



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Facilities Mechanic

Trade Code: 255W

Development Date: 2004

FACILITIES MECHANIC

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APPRENTICESHIP PROGRAM SUMMARY/GUIDELINES

1. **Program Definition: Facilities Mechanic** is defined as a person who:
- is responsible for day-to-day operational maintenance and custodial care of industrial, institutional, commercial and multi-residential buildings.

FACILITIES MECHANIC is an approved apprenticeship program for the purposes of the *Apprenticeship and Certification Act, 1998 (ACA)*.

2. **Program Guidelines**

- **On-the-Job Training Duration (*for apprentices*)**
The Industry Committee has identified **5520** hours as the duration generally necessary for any apprentice to become competent in the skills required. There may be individual circumstances in which the duration varies from this guideline.
- **In-School Training Duration**
The Industry Committee has identified **480** hours of in-school training as the duration generally necessary for an apprentice to complete the in-school curriculum for this program, except where an apprentice has been exempted from any level of that curriculum.
- **Ratio**
The Industry Committee has identified a journeyman-to-apprentice ratio of one journeyman or individuals who are deemed equivalent to a journeyman status to one apprentice as the ratio generally necessary for an apprentice to be properly trained on the job in this program. There may be individual circumstances in which the ratio varies from this guideline.

3. Program Requirements

- **Restricted Skill Sets**

This program does not contain any restricted skill sets as per Ontario Regulation 565/99, Restricted Skill Sets. Therefore, an individual is not required to be a registered apprentice or possess certification in order to perform skills contained in the program.

- **Academic Standard**

The Industry Committee has identified the minimum academic standard for entry to this program as completion of Grade 12 or ministry-approved equivalent.

(See ACA Policy 102, Confirming Academic Requirements.)

- **Eligibility for Exam Challenge (*for Non-apprentice C of Q Applicants*)**

The challenger must:

- provide proof of competency in all mandatory (unshaded) skills as identified in the Training Standard or Schedule of Training;
- demonstrate that he or she has acquired **6000** hours of on-the-job training.

(See ACA Policy 150, Assessing Applicants for the Certificate of Qualification.)

- **Eligibility for Program Completion (*for Apprentices*)**

The apprentice must:

- achieve competency in all mandatory (unshaded) skills as identified in the Training Standard or Schedule of Training;
- complete the in-school training as outlined in the industry and ministry-approved Curriculum Standard.

(See ACA Policy 309, Completion of an Apprenticeship Program.)

- **Other Resources**

Complete program requirements, policies and standards can be obtained by referring to the following resources:

- *Apprenticeship and Certification Act, 1998 (ACA)*
- ACA General Regulation 573/99
- ACA Exemption Regulation 566/99
- Program-specific Apprenticeship Training Standards or Schedules of Training
- ACA Program and Policy Manual

- **Other Required Certification**

N/A

- **Academic Background**

Industry has identified relevant secondary-school course(s) likely to increase an individual's chances of success if completed before program entry. For details, see the document Apprenticeship Subject Pathways.

FACILITIES MECHANIC

COMPETENCY ANALYSIS PROFILE Facilities Mechanic – 255W

(All unshaded skill sets must be demonstrated/completed.)

SKILL SETS

SKILLS

DEMONSTRATE SAFE WORKING PRACTICES AND PROCEDURES 5070.0	Comply with safety directives 5070.01	Wear and maintain personal protective equipment 5070.02	Practise good housekeeping 5070.03	Handle hazardous and toxic workplace materials 5070.04	Practise fire safety procedures 5070.05
	Take corrective action against workplace hazards 5070.06	Work within safe physical limits 5070.07	Inspect elevating devices and material-handling equipment 5070.08	Work on equipment in elevated positions 5070.09	Apply lockout and tag procedures 5070.10
USE AND MAINTAIN TOOLS, EQUIPMENT and DEVICES 5071.0	Use and maintain hand tools and associated equipment 5071.01	Use and maintain power tools and associated equipment 5071.02	Use and maintain measuring devices 5071.03	Use and maintain testing and troubleshooting devices 5071.04	Inspect hand and power tools and equipment 5071.05
	EMPLOY JOB INFORMATION RESOURCES 5072.0	Determine in-house operation and maintenance requirements 5072.01	Interpret electrical, mechanical and structural blueprints 5072.02	Communicate with co-workers 5072.03	Write reports 5072.04
Prepare work orders 5072.06					

