

Name: _____

Building Maintenance

Directions:

Evaluate the student by entering the appropriate number to indicate the degree of competency.

Rating Scale (0-6):

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
- 1 Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance
- 2 Partial Demonstration** – met some of the knowledge or performance criteria with or without minor assistance
- 3 Knowledge Demonstrated** – met knowledge criteria without assistance at least once
- 4 Performance Demonstrated** – met performance criteria without assistance at least once
- 5 Repetitive Demonstration** – met performance and/or knowledge criteria without assistance on multiple occasions
- 6 Mastered** – successfully applied knowledge or skills in this area to solve related problems independently

NOTES:

* = Core competencies (essential for the first day on the job).

The numbers in brackets [e.g., A01] represent the IDs used in computerized tracking software.

0	1	2	3	4	5	6	1. Orientation to Building Maintenance	Notes:
							*1. Identify building maintenance occupations and related fields [A01]	
							*2. Identify safe work site procedures/practices, including fall protection and confined spaces [A02]	
							*3. Identify emergency first aid procedures, including MSDS (material safety data sheets) [A03]	
							*4. Identify fire safety equipment [A04]	
							*5. Identify hand tools [A05]	
							*6. Identify power tools [A06]	
							*7. Identify measuring instruments [A07]	
							*8. Interpret blueprints/schematics and as-built drawings [A08]	
							*9. Identify cause-and-effect relationships (e.g., water and dirt intrusion) [A09]	
							*10. Identify awareness of the environmental impact of hazardous waste (e.g., asbestos, shingling) [A10]	
							*11. Identify and apply maintenance as it relates to building codes and applicable laws (e.g., ADA) [A11]	
							12. Identify anchors and fasteners [A12]	
							Other:	

0	1	2	3	4	5	6	2. Performing Exterior Carpentry Procedures	Notes:
							*1. Demonstrate carpentry safety practices [B01]	
							*2. Demonstrate safe and proper use of a ladder [B02]	
							*3. Demonstrate safe and proper use of scaffolding [B03]	
							4. Replace/install exterior doors [B04]	
							*5. Replace/install exterior door operating hardware [B05]	
							6. Replace/repair windows [B06]	

								7. Replace/repair/install siding [B08]	
								8. Replace/repair exterior trim [B09]	
								9. Replace/repair roof flashing [B10]	
								10. Replace/repair roofing [B11]	
								11. Replace/repair downspouts and guttering [B12]	
								12. Perform weatherizing procedures [B13]	
								Other:	

0	1	2	3	4	5	6	3. Performing Plumbing Procedures	Notes:
							*1. Demonstrate plumbing safety practices [C01]	
							*2. Cut, clean, and glue plastic pipe [C02]	
							*3. Cut, clean, and solder copper pipe [C03]	
							*4. Cut and thread pipe [C04]	
							*5. Form a flare [C05]	
							*6. Assemble a compression fitting [C06]	
							7. Rough-in plumbing fixtures [C07]	
							*8. Replace/repair/ plumbing fixtures (e.g., stool, urinal, tub) [C08]	
							*9. Replace/repair/install plumbing accessories [C13]	
							*10. Locate and repair leaks in pipes and lines [C10]	
							*11. Clean traps, drains, and vents [C11]	
							*12. Identify backflow prevention [C14]	
							13. Service water heater [C15]	
							Other:	

0	1	2	3	4	5	6	4. Performing Interior Carpentry Procedures	Notes:
							*1. Demonstrate carpentry safety practices [E01]	
							*2. Repair drywall/plaster walls [E02]	
							3. Replace/repair interior walls [E03]	
							*4. Replace/repair interior door operating hardware [E04]	
							5. Identify procedures for replacing, repairing, and/or installing floor coverings [E05]	
							6. Replace, repair, and/or install suspended ceiling system [E06]	
							7. Install wall and/or ceiling insulation [E07]	

								8. Install or replace interior trim [E08]	
								9. Install or replace ceramic tile [E09]	
								*10. Replace/repair interior doors [E13]	
								Other:	

0	1	2	3	4	5	6	5. Performing Finishing Procedures		Notes:
								*1. Demonstrate finishing safety practices [F01]	
								*2. Prepare surface for finish [F02]	
								*3. Select finishing materials [F03]	
								*4. Prepare finishing materials [F04]	
								*5. Apply finishing materials [F09]	
								*6. Clean and properly store finishing equipment and materials [F08]	
								Other:	

0	1	2	3	4	5	6	6. Servicing Environmental Control Systems		Notes:
								*1. Demonstrate safety practices for servicing environmental control systems [G01]	
								*2. Replace/adjust belts [G02]	
								*3. Replace electrical motors [G03]	
								4. Service pilot systems [G04]	
								5. Clean and/or replace heating elements [G05]	
								6. Clean condensing unit [G06]	
								7. Clean an evaporator coil [G07]	
								8. Replace thermostats/controls [G08]	
								*9. Replace furnace or cooling filter [G10]	
								*10. Inspect/clean heat exchangers [G11]	
								Other:	

0	1	2	3	4	5	6	7. Performing Electrical Procedures		Notes:
								*1. Demonstrate electrical safety practices [D01]	
								*2. Use electrical test equipment (e.g., VOM/amp) [D06]	
								*3. Troubleshoot and replace outlets, switches, fuses, conductors, breakers, and fixtures [D02]	
								*4. Identify power supplies (e.g., single-phase, three-phase) [D08]	
								5. Bend and connect conduit [D03]	

								*6. Wire circuits of 120C and 240V according to code [D04]	
								*7. Wire a low-voltage circuit using a schematic [D05]	
								8. Install/replace/service alarms and detectors [D09]	
								Other:	

0	1	2	3	4	5	6	8. Welding (optional)	Notes:
							1. Demonstrate welding safety practices [L01]	
							2. Set up oxyacetylene welding equipment [L02]	
							3. Demonstrate proper use of oxyacetylene welder/cutter [L03]	
							4. Demonstrate proper transport and storage of tanks [L04]	
							5. Set up arc welder [L05]	
							6. Weld with arc welder [L06]	
							Other:	

0	1	2	3	4	5	6	9. Performing Concrete and Masonry Procedures (optional)	Notes:
							1. Demonstrate masonry safety practices [H01]	
							2. Set forms [H02]	
							3. Mix concrete [H03]	
							4. Patch and/or repair concrete structures [H04]	
							5. Pour and finish concrete [H05]	
							6. Mix mortar [H06]	
							7. Remove, repair walls, and/or replace blocks [H07]	
							8. Remove, repair walls, and/or replace bricks [H08]	
							Other:	

0	1	2	3	4	5	6	10. Leadership Competencies	Notes:
							1. Determine an understanding of VICA, its structure, and activities [K01]	
							2. Demonstrate an understanding of one's personal values [K02]	
							3. Perform tasks related to effective personal management skills [K03]	
							4. Demonstrate interpersonal skills [K04]	
							5. Demonstrate etiquette and courtesy [K05]	
							6. Demonstrate effectiveness in oral and written communication [K06]	

									7. Develop and maintain a code of professional ethics [K07]	
									8. Maintain a good professional appearance [K08]	
									9. Perform basic tasks related to securing and terminating employment [K09]	
									10. Perform basic parliamentary procedures in a group meeting [K10]	
									Other:	

0	1	2	3	4	5	6	Areas of Specialization	Notes:
							1.	
							2.	
							3.	
							4.	
							5.	
							6.	
							7.	
							8.	
							9.	
							10.	