

# **Construction Technologies Career Field**

## **Facility and Building Maintenance**

Subject Code: 178024

### **Outcome & Competency Descriptions**

#### **Course Description:**

Students are introduced to the maintenance and management processes used in public buildings and industrial facilities. Students will troubleshoot building and systems issues and provide solutions following applicable procedures and standards. Students will operate and maintain machinery and equipment used in grounds and facilities maintenance tasks. Throughout the course, the safe handling of materials, personal safety, prevention of accidents and the mitigation of hazards are emphasized.

#### **Course Description:**

Students will learn principles in basic safety (10-hr OSHA), construction math, hand and power tool use and operation, blueprint reading, material handling, communication and employability skills. An emphasis will be placed on safe and green construction practices.

#### **Strand 1. Business Operations/21st Century Skills**

Learners apply principles of economics, business management, marketing and employability in an entrepreneur, manager and employee role to the leadership, planning, developing and analyzing of business enterprises related to the career field.

#### **Outcome 1.1. Employability Skills**

Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

#### **Competencies**

- 1.1.1. Identify the knowledge, skills and abilities necessary to succeed in careers.
- 1.1.2. Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience.
- 1.1.3. Develop a career plan that reflects career interests, pathways and secondary and postsecondary options.
- 1.1.4. Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.
- 1.1.5. Develop strategies for self-promotion in the hiring process (e.g., filling out job applications, résumé writing, interviewing skills, portfolio development).
- 1.1.6. Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.
- 1.1.7. Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions.
- 1.1.8. Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism.
- 1.1.9. Give and receive constructive feedback to improve work habits.
- 1.1.10. Adapt personal coping skills to adjust to taxing workplace demands.
- 1.1.11. Recognize different cultural beliefs and practices in the workplace and demonstrate respect for them.
- 1.1.12. Identify healthy lifestyles that reduce the risk of chronic disease, unsafe habits and abusive behavior.

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**Outcome 1.2. Leadership and Communications**

Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.

**Competencies**

- 1.2.1. Extract relevant, valid information from materials and cite sources of information.
- 1.2.2. Deliver formal and informal presentations.
- 1.2.3. Identify and use verbal, nonverbal and active listening skills to communicate effectively.
- 1.2.4. Use negotiation and conflict-resolution skills to reach solutions.
- 1.2.5. Communicate information (e.g., directions, ideas, vision, workplace expectations) for an intended audience and purpose.
- 1.2.6. Use proper grammar and expression in all aspects of communication.
- 1.2.7. Use problem-solving and consensus-building techniques to draw conclusions and determine next steps.
- 1.2.8. Identify the strengths, weaknesses and characteristics of leadership styles that influence internal and external workplace relationships.
- 1.2.9. Identify advantages and disadvantages involving digital and/or electronic communications (e.g., common content for large audience, control of tone, speed, cost, lack of non-verbal cues, potential for forwarding information, longevity).
- 1.2.10. Use interpersonal skills to provide group leadership, promote collaboration and work in a team.
- 1.2.11. Write professional correspondence, documents, job applications and resumés.
- 1.2.12. Use technical writing skills to complete forms and create reports.
- 1.2.13. Identify stakeholders and solicit their opinions.
- 1.2.14. Use motivational strategies to accomplish goals.

**Outcome 1.3. Business Ethics and Law**

Analyze how professional, ethical and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

**Competencies**

- 1.3.1. Analyze how regulatory compliance affects business operations and organizational performance.
- 1.3.2. Follow protocols and practices necessary to maintain a clean, safe and healthy work environment.
- 1.3.3. Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).
- 1.3.4. Identify how federal and state consumer protection laws affect products and services.
- 1.3.5. Access and implement safety compliance measures (e.g., quality assurance information, safety data sheets [SDSs], product safety data sheets [PSDSs], United States Environmental Protection Agency [EPA], United States Occupational Safety and Health Administration [OSHA]) that contribute to the continuous improvement of the organization.