FACILITIES MECHANIC

PERFORM PREVENTIVE MAINTENANCE	Provide administrative support to scheduled maintenance	Perform scheduled preventive maintenance	Coordinate outside contract inspections		
5073.0	5073.01	5073.02	5073.03		
INSPECT FIRE SAFETY EQUIPMENT	Inspect fire safety systems and equipment	Inspect access and exit areas and equipment	Perform scheduled inspection and maintenance of emergency lighting system	Perform scheduled inspection and maintenance of fire safety systems and components	
5074.0	5074.01	5074.02	5074.03	5074.04	
MAINTAIN ELECTRICAL SYSTEM COMPONENTS	Perform routine inspection of electrical systems and components	Maintain breakers (maximum of 240 volts)	Maintain fuses (maximum of 240 volts)	Maintain 120-volt electrical components and devices	
5075.0	5075.01	5075.02	5075.03	5075.04	
MAINTAIN DOMESTIC APPLIANCES	Inspect and maintain domestic electrical appliances	Set up, level and test appliances			
5076.0	5076.01	5076.02			
MAINTAIN LOW- PRESSURE AND HOT WATER BOILERS AND COMPONENTS	Monitor and record gauge readings	Troubleshoot boiler systems and components	Maintain low-pressure heat exchangers	Maintain controls and thermostats	Inspect pumps and motors
5077.0	5077.01	5077.02	5077.03	5077.04	5077.05
	Maintain pumps and motors	Prepare for on-site inspection			
	5077.06	5077.07			

FACILITIES MECHANIC

MAINTAIN AIR CONDITIONING SYSTEM COMPONENTS	Open and unseal window or wall units	Maintain system components	Monitor and record gauge readings	Inspect, clean and winterize cooling towers	Adjust and monitor chemical feeds and balances
5078.0	5078.01	5078.02	5078.03	5078.04	5078.05
	Test for refrigerant leakage	Close and seal window or wall units	Prepare and assist in start-up and shut-down procedures		
	5078.06	5078.07	5078.08		

MAINTAIN VENTILATION SYSTEM COMPONENTS	Inspect and maintain ventilation systems	Check and clean duct work and grills	Inspect and maintain humidifier systems	Perform maintenance on fans	Maintain fume hood systems
5079.0	5079.01	5079.02	5079.03	5079.04	5079.05
	Coordinate certification of fume hoods				
	5079.06				

MAINTAIN PLUMBING	Locate defective areas of plumbing systems	Inspect water drainage system components	Perform routine maintenance on plumbing systems and components		
5080.0	5080.01	5080.02	5080.03		

MAINTAIN WATER TREATMENT SYSTEM COMPONENTS	Monitor and maintain chemical balance of water systems	Test and maintain components of water treatment systems			
5081.0	5081.01	5081.02			

FACILITIES MECHANIC

MAINTAIN DOMESTIC LAUNDRY SYSTEMS	Test safety devices	Troubleshoot laundry systems and components	Maintain laundry components or parts		
5082.0	5082.01	5082.02	5082.03		

MAINTAIN BUILDING INTERIOR AND EXTERIOR	Conduct inspections of building envelope	Repair or replace interior and exterior doors	Repair or replace interior and exterior windows	Plan and estimate replacement quantities of paint and wall coverings	Prepare wall surfaces
5083.0	5083.01	5083.02	5083.03	5083.04	5083.05
	Apply paint	Apply wall coverings	Maintain ceilings	Maintain interior surfaces	Maintain wall appendages
	5083.06	5083.07	5083.08	5083.09	5083.10
	Maintain floor coverings	Perform general cleaning procedures	Maintain exterior brickwork, masonry and cladding	Maintain eaves trough and downspouts	Maintain overhead suspended equipment
	5083.11	5083.12	5083.13	5083.14	5083.15

