

ASTH212

Check and record the condition of property



Overview

This standard is about the checking a property's condition including ongoing monitoring programmes, at the end of occupancy, or as a response to customer requests for repair. It is about arranging an inspection visit, carrying out checks and recording the results.

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Performance criteria

- You must be able to:*
- P1 clarify the responsibilities of all relevant parties with respect to the condition of the property, including customer liability for certain costs
 - P2 establish any relevant previous history of the property
 - P3 obtain the necessary paperwork for your checks
 - P4 confirm the date and time with customers and other relevant parties where appropriate
 - P5 check the property in accordance with organisational and legal requirements
 - P6 carry out all checks with due regard for the health, safety and security of yourself and others
 - P7 use equipment safely and correctly
 - P8 maintain complete, accurate and legible records in accordance with organisational and legal requirements
 - P9 record the results of your checks and process the records in accordance with organisational procedures
 - P10 identify and record any problems with the condition of the property
 - P11 take the appropriate action in response to problems you have identified
 - P12 record the actions taken and the reasons behind these actions
 - P13 keep records that are accurate, legible and complete

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Knowledge and understanding

You need to know and understand:

- K1 the reasons for carrying out checks of property
- K2 the procedures which your organisation has in place for checking property
- K3 the responsibilities of all relevant parties with respect to the condition of the property, including customer liability for certain costs
- K4 the limits of your responsibility, authority and capability and when to refer to others for advice
- K5 how to access information on the property
- K6 how to ensure the health, safety and security of yourself and others and how to minimise personal risk
- K7 the general layout of the property to be inspected
- K8 how to identify problems with the condition of property
- K9 the use of appropriate technological aids
- K10 the importance of accurate, legible and complete records
- K11 different property types and implications for repair
- K12 how to record the results of inspections
- K13 the common types of problems which may occur and how to identify them
- K14 the types of emergencies which may occur and the correct actions to take
- K15 the correct actions to take in response to problems
- K16 how to record the actions taken
- K17 when to refer the problem to colleagues or other members of staff

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