

COSVR303

Prepare surfaces to receive floorcoverings



Overview

This standard is about preparing surfaces to receive floorcoverings. It includes cementitious and timber-based surfaces, screeds, uneven areas, suspended floors and staircases

This standard will also involve interpreting information, adopting safe, healthy and environmentally responsible work practices, selecting and using materials, components, tools and equipment, in accordance with organisational requirements which are equal to or exceed current statutory and legislative requirements

This standard is for people working in the occupational area of floorcovering and can be used by operatives, supervisors and managers

Performance criteria

You must be able to:

P1 Interpretation of information

interpret the information relating to the work and resources to confirm its relevance for the following:

- drawings
- specifications
- schedules
- risk assessments
- method statements
- manufacturers information

P2 Safe work practices

comply with the relevant legislation and official guidance to carry out the work and maintain safe and healthy work practices relating to the following:

- methods of work
- safe use of health and safety control equipment
- safe use of access equipment
- safe use, storage and handling of materials, tools and equipment
- specific risks to health

P3 Selection of resources

select the required quantity and quality of the following resources for the methods of work:

- materials
- components and fixings
- tools and equipment

P4 Minimise the risk of damage

comply with organisational procedures to minimise the risk of damage to the work and surrounding area by:

- protecting the work and its surrounding area from damage
- maintaining a safe, clear and tidy work area
- disposing of waste in accordance with current legislation

Performance criteria

You must be able to:

P5 Meet the contract specification

comply with the contract information to prepare surfaces to receive floorcoverings efficiently to the required specification by:

- demonstrating work skills to:
 - measure
 - quantify
 - mark out
 - scrape
 - abrade
 - smooth
 - condition
 - mix
 - apply
 - finish
 - position
 - secure
- using and maintaining hand and power tools and ancillary equipment
- preparing surfaces to receive floorcoverings to working instructions for the following:
 - cementitious surfaces
 - proprietary screeds
 - timber-based surfaces
 - uneven floor areas
 - suspended floors
 - staircases

P6 Allocated time

complete the work within the estimated, allocated time, in accordance with organisational procedures, the programme of work and to meet the needs of other occupations and/or client

Knowledge and understanding

You need to know and understand:

- P1 Interpretation of information**
- K1** why organisational procedures have been developed and how they are implemented
- K2** types of information, their source and how they are interpreted in relation to:
- drawings
 - specifications
 - schedules
 - risk assessments
 - method statements
 - electronic data
 - manufacturers information
 - current legislation and regulations governing buildings
- K3** the importance of reporting and rectifying incorrect information
- K4** the range of relevant digital services, tools and systems, and how they are used
- P2 Safe work practices**
- K5** information for relevant, current legislation and official guidance and how it is applied
- K6** the types of fire extinguishers and how and when they are used in relation to:
- water
 - CO₂
 - Foam
 - Powder
- K7** how emergencies should be responded to, in accordance with organisational authorisation and personal skills, in relation to:
- fires, spillages, injuries
 - emergencies relating to occupational activities
 - identification of and reporting of asbestos containing materials

Knowledge and understanding

You need to know and understand:

- K8** the organisational security procedures for tools, equipment and personal belongings, in relation to:
- operative
 - site
 - workplace
 - vehicles
 - company
 - customer
 - the general public
- K9** how to report risks and hazards identified by the following:
- risk assessment
 - methods of work
 - personal assessment
 - manufacturers technical information
 - statutory regulations
 - official guidance
 - Control of Substances Hazardous to Health (COSHH)
- K10** the accident reporting procedures and who is responsible for making the report
- K11** why, when and how health and safety control equipment, identified by the principles of prevention, should be used in relation to:
- collective protective measures
 - personal protective equipment (PPE)
 - respiratory protective equipment (RPE)
 - local exhaust ventilation (LEV)
- K12** how to comply with environmentally responsible work practices to meet current legislation and official guidance
- K13** the organisational procedures when dealing with potential accidents, health hazards and the environmental impact whilst working in the workplace in relation to:
- below ground level
 - in confined spaces
 - at height
 - tools and equipment
 - materials and substances
 - moving and storing materials by manual handling and mechanical lifting

Knowledge and understanding

You need to know and understand:

- P3 Selection of resources**
- K14** why the characteristics, quality, uses, sustainability, limitations and defects associated with the resources are important and how defects should be rectified
- K15** the organisational procedures to select resources, why they have been developed, and how they are used
- K16** how to confirm the resources and materials conform with the specification
- K17** how the resources should be used and how any problems associated with the resources are reported in relation to:
- fabricated underlayments
 - smoothing underlays
 - sheet membranes
 - bonding agents
 - adhesives
 - primers
 - levelling compounds
 - cleansing agents
 - repair materials
 - moisture control systems
 - mechanical fixings
 - hand and power tools and ancillary equipment
- K18** how to identify the hazards associated with the resources and methods of work, and how they are overcome
- K19** methods of calculating the quantity, length and wastage associated with the method and procedure to prepare surfaces to receive floorcoverings
- P4 Minimise the risk of damage**
- K20** how to protect the work and its surrounding area from damage, and the purpose of protection from general workplace activities, other occupations and adverse weather conditions

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Knowledge and understanding

You need to know and understand:

- K21** how to minimise the damage to existing building fabric
- K22** why and how the disposal of waste must be carried out safely in accordance with the following:
 - environmental responsibilities
 - organisational procedures
 - manufacturers information
 - statutory regulations
 - official guidance
- K23** why it is important to maintain a safe, clear and tidy work area

Knowledge and understanding

You need to know and understand:

- K24** **P5 Meet the contract specification** how to meet the contract specification in relation to the following:
- how to prepare surfaces to receive floorcoverings to include:
 - cementitious surfaces
 - proprietary screeds
 - timber-based floors
 - uneven floor areas
 - suspended floors
 - staircases
 - how to repair and secure boards
 - how to cut, fit and install fabricated underlayments
 - how to apply smoothing underlays
 - how to apply moisture control systems
 - how to apply bonding agents and primers
 - how to apply surface levellers
 - how to apply sheet membranes
 - how to scrape, abrade, clean and smooth floor surfaces
 - how to repair minor surface faults
 - why it is necessary to recognise and determine if underfloor heating is in-situ and respond accordingly
 - why it is important to recognise and determine when specialist skills and knowledge are required and report accordingly
 - the relevance of an assessment and its significance
 - why it is necessary to understand specific requirements for structures of special interest, traditional construction, hard-to-treat buildings and historical significance
 - how to work with, around and in close proximity to plant and machinery
 - how to work at height using access equipment
 - how to use all hand and power tools and ancillary equipment
 - how and why operative care and maintenance of all hand and power tools and ancillary equipment is carried out

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Knowledge and understanding

You need to know and understand:

- K25** the importance of teamwork and communication
 - K26** the importance of mental health awareness and wellbeing
 - K27** the importance of applying Fairness, Inclusion and Respect (FIR) when dealing with others
 - K28** the needs of other occupations associated with preparing surfaces to receive floorcoverings
- P6 Allocated time**
- K29** the programme of work to be carried out, including the estimated and allocated time, and why deadlines should be kept
 - K30** the types of progress charts, timetables and estimated times, and the organisational procedures for reporting circumstances which will affect the work programme

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