PERFORM GROUNDS MAINTENANCE	Inspect grounds	Clean up grounds	Maintain grounds facilities	Maintain lawns, plants, trees, flora and shrubs	Inspect and maintain lawn and garden equipment
5084.0	5084.01	5084.02	5084.03	5084.04	5084.05
	Inspect, test and maintain irrigation systems	Inspect and maintain playground equipment			
	5084.06	5084.07			

FACILITIES MECHANIC

MAINTAIN ROOFING	Access roof	Inspect inside and outside of roof	Perform roof maintenance		
5085.0	5085.01	5085.02	5085.03		

WELD USING ARC WELDING EQUIPMENT	Wear welding protective equipment	Plan and organize welding operations	Cut metal with oxyfuel equipment	Select and set up welding equipment	Prepare weld surfaces
5086.0	5086.01	5086.02	5086.03	5086.04	5086.05
	Fillet weld	Clean weld	Store welding equipment and consumables		
	5086.06	5086.07	5086.08		

PREFACE

This training standard was developed by the Workplace Training Branch of the Ministry of Training, Colleges and Universities (MTCU), in partnership with the Industry Committees and in consultation with representatives from the industry. This document is intended to be used by the apprentice, supervisor/trainer and sponsor/employer as a “blueprint” for training and as a prerequisite for completion and certification.

This training document becomes the apprentice’s only record of workplace training performance.

The supervisor/trainer and apprentice are required to sign off on and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off on the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence in the skill. This training standard has been developed specifically for documenting the apprentice’s acquisition of skills of the trade.

Please Note:

Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the *Trades Qualification and Apprenticeship Act* (TQAA) or the *Apprenticeship and Certification Act, 1998* (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College’s website (www.collegeoftrades.ca) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: www.collegeoftrades.ca/about/legislation-and-regulations.

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario

Certificate of Qualification (C of Q)

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade

Competency Analysis Profile

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training

General Performance Objective (On-the-Job Skill Set)

Describes a set of skills that includes all performance objectives under that skill set

Industry Committee (IC) – Under the ACA and Provincial Advisory Committee (PAC) Under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyman or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation, or craft as attested to by a provincial or territorial authority

Mandatory

Status assigned to unshaded individual skills, skill sets, or general performance objectives that must be signed off on for the apprentice to complete the program

Optional

Status assigned to shaded individual skills, skills sets, or general performance objectives for which sign-off is not required for the apprentice to complete the program but that may be tested on an examination for certification

Sign-Off

Signature of the sponsor/employer of record or an individual to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence

Skill

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups)

Skill Sets

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form

Lists all skill sets and includes space for sign-off by sponsor/employer of record

Sponsor/Employer

A person who has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation, or skill set as part of an apprenticeship program approved by the Director

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. For sponsors/employers to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials and processes that have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) as being required for the trade.

Supervisor

An individual who oversees the execution of a task or oversees the actions or work of others

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA

Trades Qualification and Apprenticeship Act

Training Standard

A document that has been written in concise statements that describe how well an apprentice must perform each skill in order to become competent. By using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS

For the Apprentice

1. All complete skills or skill sets must be signed and dated by both the apprentice and the sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services Office regarding the following changes:
 - change of sponsor/employer address
 - change of apprentice name or address
 - transfer to a new sponsor/employer
3. The Skill Set Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfilment of all terms of a Contract of Apprenticeship/Training Agreement.
4. The Apprentice Completion Form with the Completed and Authorized Training Standard must be presented to the local Apprenticeship Client Services Unit.

For the Sponsor/Employer and Supervisor/Trainer

The Training Standard identifies skills required for this trade/occupation and its related training program.

This Training Standard has been written in concise statements that describe how an apprentice must perform each skill in order to become competent. Competence means being able to perform the task to the required standard.

By using this Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/trainers and apprentices are required to sign off on and date the skills following each successful acquisition.

Sponsors/employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

**ROLES AND RESPONSIBILITIES OF THE APPRENTICE, SPONSOR/EMPLOYER,
AND SUPERVISOR/TRAINER**

Apprentice “Apprenticeship is a learning exercise.”

