>		
<b>Task statement:</b>	<b>Repair damage/ crack wall</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Crack in a wall;</li> <li>• Damage wall.</li> </ul> <b>Task:</b> Repair damage/crack wall <b>Time:</b> 30 Minutes /crack. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Wall surface is smooth;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Causes of wall crack;</li> <li>• Types of walls;</li> <li>• Procedure of filling up cracks in a wall;</li> <li>• Crack proof materials/chemicals.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves;</li> <li>• Seal the patch carefully.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Paint;</li> <li>• Brush;</li> <li>• Gloves;</li> <li>• Knife;</li> <li>• Pointed trowel;</li> <li>• Joint compound;</li> <li>• Coat;</li> <li>• Paper tape;</li> <li>• Adhesive.</li> </ul>		

<b>Task number:</b>	<b>56</b>		
<b>Task statement:</b>	<b>Repair damage/broken wall</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Broken wall;</li> </ul> <b>Task:</b> Repair damage/broken wall <b>Time:</b> 30 Minutes /broken case. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Wall is well aligned;</li> <li>• Wall surface is even and smooth;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Procedure of repairing broken wall;</li> <li>• Tools, equipment's and materials required.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves, seal the cracks</li> </ul>		

<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Paint;</li> <li>• Brush;</li> <li>• Gloves, knife;</li> <li>• Pointed trowel;</li> <li>• Joint compound;</li> <li>• Coat, paper tape;</li> <li>• Adhesive.</li> </ul>
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<b>Task number:</b>	<b>57</b>		
<b>Task statement:</b>	<b>Polish furniture (Chapra polish)</b>		
<b>Level of task:</b>	Significance 3	Ease 2	Occurrence 2
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Old furniture;</li> <li>• Quantity of furniture's lost its shine.</li> </ul> <b>Task:</b> Polish furniture (Chapra polish). <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Furniture are glossy and shiny;</li> <li>• Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Composition of materials required for polishing;</li> <li>• Procedure of polishing the furniture.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves, apply mask to protect from fumes;</li> <li>• Keep the space dry for some time after polishing;</li> <li>• Clean the furniture properly before polishing;</li> <li>• Meticulous use of composition required.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Wood polish, adhesive;</li> <li>• Sealer, thinner, turpin;</li> <li>• Kerosene, turpentine;</li> <li>• Enamel, parket, ply;</li> <li>• Sand paper, gloves;</li> <li>• Waxes and mask.</li> </ul>		

<b>Task number:</b>	<b>58</b>		
<b>Task statement:</b>	<b>Perform touch-up painting</b>		
<b>Level of task:</b>	Significance 3	Ease 2	Occurrence 2
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Lost shine of furniture, wall, flower vase;</li> <li>• Small cracks on furniture, wall, flower vase.</li> </ul> <b>Task:</b> Perform touch-up painting <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Touch up parts are smooth and dry;</li> <li>• Painted parts are glossy and shiny;</li> <li>• Working area is clean after completion of task;</li> <li>• No difference is observed after painting in the painted surface.</li> </ul>		

<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Composition of materials required for painting;</li> <li>• Paints quality and color;</li> <li>• Color matching knowledge;</li> <li>• Procedure of touch-up painting.</li> </ul>
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves; masks while performing task;</li> <li>• Avoid spilling of colors;</li> <li>• Put right color combination.</li> </ul>
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Gloves, mask;</li> <li>• Paint;</li> <li>• Brush and ladder.</li> </ul>

<b>Task number:</b>	<b>59</b>		
<b>Task statement:</b>	<b>Set up computer &amp; peripherals</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site location;</li> <li>• Computers (desk top, laptops);</li> <li>• Printer, scanner, computer table, jack, multi plug.</li> </ul> <b>Task:</b> Set up computer & peripherals <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Catalogue instruction is followed while installing the computers and peripherals;</li> <li>• All components are functioning.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Components of computers and peripherals;</li> <li>• Functions of each component;</li> <li>• Voltage requirement for each component;</li> <li>• Manual and instruction reading;</li> <li>• Process and procedure of installment.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Wear PPE while working;</li> <li>• Switch off power before starting work.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Multi-meter, multi-plug, common hand tools, plier,</li> </ul>		

