Unit 669 Preparing background surfaces for tiling or painting/decorating in the workplace

8 credits

Level: 2
UAN: M/600/8060

Unit aim:
This unit aims to provide you with the necessary skills and knowledge to:

- interpret information
- adopt safe and healthy working practices
- select materials, components and equipment
- prepare background surfaces to receive wall and/or floor tiling or decorative /protective finishes.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Interpret the given information relating to the work and resources when preparing background surfaces for tiling or painting/decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **interpret and extract information from:**							
a. **drawings**							
b. **specifications**							
c. **schedules**							
d. **manufacturers' information**							
1.2 **comply with information and/or instructions derived from risk assessments and method statement**							

1.3 state the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented							
1.4 describe different types of information, their source and how they are interpreted in relation to:							
a. drawings							
b. specifications							
c. method statements							
d. schedules							
e. manufacturers' information.							

2. Interpret the given information relating to the work and resources when preparing background surfaces for tiling or painting/decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
2.1 describe your responsibilities under current legislation and official guidance whilst working:							
a. in the workplace							
b. below ground level							
c. in confined spaces							
d. at height							
e. with tools and equipment							
f. with materials and substances							
g. with movement and storage of materials							
h. by manual handling							
i. by mechanical lifting							
2.2 describe the organisational security procedures for tools, equipment and personal belongings in relation to:							
a. site							
b. workplace							
c. company							
d. operative							
2.3 state what the accident reporting procedures are and who is responsible for making reports.							

3. Maintain safe working practices when preparing background surfaces for tiling or painting/decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **use Personal Protective Equipment (PPE) and access equipment safely to carry out the activity in accordance with legislation and organisational requirements when preparing background surfaces for tiling or painting/decorating**							
3.2 explain why and when Personal Protective Equipment (PPE) should be used, relating to prepare background surfaces for tiling or painting/decorating, and the:							
a. types							
b. purpose							
c. limitations of each type							
3.3 state how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with:							
a. fires							
b. spillages							
c. injuries							
d. other task-related hazards.							

4. Select the required quantity and quality of resources for the methods of work to prepare background surfaces for tiling or painting/decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 describe the characteristics, quality, uses, limitations and defects associated with the resources in relation to:							
a. solvents and cleaning agents							
b. stripping materials and equipment							
c. fillers and bonding agents							
d. surface treatment materials and waterproofing agents							
e. sand, cement, lime and plaster renders							
f. mesh, trims and fixings							
g. hand and powered tools and equipment							
4.2 select resources associated with own work in relation to:							

a. materials							
b. components							
c. fixings							
d. tools							
e. equipment							
4.3 state how the resources should be used correctly, how problems associated with the resources are reported and how the organisational procedures are used							
4.4 outline potential hazards associated with the resources and method of work							
4.5 describe how to calculate:							
a. quantity							
b. length							
c. area							
d. wastage associated with the method/procedure to prepare background surfaces for tiling or painting/decorating.							

5. Minimise the risk of damage to the work and surrounding area when preparing background surfaces for tiling or painting/decorating.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
5.1 **protect the work and its surrounding area from damage**							
5.2 **minimise damage and maintain a clean work space**							
5.3 describe how to protect work from damage and the purpose of protection in relation to:							
a. general workplace activities							
b. other occupations							
c. adverse weather conditions							
5.4 **dispose of waste in accordance with legislation**							
5.5 state why the disposal of waste should be carried out in relation to the work.							

6. Complete the work within the allocated time when preparing background surfaces for tiling or painting/decorating.

You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
6.1 **demonstrate completion of the work within the allocated time**							
6.2 state the purpose of the work programme and explain why deadlines should be kept in relation to:							
a. types of progress charts, timetables and estimated times							
b. organisational procedures for reporting circumstances which will affect the work programme.							

7. Comply with the given contract information to prepare background surfaces for tiling or painting/decorating to the required specification.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
7.1 **demonstrate the following work skills when preparing background surfaces for tiling or painting/decorating:**							
a. **measuring**							
b. **marking out**							
c. **washing**							
d. **stripping/scraping**							
e. **abrading/keying**							
f. **hacking**							
g. **cutting out**							
h. **removing**							
i. **mixing**							
j. **filling**							
k. **levelling/flattening**							
l. **brushing down**							
m. **priming**							
7.2 **prepare new or existing background surfaces for tiling and/or painting and decorating to given working instructions for at least five of the following:**							

a. **previously painted/decorated surfaces**							
b. **brick**							
c. **block**							
d. **concrete**							
e. **render or plaster**							
f. **manufactured board**							
g. **wood**							
h. **metal**							
7.3 describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:							
a. prepare previously tiled or painted/decorated surfaces							
b. remove surface contamination							
c. prepare brick, block, concrete, wood, metal, render or plaster for tiling							
d. prepare brick, block, concrete, wood, metal, render or plaster for painting/decorating							
e. prepare manufactured board							
f. mix and apply plaster, sand, cement and lime renders							
g. apply primers							
h. fill, level and abrade surfaces							
i. apply preparatory treatments							
j. use waterproof membranes							
k. fix proprietary mesh and trims							
l. apply movement joints							
m. use hand tools, power tools and equipment							
n. work at height							
o. use access equipment							
7.4 **safely use and store materials, hand tools, portable power tools and ancillary equipment**							

7.5	state the needs of other occupations and how to communicate within a team when preparing background surfaces for tiling or painting/decorating
7.6	describe how to maintain the tools and equipment used when preparing background surfaces for tiling or painting/decorating.

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	