- Practise safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off on the skill/skill sets on demonstration of competency.

Sponsor/Employer “Training is an investment.”

- Demonstrate safe work habits.
- Attest to successful achievement by signing off on the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and the supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers who have good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses (Train the Trainer, Mentor Coach, etc.).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the Training Standard.

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. By using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done, then show how it is done and then let the apprentice demonstrate the task.
- Provide continual feedback.
- Sign off on individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action whenever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

SKILL SET COMPLETION FORM

SKILLS SETS	TITLE	SIGNING AUTHORITY
5070.0	DEMONSTRATE SAFE WORKING PRACTICES AND PROCEDURES	
5071.0	USE AND MAINTAIN TOOLS, EQUIPMENT and DEVICES	
5072.0	EMPLOY JOB INFORMATION RESOURCES	
5073.0	PERFORM PREVENTIVE MAINTENANCE	
5074.0	INSPECT FIRE SAFETY EQUIPMENT	
5075.0	MAINTAIN ELECTRICAL SYSTEM COMPONENTS	
5076.0	MAINTAIN DOMESTIC APPLIANCES	
5077.0	MAINTAIN LOW-PRESSURE AND HOT WATER BOILERS AND COMPONENTS	
5078.0	MAINTAIN AIR CONDITIONING SYSTEM COMPONENTS	
5079.0	MAINTAIN VENTILATION SYSTEM COMPONENTS	
5080.0	MAINTAIN PLUMBING	
5081.0	MAINTAIN WATER TREATMENT SYSTEM COMPONENTS	
5082.0	MAINTAIN DOMESTIC LAUNDRY SYSTEMS	
5083.0	MAINTAIN BUILDING INTERIOR AND EXTERIOR	
5084.0	PERFORM GROUNDS MAINTENANCE	
5085.0	MAINTAIN ROOFING	
5086.0	WELD USING ARC WELDING EQUIPMENT	

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed off on for completion of the on-the-job component of the apprenticeship.
- The in-school curriculum learning outcomes will cover all the skill sets, both shaded and unshaded.
- The Certificate of Qualification examination will test the whole of the trade but not shaded performance skill sets.

5070.0 DEMONSTRATE SAFE WORKING PRACTICES AND PROCEDURES

GENERAL PERFORMANCE OBJECTIVE

Demonstrate safe working practices and procedures by complying with safety directives; wearing and maintaining personal protective equipment; practising good housekeeping; handling hazardous materials; practising fire-safety procedures; confirming worksite status; working within safe physical limits; inspecting elevating devices and material-handling equipment; working on equipment in elevated positions; and applying lockout and tag procedures and de-energizing procedures so that all applicable codes, regulations and applicable company policies are followed.

PERFORMANCE OBJECTIVES

SKILLS

5070.01 **Comply with safety directives** provided in legislation and regulations, including the *Occupational Health and Safety Act* (OHSA), the *Workers' Compensation Act* (WCA), the *Environmental Protection Act* (EPA), *Boilers and Pressure Vessels Regulation* (BPVR) of the *Technical Standards and Safety Act*, the *Dangerous Goods Transportation Act* (DGTA), the Workplace Hazardous Materials Information System (WHMIS), the *Ontario Fire Code* (OFC) and the *Ontario Electrical Code*, on construction, industrial, commercial and residential sites by identifying appropriate legislation and applying it to work procedures.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5070.0 DEMONSTRATE SAFE WORKING PRACTICES AND PROCEDURES (cont.)

5070.02 **Wear and maintain personal protective equipment** including eye, ear, hand, respiratory, body, skin and foot protection, ensuring that the fit is correct and that optimum protection is provided to the wearer for the specific task in accordance with manufacturers’ instructions and as required by the OHSA regulations and company policies and procedures.

Signatures of:

Apprentice	Date
Supervisor/Trainer	Date

5070.03 **Practise good housekeeping** by ensuring the workplace is clean, organized and free of obstructions; the location of first-aid equipment and supplies is identified; materials and equipment are cleaned and stored in designated areas after use; and protective barriers and guards are erected in compliance with the OHSA and company policy and procedures.