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- 1.3.6. Identify deceptive practices (e.g., bait and switch, identity theft, unlawful door-to-door sales, deceptive service estimates, fraudulent misrepresentations) and their overall impact on organizational performance.
- 1.3.7. Identify the labor laws that affect employment and the consequences of noncompliance for both employee and employer (e.g., harassment, labor, employment, employment interview, testing, minor labor laws, Americans with Disabilities Act, Fair Labor Standards Acts, Equal Employment Opportunity Commission [EEOC]).
- 1.3.8. Verify compliance with computer and intellectual property laws and regulations.
- 1.3.9. Identify potential conflicts of interest (e.g., personal gain, project bidding) between personal, organizational and professional ethical standards.

**Outcome 1.4. Knowledge Management and Information Technology**

Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.

**Competencies**

- 1.4.1. Use office equipment to communicate (e.g., phone, radio equipment, fax machine, scanner, public address systems).
- 1.4.2. Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).
- 1.4.3. Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client and patient record confidentiality) pertaining to technology specific to the industry pathway.
- 1.4.4. Use system hardware to support software applications.
- 1.4.5. Use information technology tools to maintain, secure and monitor business records.
- 1.4.6. Use an electronic database to access and create business and technical information.
- 1.4.7. Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).
- 1.4.8. Use electronic media to communicate and follow network etiquette guidelines.

**Outcome 1.5. Global Environment**

Evaluate how beliefs, values, attitudes and behaviors influence organizational strategies and goals.

**Competencies**

- 1.5.1. Describe how cultural understanding, cultural intelligence skills and continual awareness are interdependent.
- 1.5.2. Describe how cultural intelligence skills influence the overall success and survival of an organization.
- 1.5.3. Use cultural intelligence to interact with individuals from diverse cultural settings.
- 1.5.4. Recognize barriers in cross-cultural relationships and implement behavioral adjustments.
- 1.5.5. Recognize the ways in which bias and discrimination may influence productivity and profitability.

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- 1.5.6. Analyze work tasks for understanding and interpretation from a different cultural perspective.
- 1.5.7. Use intercultural communication skills to exchange ideas and create meaning.
- 1.5.8. Identify how multicultural teaming and globalization can foster development of new and improved products and services and recognition of new opportunities.

**Outcome 1.8. Operations Management**

Plan, organize and monitor an organization or department to maximize contribution to organizational goals and objectives.

**Competencies**

- 1.8.1. Forecast future resources and budgetary needs using financial documents (e.g., balance sheet, demand forecasting, financial ratios).
- 1.8.2. Select and organize resources to develop a product or a service.
- 1.8.3. Analyze the performance of organizational activities and reallocate resources to achieve established goals.
- 1.8.4. Identify alternative actions to take when goals are not met (e.g., changing goals, changing strategies, efficiencies).
- 1.8.5. Use inventory and control systems to purchase materials, supplies and equipment (e.g., Last In, First Out [LIFO]; First In, First Out [FIFO]; Just in Time [JIT]; LEAN).
- 1.8.6. Identify the advantages and disadvantages of carrying cost and Just-in-Time (JIT) production systems and the effects of maintaining inventory (e.g., perishable, shrinkage, insurance) on profitability.
- 1.8.7. Collect information and feedback to help assess the organization's strategic planning and policymaking processes.
- 1.8.8. Identify routine activities for maintaining business facilities and equipment.
- 1.8.9. Develop a budget that reflects the strategies and goals of the organization.
- 1.8.10. Analyze how business management and environmental management systems (e.g., health, safety) contribute to continuous improvement and sustainability.

**Outcome 1.12. Cyber Hygiene**

Apply digital information security principles to keep information secure.

**Competencies**

- 1.12.1. Identify the purpose and practices of Cyber Hygiene.
- 1.12.2. Differentiate between appropriate and inappropriate information.
- 1.12.3. Interpret security policies through job specific training and training updates.
- 1.12.4. Apply secure password behavior.
- 1.12.5. Apply physical and virtual situational awareness (e.g., clean desk policies, shoulder surfing, social engineering, tailgating).