<b>Task number:</b>	<b>60</b>		
<b>Task statement:</b>	Replace router-jack		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site of router jack;</li> <li>• New router jack;</li> <li>• Internet is non-functional.</li> </ul> <b>Task:</b> Replace router-jack <b>Time:</b> 10 Minutes/jack <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Signal is visible in router device;</li> <li>• Internet is functional after the replacement;</li> <li>• Wi-Fi range and speed is normal.</li> </ul>		

<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Catalogue instruction;</li> <li>• Process and procedure of replacing router jack;</li> <li>• Router capacity;</li> <li>• Types of jack, its usage and plug in process.</li> </ul>
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safety gloves;</li> <li>• Plug off the router power supply before work.</li> </ul>
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Screw driver, power charger, wrench, plier.</li> </ul>



<b>Task number:</b>	<b>61</b>		
<b>Task statement:</b>	<b>Repair CC camera adapter</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Faulty CC camera adapter;</li> <li>CC camera site;</li> <li>Fused adapter.</li> </ul> <b>Task:</b> Repair CC camera adapter <b>Time:</b> 20 Minutes /camera <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>CC camera adapter is functional;</li> <li>CC camera started recording while tested;</li> <li>Working area is clean after completion of task.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>Power supply voltage of adapter;</li> <li>Types of adapter used in CC camera;</li> <li>Rebooting knowledge;</li> <li>Procedure of repair and replacement.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>Switch off power before work;</li> <li>Disconnect the power cable from camera.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>Plier,</li> <li>screw driver,</li> <li>gloves,</li> <li>mask,</li> <li>adapter,</li> <li>fuse set</li> </ul>		

<b>Task number:</b>	<b>62</b>		
<b>Task statement:</b>	<b>Replace remote control batteries</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Remote control of electronic devices are non - functional;</li> <li>Battery period is worn out.</li> </ul> <b>Task:</b> Replace remote control batteries <b>Time:</b> 5 Minutes/remote <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Remote light flashes after the change of battery;</li> <li>Electronic device are functional after the change of batteries.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>Battery size and quality;</li> <li>Worn out period of batteries;</li> <li>Process and procedure of changing;</li> <li>Types and usage of batteries.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>Change battery immediately after its worn-out time to avoid malfunctioning in devices;</li> <li>Remove all batteries when you plan on not using the device for a longer period of time;</li> <li>Do not mix old and new batteries in an attempt to lengthen battery life.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>Battery</li> </ul>		

<b>Task number:</b>	<b>63</b>		
<b>Task statement:</b>	<b>Perform routine checkup/maintenance of equipment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Equipment checklist;</li> <li>• List of equipment (heavy and light) used in premises;</li> <li>• Catalogue of heavy and light equipment;</li> <li>• Condition of equipment.</li> </ul> <b>Task:</b> Perform routine checkup/maintenance of equipment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Heavy and light equipment and their parts are regularly checked and necessary maintenance is done;</li> <li>• Check up and maintenance log book is kept and verified;</li> <li>• All equipment are in functional condition.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Use and application of catalogue;</li> <li>• Types of equipment and their function;</li> <li>• Components of light and heavy equipment;</li> <li>• Parts of heavy and light equipment;</li> <li>• Logbook/ report keeping knowledge;</li> <li>• Importance of routine checkups.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Cut power supply before checkup and maintenance;</li> <li>• Always keep catalog during routine checkup and maintenance;</li> <li>• Follow instructions of catalogue;</li> <li>• Keep records of fuel and electricity consumption;</li> <li>• Keep catalogue and logbook safely.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Common hand tool, electrical hand tool, catalogue, lubricants, engine oil.</li> </ul>		