Signatures of:

Apprentice	Date
Supervisor/Trainer	Date

FACILITIES MECHANIC

5070.0 DEMONSTRATE SAFE WORKING PRACTICES AND PROCEDURES (cont.)

5070.04 Handle hazardous and toxic workplace materials including lead, asbestos, gases, acids, solvents, paints, thinners and cleaners so that individuals are protected from injury and the environment from contamination and the safety practices are in accordance with WHMIS, the OHSA, the EPA, the DGTA, manufacturers' instructions and company procedures and policy.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5070.05 Practise fire safety procedures including determining the potential for fire posed by the work being performed; identifying the location of and assessing the severity of a fire; selecting and operating appropriate fire-extinguishing equipment for specific fire types; activating alarms; recognizing and responding to audio-visual alarms; and following the prescribed fire evacuation plan, in accordance with the OFC and company procedures and directives.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5070.0 DEMONSTRATE SAFE WORKING PRACTICES AND PROCEDURES (cont.)

5070.06 Take corrective action against workplace hazards including noxious fumes and dust, high-intensity light, fires, elevated worksites, suspended loads, poor lighting, extreme temperatures, inadequate ventilation, confined spaces, untidy worksites and uncontrolled power sources, so that the potential for personal injury and damage to equipment and the environment are minimized in accordance with applicable manufacturers' instructions, government regulations and company policies.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5070.07 Work within safe physical limits by applying correct body mechanics when bending, lifting, transporting, or climbing with heavy loads in accordance with the OHSA, manufacturers' instructions and company procedures and policy so that probability of personal injury is minimized.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5071.0 USE AND MAINTAIN TOOLS, EQUIPMENT AND DEVICES

GENERAL PERFORMANCE OBJECTIVE

Use and maintain hand tools, power tools, measuring devices and testing and troubleshooting devices by using and maintaining trade-specific hand tools and associated equipment, power tools and associated equipment and supplies, measuring devices and testing and troubleshooting devices for electrical, plumbing, mechanical and fuel systems so that tools, equipment and devices are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

PERFORMANCE OBJECTIVES

SKILLS

5071.01 Use and maintain hand tools and associated equipment including hammers, chisels, wrenches, screwdrivers, pliers, hack saws and oilers by determining the correct tool for the job, selecting the tool and required components, documenting use in a tool-control system, setting up the tool, testing it, applying it to the job, monitoring and adjusting its operation, identifying deficiencies, replacing consumables and repairing or replacing user-maintainable parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5072.0 EMPLOY JOB INFORMATION RESOURCES

GENERAL PERFORMANCE OBJECTIVE

Employ job information resources by determining in-house operation and maintenance requirements; interpreting electrical, mechanical and structural blueprints; communicating with co-workers; writing reports; maintaining service documents; and preparing work orders so that the information needed to plan and complete maintenance activities is made available and used.

PERFORMANCE OBJECTIVES

SKILLS

5072.01 Determine in-house operation and maintenance requirements by researching code books, manuals, manufacturers' specifications and recommendations, warranties, preventive maintenance schedule sheets and government regulations; identifying system and component types, capacities, tolerances and limitations, safety procedures, replacement procedures and in-house maintenance and licensing limitations; updating equipment and parts inventory and maintenance inspection routines; sourcing required materials, tools and equipment; and locating any other necessary information to complete the job in accordance with all codes and company procedures.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5072.0 EMPLOY JOB INFORMATION RESOURCES (cont.)

5072.02 Interpret electrical, mechanical and structural blueprints, shop drawings and schematics to determine the location and layout of equipment, system components, revision level and any other information needed to plan and complete the job.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5072.03 Communicate with co-workers, supervisors, contractors, clients, company representatives and other tradespersons by personal communication, telephone, postal service/letter, courier service and e-mail, ensuring that information delivered is concise, clear and accurate and is in accordance with company procedures or practices.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5072.04 Write reports including health and safety reports, injury reports, environmental reports, preventive and predictive maintenance charts and inventory requisitions by completing them manually or using a computer system, ensuring that written reports are concise, detailed, clear, accurate and timely, in accordance with company practices or procedures.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5073.0 PERFORM PREVENTIVE MAINTENANCE

GENERAL PERFORMANCE OBJECTIVE

Perform preventive maintenance by providing administrative support to preventive maintenance duties; performing scheduled preventive maintenance procedures; and coordinating outside contract inspections and corrective work in accordance with company policy, government regulations and codes.