**Strand 2. Safety, Tools, and Equipment**

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Learners apply principles of protection, prevention and mitigation to create and maintain safe working conditions at construction sites. Knowledge and skills may be applied in all aspects of personal site safety to meet all applicable standards.

**Outcome 2.1. Site Safety**

Handle materials, prevent accidents and mitigate hazards.

**Competencies**

- 2.1.1. Use Occupational Safety and Health Administration (OSHA)-defined procedures for identifying employer and employee responsibilities, working in confined spaces, managing worker safety programs, using ground fault circuit interrupters (GFCIs), maintaining clearance and boundaries and labeling.
- 2.1.2. Identify and rectify or mitigate construction hazards (e.g., thresholds, slippery surfaces, lighting and workplace clutter).
- 2.1.3. Identify and apply load factors for constructing scaffolding, railings, ladders and temporary structures.
- 2.1.4. Apply inspection, rejection criteria, hitch configurations and load-handling practices to slings and rigging hardware.
- 2.1.5. Demonstrate the proper use of American National Standards Institute (ANSI) hand signals.
- 2.1.6. Identify the source of electrical hazards and use shutdown and established lock-out/tag-out procedures.
- 2.1.7. Identify procedures for the handling, storage and disposal of hazardous materials.
- 2.1.8. Identify the location of emergency flush showers, eyewash fountains, Safety Data Sheets (SDSs), fire alarms and exits.
- 2.1.9. Select and operate fire extinguishers based on the class of fire.
- 2.1.10. Create a hazardous materials safety plan (e.g., liquid and airborne materials).
- 2.1.11. Describe the interactions of incompatible substances when measuring and mixing chemicals.

**Outcome 2.2. Personal Safety**

Practice personal safety in construction.

**Competencies**

- 2.2.1. Interpret personal safety rights according to the employee Right-to-Know plan.
- 2.2.2. Describe how working under the influence (e.g., drugs, alcohol and stimulants/caffeine) increases the risk of accident, lowers productivity, raises insurance costs, and reduces profits.
- 2.2.3. Select, use, store, maintain and dispose of personal protective equipment (PPE) appropriate to job tasks, conditions and materials.
- 2.2.4. Identify workplace risk factors associated with lifting, operating and moving heavy objects and establish an ergonomics process.
- 2.2.5. Identify, inspect and use safety equipment appropriate for the task.
- 2.2.6. Demonstrate first aid and cardiopulmonary resuscitation (CPR).
- 2.2.7. Describe how working under the influence (e.g., drugs, alcohol and stimulants/caffeine) increases the risk of accident, lowers productivity, raises insurance costs, and reduces profits.
- 2.2.8. Identify and describe hazards associated with improper clothing and poor hygiene.

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- 2.2.9 Describe trenching and excavation hazards (e.g. soil types, cave in, utilities, underground obstacles).
- 2.2.10 Describe the process for identifying and locating existing site utilities.

**Outcome 2.3. Equipment Operation**

Operate equipment used to move materials, earth and other heavy materials.

**Competencies**

- 2.3.1. Select the equipment and attachments needed to complete the task.
- 2.3.2. Follow the manufactures' recommendations for safety, maintenance, limitations and use.
- 2.3.3. Perform pre- and post-operation inspections and adjustments and report malfunctions.
- 2.3.4. Operate levers, pedals or valves to activate power equipment.
- 2.3.5. Drive and maneuver equipment with and without trailers.

**Outcome 2.4. Equipment and Machinery Preventative Maintenance**

Clean, maintain and perform planned preventative maintenance (PPM) on equipment and machinery.

