

Unit ID: FM006

Domain

MAINTENANCE OPERATIONS

Unit Title:

Clean air-conditioning system components

Level: 1

Credits: 3

Purpose

This unit standard is intended for those who carry out facility maintenance operations. People holding credit for this unit standard are able to: Plan and prepare for work; Clean air conditioner and components; Clean filters; and Complete job and clean up work area.

Special Notes

1. Assessment evidence may be collected from a real workplace or a simulated workplace in which facility maintenance operations are carried out.
 - The candidate is required to adhere to safe working practices throughout all elements, which may include but are not limited to day-to-day observation of safety policies and procedures, compliance with emergency procedures, and fire fighting procedures.
2. Air-conditioning systems include window, split, packaged, and central system.
3. Specifications refer to any, or all of the following: manufacturer's specifications and recommendations, and workplace specific requirements.
4. Performance of all elements in this unit standard must comply with relevant regulatory, legislative, and workplace requirements, manufacturers' specifications, and/or best industry practice.
5. Regulations and legislation, including subsequent amendments, relevant to this unit standard may include but are not limited to the following:
 - Labour Act, No. 11, 2007;
 - Regulations relating to the Health and Safety of employees at work, 1997; and all industry specific regulations, legislations, code of practice, or code of conduct.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Plan and prepare for work

Range

Tools and equipment may include but are not limited to ladders; scaffolding; safety equipment; portable, domestic, light industrial cleaning equipment; vacuum cleaner; rags; brushes; water; soap; and brushes.

Cleaning material may include but are not limited to cleaning agents; solvents; and detergents.

Performance Criteria

- 1.1 Work instructions, including specifications and operational details from product label and user manual are obtained, explained, clarified and applied to the allocated task.
- 1.2 Potential hazards, including implications of exposure to hazardous fumes and dust in the work area, are identified, minimised or eliminated.
- 1.3 Safety and security requirements, including personal protective clothing and equipment are obtained and applied to the allocated task.
- 1.4 The correct cleaning tools, equipment and cleaning material are selected according to job requirements and workplace procedures.
- 1.5 Spot sheets are placed where required and adjoining surfaces and/or items are protected from splashes and dust.

Element 2: Clean air conditioner and components

Performance Criteria

- 2.1 Air conditioner is electrically isolated according to safety requirements.
- 2.2 Covers, grids and guards are removed for cleaning and re-installed according to manufacturer's instructions.
- 2.3 Air conditioner and components are cleaned without damage according to manufacturer's instructions and workplace procedures.

Element 3: Clean filters

Performance Criteria

- 3.1 The filter is removed from the air-conditioning system without causing damage to filter and equipment, according to manufacturer's instructions.
- 3.2 The correct cleaning or replacement method, is applied according to manufacturer's instructions and workplace procedures.
- 3.3 Filter is re-installed correctly according to manufacturer's instructions.

Element 4: Complete job and clean up work area

Range

Malfunction may include but is not limited to noise; insufficient cooling and heating; and no functioning.

Performance Criteria

- 4.1 Air-conditioning system is electrically reconnected and tested for operation in accordance with manufacturer's instructions.
- 4.2 Any malfunction is reported according to workplace procedures.
- 4.3 Tools and equipment are maintained and stored according to best industry practice and workplace procedures.
- 4.4 Waste are removed and disposed of in accordance with legal requirements and workplace procedures.

Registration Data

Subfield:	Facility Maintenance
Date first registered:	
Date this version registered:	
Anticipated review:	
Body responsible for review:	Namibia Training Authority