<b>Task number:</b>	<b>64</b>		
<b>Task statement:</b>	<b>Maintain water level &amp; quality</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Desired water level;</li> <li>• Desired water quality or reference.</li> </ul> <b>Task:</b> Maintain water level & quality <b>Time:</b> 20 Minutes/tank <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Water pressure is controlled;</li> <li>• Water level is maintained as per marking in the reservoir.</li> <li>• Water is treated as per the given reference.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Types of water tank based on their capacity;</li> <li>• Pipeline system;</li> <li>• Pressure/gauge reading;</li> <li>• Types of chemical required for treatment and standard proportion.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Apply safe chemical for water treatment;</li> <li>• Use necessary proportion only;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Ensure smooth flow of water in pipeline;</li> <li>• Keep record of water usage; Check overflow.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Plier, screw driver, gloves, mask, water tank, water treatment chemicals</li> </ul>		
<b>Task number:</b>	<b>65</b>		
<b>Task statement:</b>	<b>Record maintenance activities</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• After maintenance of equipment;</li> <li>• Catalogue of machineries and equipment;</li> <li>• Logbook.</li> </ul> <p><b>Task:</b> Record maintenance activities  <b>Time:</b> N/A  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Daily maintenance record is kept and maintained in logbook as per the given format given in logbook;</li> <li>• Record is verified by senior/supervisor.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of logbook;</li> <li>• Contents of logbook;</li> <li>• Process and procedure to fill up.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Keep record/logbook in safe place;</li> <li>• Keep every maintenance record.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Pen;</li> <li>• Diary;</li> <li>• Logbook.</li> </ul>		

<b>Task number:</b>	<b>66</b>		
<b>Task statement:</b>	<b>Keep record of tools/equipment/materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Checklist of tools/equipment/materials;</li> <li>• Inventory of tools/equipment/materials.</li> </ul> <p><b>Task:</b> Keep record of tools/equipment/materials  <b>Time:</b> 20 Minutes for all tools/equipments/materials  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• All tools/equipment/materials records are maintained in a record book.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of inventory/record keeping;</li> <li>• Checklist/components to be registered.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Follow the contents of record book;</li> <li>• Verify record book from supervisor.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Pen;</li> <li>• Paper;</li> <li>• Record book.</li> </ul>		

<b>Task number:</b>	<b>67</b>		
<b>Task statement:</b>	<b>Keep record of handover &amp; takeover of duty</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Start &amp; end of duty;</li> <li>• Scheduled staffs;</li> <li>• Lists of handover &amp; takeover materials</li> </ul> <b>Task:</b> Keep record of handover & takeover of duty <b>Time:</b> 10 Minutes /shift <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Handover and takeover of the shift is done as per the given lists;</li> <li>• Immediate actions required is clearly communicated;</li> <li>• Authorized signature is done by both staffs' lists.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of duty handover and takeover;</li> <li>• Procedure of handover and takeover.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Pen;</li> <li>• Paper;</li> <li>• Notebook;</li> <li>• Lists.</li> </ul>		

<b>Task number:</b>	<b>68</b>		
<b>Task statement:</b>	<b>Maintain daily consumption logbook</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Recorded logbook;</li> </ul> <b>Task:</b> Keep record of tools/equipment/materials <b>Time:</b> 20 Minutes / logbook <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Daily consumption record of water, gas, fuel electricity are recorded in the logbook;</li> <li>• Recorded units are matched with the daily consumption record.</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of record keeping and logbook;</li> <li>• Procedure of record keeping in the logbook.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>• Follow the contents of logbook;</li> <li>• Logbook is verified in regular time interval.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>• Pen;</li> <li>• Paper;</li> <li>• Logbook.</li> </ul>		

<b>Task number:</b>	<b>69</b>		
<b>Task statement:</b>	<b>Handover and takeover of duty.</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	2	1
<b>Terminal performance standard::</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Starting of duty shift;</li> <li>Ending of duty shift;</li> <li>Staffs.</li> </ul> <b>Task:</b> Handover and takeover of duty. <b>Time:</b> 10 Minutes/duty <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Duty is handed over and taken in allocated time</li> </ul>		
<b>Related technical knowledge::</b>	<ul style="list-style-type: none"> <li>Duty handover time and shift;</li> <li>Process and procedure of handover.</li> </ul>		
<b>Safety / precaution::</b>	<ul style="list-style-type: none"> <li>Keep record of duty handover time and taken time;</li> <li>Follow the process of handover.</li> </ul>		
<b>Tools, equipment and materials::</b>	<ul style="list-style-type: none"> <li>Pen, record book</li> </ul>		



**Establishing an Employer led  
Labour Market Secretariat**

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