**Competencies**

- 2.4.1. Lubricate machinery and equipment.
- 2.4.2. Ensure the presence and functionality of safety systems and hardware.
- 2.4.3. Service electrical systems (e.g., fuses, bulbs).
- 2.4.4. Perform machine adjustments (e.g., belts, drive chains).
- 2.4.5. Service filtration systems.
- 2.4.6. Identify, select and maintain fluid levels.
- 2.4.7. Maintain instrument, machinery and equipment cleanliness, appearance and safety devices.
- 2.4.8. Inspect and maintain fluid conveyance and storage components (e.g., hoses, lines, valves, nozzles).
- 2.4.9. Inspect and maintain tooling and implements.
- 2.4.10. Document and log equipment maintenance records.

**Strand 3. Structural Construction**

Learners apply principles of architectural engineering to erect residential, commercial and industrial buildings. Knowledge and skills may be applied in constructing footings and foundations; framing floors, walls, ceilings, roofs and stairs; completing exterior and interior finishes; and repairing, restoring or remodeling existing structures.



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**Outcome 3.8. Exterior Finish Work**  
Complete exterior finish.

**Competencies**

- 3.8.1. Compare types and characteristics of doors and windows.
- 3.8.2. Identify, describe, and assemble materials for exterior finishing.
- 3.8.3. Install exterior door and window units and hardware.
- 3.8.4. Install weather stripping and apply caulking and sealant.
- 3.8.5. Install fascia and soffits with backing.
- 3.8.6. Cut and install molding and frieze board.
- 3.8.7. Case exterior openings.
- 3.8.8. Install exterior siding, covering, or finishes.
- 3.8.9. Install exterior trim accessories (e.g., gutters, downspouts, louvers, shutters, posts, railings, decorative moldings).
- 3.8.10. Install draft stopping.

**Outcome 3.10. Interior Finish Work**  
Complete interior finish for residential, industrial and commercial facilities.

**Competencies**

- 3.10.1. Describe the different types and characteristics of drywall and finishing materials.
- 3.10.2. Lay out the drywall installation and nail or screw pattern and install drywall and corner accessories.
- 3.10.3. Describe the effects insulation, vapor barriers and ventilation can have on controlling moisture.
- 3.10.4. Install insulation and vapor barriers for wall and ceiling finishes.
- 3.10.5. Install drywall board.
- 3.10.6. Finish drywall board.
- 3.10.7. Lay out and install alternative methods of ceiling (e.g. acoustic, suspended).
- 3.10.8. Prepare subfloor, install building paper and cut and install underlayment.
- 3.10.9. Lay out and install finished flooring (e.g., vinyl, carpet, wood, ceramic).
- 3.10.10. Install door units (e.g., prehung, double hung, folding, sliding) and door hardware.
- 3.10.11. Install interior door and window trim (e.g., stools, sills, jamb extensions, casing, mullions, aprons).
- 3.10.12. Apply finish coatings (e.g., paint, stains, varnishes, texturing, wallpaper).
- 3.10.13. Install baseboard and moldings (e.g., standard, crown, built-up moldings).
- 3.10.14. Install cabinetry, shelving and related hardware.

**Strand 5. Environmental Systems and Plumbing**  
Learners apply principles of physics and thermodynamics to install and maintain heating, ventilation and air conditioning (HVAC) and plumbing systems in residential, commercial and industrial applications. HVAC may include mobile and fixed refrigeration and heating equipment, including environmental controls, boiler systems

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and ductwork; plumbing may include drainage, water supply, fuel piping, fixtures and appliances.

**Outcome 5.3. Service Maintenance**

Perform service maintenance (SM) and repair on environmental controls technology equipment (e.g., electric heating equipment, air handler, air filtration equipment, humidifier/dehumidifier, air conditioner, heat pump).

**Competencies**

- 5.3.1. Perform routine cleaning and inspection of system and components.
- 5.3.2. Inspect and replace filters, belts and fluids.

**Outcome 5.5. Boiler Systems**

Describe and monitor the operation of hydronic and steam boiler systems.

**Competencies**

- 5.5.1. Compare the uses and components of hydronic and steam boiler systems.
- 5.5.2. Observe and test system operations and safety controls.

