

Facilities Maintenance: Handyman Training

Unit Standard Aligned
NQF 2 | 31 Credits
5 Days



Delegate Profile:

- Handyman
- Handyman assistant
- Maintenance technician
- Junior technical maintenance staff

Admission Requirements

- NQF 1 Numeracy and Literacy

This five-day practical skills training consisting of three-day and two-day practical skills enables handymen and maintenance technicians to gain theoretical and practical knowledge and deliver first-line customer-centric technical services. The skills programme aligns to six-unit standards.

The delegate will be able to:

- Provide customer services
- Apply health and safety to a work area
- Manage expenditure against a budget
- Apply tiles to plastered surfaces
- Install glazing
- Identify the various types of paints, primers, material and their uses

Upon completion, delegates will have an understanding of:

- How to treat customers with respect and provide the best possible service
- How to manage expenditure against a set budget
- How to ensure that all activities engaged in adhere to strict health and safety protocols
- How to install glazing
- How to apply tiles to plastered surfaces
- How to identify the various types of paint, primers, materials and their uses, and the safe disposal thereof

Outcomes-Based Assessment:

After completing the three-day theoretical and two-day practical training, the delegate completes an observed practical workplace summative assessment. A 'mentor' records the results in their workplace which is submitted for assessment and moderation.

Programme Outline:

1. Introduction to Handyman Services in an FM Environment

- Practical application in the workplace

2. Business Acumen Essentials

- Cost control
- Customer relations
- Contractor management
- Computer maintenance management systems (CMMS)

3. Occupational Health and Safety Management

- Duties of the employer and employee
- Personal protective equipment (PPE)
- Firefighting equipment
- Basic first aid
- Construction regulations
- Hazardous substances, classifications, storage and disposal

4. Inspect and Use Hand Tools

- General facility inspection
- Use hand and power tools applicable to trade

5. Materials Management

- Types of ladders
- Correct use of ladders

6. General Maintenance

- Air-conditioning first-line maintenance
- Air-conditioning filter maintenance

7. Civil and Construction Maintenance

- Tiling
- Glazing
- Different types of paints and finishes
- Masking and cutting preparation for painting
- Disposal of paint
- Prepare and apply various finishes to wood and steel
- Plaster preparation
- Door maintenance
- Window maintenance
- Repair and maintenance of taps, valves and stopcocks

Practical Training Days

- **Facilitated Training Programmes:** The practical training is conducted in a technical workshop to apply the relevant skills covered in the theory component of the skills programme
- **Online Training Programmes:** Scheduled practical training programmes in Johannesburg and Cape Town for two days are based on the number of delegates.