PERFORMANCE OBJECTIVES

SKILLS

5073.01 Provide administrative support to preventive maintenance duties by identifying scheduling dates, times, frequency and location; completing inspect lists; determining related trade and equipment requirements; maintaining completed inspections documentation; completing work orders; identifying and documenting related corrective work; determining in-house maintenance limitations; shutting down equipment; and coordinating the required workforce, qualified personnel, materials, parts and tools, in accordance with government regulations, company procedures, job specifications and preventive maintenance schedule.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5073.0 PERFORM PREVENTIVE MAINTENANCE (cont.)

5073.02 Perform scheduled preventive maintenance by inspecting and recording equipment performance outcomes and performing maintenance including cleaning, lubricating, adjusting and repairing or replacing so that the maintenance is completed in accordance with company policy, government regulations and codes.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5073.03 Coordinate outside contract inspections and corrective work by ensuring that the required workforce, qualified personnel, materials, parts and tools are on site; identifying and scheduling date, time and location of contract work; scheduling shutdown and start-up of equipment; preparing worksite for inspections and maintenance; assisting tradespersons and contractors (acting as Safety Watcher); and monitoring inspections and completing required documentation, in accordance with company policy, government regulations and codes.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5074.0 INSPECT FIRE SAFETY EQUIPMENT

GENERAL PERFORMANCE OBJECTIVE

Inspect fire safety equipment by performing inspection of fire safety systems and equipment; inspecting access and exit areas and equipment; and performing scheduled inspections and maintenance of emergency lighting systems and fire safety systems and components in accordance with the OFC.

PERFORMANCE OBJECTIVES

SKILLS

5074.01 Inspect fire safety systems and equipment by checking containers, cabinets, gauges, emergency lighting, panels, sprinkler heads, fire extinguishers, hoses, standpipes, Siamese connectors, batteries, pull stations, door-holding devices, fire phones, P.A. systems, alarms, bells, detectors and information postings, so that all system components are functional and that all forms and documents are completed, in accordance with company procedures and the OFC.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5074.0 INSPECT FIRE SAFETY EQUIPMENT (cont.)

5074.02 Inspect access and exit areas and equipment including signs, hallways, fire doors, stairwells and stairways, fire routes, evacuation routes, information postings, emergency lights, fire panel and alarms, so that all access and exit areas are clear of obstructions, escape routes are visible and all exit signs and equipment are operational, in accordance with company procedures and the OFC.

Signatures of:

_____	_____
Apprentice	Date

_____	_____
Supervisor/Trainer	Date

5074.03 Perform scheduled inspection and maintenance of emergency lighting systems by checking bulbs, contacts, battery, terminal connections, battery clamps, cells and expiry dates; cleaning and lubricating connectors; topping up cells with distilled water; replacing bulbs; and contacting qualified personnel if system dates have expired, in accordance with preventive maintenance schedules and the OFC.

Signatures of:

_____	_____
Apprentice	Date

_____	_____
Supervisor/Trainer	Date

5074.0 INSPECT FIRE SAFETY EQUIPMENT (cont.)

5074.04 Perform scheduled inspection and maintenance of fire safety systems and components by following required procedures, including ensuring that water supply valves are open; checking pressure on intake and discharge side of pumps; checking for leaks on pumps, valves and piping network; visually checking pull stations, alarms, sprinklers, hoses, fire hose cabinets, smoke or heat detectors and posted procedures; and completing inspection documentation in accordance with preventive maintenance schedule, company procedures or practices and the OFC.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5075.0 MAINTAIN ELECTRICAL SYSTEM COMPONENTS

GENERAL PERFORMANCE OBJECTIVE

Maintain electrical system components by performing routine inspection of electrical system and components; maintaining breakers and fuses (maximum 240 volts); and maintaining 120-volt, single-phase electrical components and devices in accordance with company procedures or practices, the Canadian Standards Association (CSA) and preventive maintenance programs.