**Strand 6. Construction Management and Jobsite Maintenance**

Learners apply principles of business, facility and site operations and project management to build and operate residential, commercial and industrial facilities. Knowledge and skill may be applied in managing and supervising site operations; developing work sequences for tasks and units of work; coordinating material and equipment delivery; planning building stages and the build environment; and providing facility management, and maintenance services.

**Outcome 6.1. Construction Math**

Apply math and measurement principles to complete construction projects.

**Competencies**

- 6.1.1. Calculate surface area and volume for three-dimensional objects, accurate to a specified level of precision.
- 6.1.2. Apply measurement scales to layout length, width, and angle measurements.
- 6.1.3. Apply algebraic procedures and geometric concepts to reading construction documents.
- 6.1.4. Use proportional reasoning and apply indirect measurement techniques (e.g., right triangle trigonometry, properties of similar triangles).
- 6.1.5. Select and use measurement tools (i.e. grade rod, ruler, tape measure, measuring cups, builder's level).
- 6.1.6. Perform calculations and conversions with fractions, decimals, and percents.
- 6.1.7. Perform unit conversions.



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**Outcome 6.2. Construction Drawings**

Read and interpret plans and diagrams within a construction drawing set (i.e., topographical, grading and drainage, architectural, structural, plumbing, mechanical, electrical) to organize a project work sequence.

**Competencies**

- 6.2.1. Collect and analyze project information to determine resources and tasks required to complete a project.
- 6.2.2. Read and interpret a site plan.
- 6.2.3. Use architect's and engineer's scales to read and interpret construction drawings for material calculations and installation at the jobsite.
- 6.2.4. Read, interpret, and organize construction drawings, models, specifications and other contractual documents.

**Outcome 6.6. Building Maintenance**

Provide maintenance, repair and renovations to maintain the long-term conservation and protection of facility buildings and grounds.

**Competencies**

- 6.6.1. Identify types of surface material (porous/nonporous) to determine processes and chemicals needed to clean and maintain floors using manufacturers' recommendations.
- 6.6.2. Identify type of carpet (e.g., fibers, styles, construction methods) and associated processes and procedures used for cleaning.
- 6.6.3. Perform interim maintenance used in extending the life of the floor surfaces and coverings.
- 6.6.4. Identify hard, resilient, and wood floor coverings and use procedures (e.g., scrubbing, stripping, buffing, high-speed burnishing, screening, sealing), chemicals and equipment needed to maintain and extend the life of the flooring.
- 6.6.5. Describe sustainable, healthy, and high-performance cleaning.
- 6.6.6. Develop and implement a custodial care plan (i.e., custodial duties and frequency; routine, renovation, supervisory, management activities) that provides a safe and healthy environment for a facility and analyzes efficiency based on hours and square footage.
- 6.6.7. Select procedures and processes needed to clean, disinfect and maintain wall surfaces (e.g., painted, tiled, papered, plastered).
- 6.6.8. Clean and disinfect lavatories and kitchen in accordance with health and safety guidelines.
- 6.6.9. Replenish consumable supplies and maintain levels of inventory.
- 6.6.10. Collect and dispose solid and hazardous waste in accordance with local codes and green initiatives.
- 6.6.11. Develop a green cleaning program that identifies cleaning procedures, services, equipment, and supplies that provide improvements in ergonomics and reduce the effect on human health without harming the environment.
- 6.6.12. Schedule preventative maintenance, repair, and renovation to maintain a safe and healthy environment using computer-aided facilities management programs as appropriate.
- 6.6.13. Develop and implement a waste management and recycling plan that reduces costs based on local codes and regulations.

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- 6.6.14. Develop and implement an integrated pest management plan that reduces environmental impact and reduces cost.
- 6.6.15. Identify the need for a water and energy conservation and management plan.
- 6.6.16. Compare and contrast green and traditional practices in the selection of materials, chemicals and equipment.

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