PERFORMANCE OBJECTIVES

SKILLS

5075.01 Perform routine inspection of electrical systems and components using appropriate tools and measuring or testing equipment including multimeter, voltage tester, fuse-plug pullers, wire strippers and insulated hand tools in order to determine maintenance requirements, in accordance with company procedures or practices, manufacturers' specifications and recommendations, the CSA and preventive maintenance program.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5075.0 MAINTAIN ELECTRICAL SYSTEM COMPONENTS (cont.)

5075.02 Maintain breakers (maximum of 240 volts) by identifying and confirming correct electrical panel; checking breakers in panel; visually inspecting the surrounding area for hazards including water, fire, smoke, or damage; performing lockout procedures; and resetting the breaker, in accordance with company procedures or practices, the CSA and preventive maintenance programs.

Signatures of:

_____	_____
Apprentice	Date

_____	_____
Supervisor/Trainer	Date

5075.03 Maintain fuses (maximum 240 volts) by identifying and confirming correct fuse including plug type 15-, 20- and 30-amp fuse, stove block fuse and hot water tank block fuse; checking fuse with voltage tester; and replacing defective fuse using fuse puller and multimeter, in accordance with codes, company procedures or practices and preventive maintenance programs.

Signatures of:

_____	_____
Apprentice	Date

_____	_____
Supervisor/Trainer	Date

5075.0 MAINTAIN ELECTRICAL SYSTEM COMPONENTS (cont.)

5075.04 Maintain 120-volt electrical components and devices including sensors, receptacles, switches, ceiling fans, exhaust fans, door chimes and buzzers by performing lockout and tagging procedures; setting up safety barriers and worksite signs; checking and replacing defective parts; and using appropriate tools including multimeter, hand tools, electrical tape, grounding devices and wire fasteners, in accordance with codes, company procedures or practices and preventive maintenance program.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5076.0 MAINTAIN DOMESTIC APPLIANCES

GENERAL PERFORMANCE OBJECTIVE

Maintain domestic appliances by inspecting and maintaining domestic electrical appliances and setting up, levelling and testing appliances in accordance with government regulations, codes, company procedures or practices and manufacturers' specifications and recommendations.

PERFORMANCE OBJECTIVES

SKILLS

5076.01 **Inspect and maintain domestic electrical appliances** including ovens, dishwashers, cookers, stoves, fryers, mixers, ice makers, toasters, kettles, coffee machines and exhaust hoods by replacing or repairing defective components or parts including power cords, belts, switches, controls, valves, pumps, timers, gaskets, seals, sensors, elements, clutches, lights and fuses; cleaning vents, filters, strainers and drains; and using correct tools and equipment, in accordance with government regulations, codes, company procedures or practices and manufacturers' specifications and recommendations.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5076.0 MAINTAIN DOMESTIC APPLIANCES (cont.)

5076.02 Set up, level and test appliances by connecting to the correct power supply, water source, drains and drainage and venting and by adjusting levelling devices, so that appliances are balanced, functional and operational, in accordance with codes, manufacturers' specifications or recommendations and company procedures or policy.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5077.0 MAINTAIN LOW-PRESSURE AND HOT WATER BOILERS AND COMPONENTS

GENERAL PERFORMANCE OBJECTIVE

Maintain low-pressure and hot water boilers and components by monitoring and recording gauge readings; troubleshooting system and components; maintaining low-pressure heat exchangers; maintaining controls and thermostats; inspecting and maintaining pumps and motors; and preparing for on-site inspections in accordance with government regulations, company procedures or practices, manufacturers' specifications and recommendations and preventive maintenance program.

PERFORMANCE OBJECTIVES

SKILLS

5077.01 Monitor and record gauge readings including pressure, temperature, humidity and vacuum gauges, by recording data in log books or inspection sheets to ensure that the system sequence of operations is maintained within required limits as specified in manufacturers' recommendations, company procedures or practices and preventive maintenance program.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5077.0 MAINTAIN LOW-PRESSURE AND HOT WATER BOILERS AND COMPONENTS (cont.)

5077.02 Troubleshoot boiler systems and components by testing water quality, safety devices and on/off mode; visually checking piping network, drains and thermostats; and checking excessive vibration, unusual noises, obstructions, cleanliness, fuel supply, pump, filters and gauges to ensure the efficient and safe operation of the system in accordance with codes, company procedures or practices, manufacturers' specifications and recommendations and preventive maintenance program.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5077.03 Maintain low-pressure heat exchangers by cleaning and lubricating pump and motor; replacing pump motor, coupling, belt, pulley, sensor, isolating valve, control valve, controller and trap; checking operation of control system; adjusting controller to set points; inspecting coils, traps, condensate system and vacuum breakers; and using required tools, equipment and appropriate cleaning solvents in accordance with the OHSA, government regulations, the BPVR, manufacturers' specifications, preventive maintenance schedule and company procedures and policy.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5077.0 MAINTAIN LOW PRESSURE AND HOT WATER BOILERS AND COMPONENTS (cont.)

5077.06 Maintain pumps and motors by checking for leakage, defective filters and strainers, malfunctioning pumps, steam traps and pressure loads; applying required lubricants or grease; replacing defective and worn parts; and replacing or adjusting thermostats to ensure efficient and safe operation of the system, in accordance with codes, company procedures or practices, manufacturers' specifications and instructions and preventive maintenance program.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5077.07 Prepare for on-site inspection by identifying time, date and location of schedule; ensuring that all required material is on-site; and verifying that all controls and parts are functioning and operational before signing off on the on-site inspection in accordance with preventive maintenance program, company procedures or practices, codes and government regulations.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5078.0 MAINTAIN AIR CONDITIONING SYSTEM COMPONENTS

GENERAL PERFORMANCE OBJECTIVE

Maintain air conditioning systems by opening and unsealing window or wall units; maintaining system components; monitoring and recording gauge readings; inspecting, cleaning and winterizing cooling towers; adjusting and monitoring chemical feeds and balances; testing for refrigerant leakage; closing in and sealing window or wall units; and preparing and assisting in start-up and shut-down procedures in accordance with codes, company procedures or practices, manufacturers' specifications or recommendations and preventive maintenance program.

PERFORMANCE OBJECTIVES

SKILLS

5078.01 **Open and unseal window or wall units** for seasonal use by placing unit in opening; removing insulation, plywood and cladding; checking for unobstructed air circulation; and checking that all controls, gauges and parts are operational and functioning in accordance with preventive maintenance program, manufacturers' specifications and instructions, codes and company procedures and practices.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5078.0 MAINTAIN AIR CONDITIONING SYSTEM COMPONENTS (cont.)

5078.04 **Inspect, clean and winterize cooling towers** by draining and flushing system; cleaning and checking strainers; cleaning water-intake cooling coils and pump; checking and cleaning sump; and shutting down cooling fans in accordance with company procedures or practices, government regulations and preventive maintenance schedules.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5078.05 **Adjust and monitor chemical feeds and balances** by performing corrosive test, total dissolve solids (TDS) test, pH balance test and chlorine test; using standard test kits; and adjusting timers and automatic and manual controls so that deterioration of piping network, pumps and equipment is prevented in accordance with preventive maintenance program, chemical specifications, government regulations, test kit instructions and company procedures.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5078.0 MAINTAIN AIR CONDITIONING SYSTEM COMPONENTS (cont.)

5078.08 Prepare and assist in start-up and shut-down procedures by identifying and scheduling time, date and location; ensuring that all required material is on-site; and verifying that all controls and parts are functioning and operational before signing off on the on-site inspection, in accordance with preventive maintenance program, company procedures or practices and government regulations.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5079.0 MAINTAIN VENTILATION SYSTEM COMPONENTS

GENERAL PERFORMANCE OBJECTIVE

Maintain ventilation system components by maintaining ventilation systems and components; checking and cleaning duct work and grills; maintaining humidifier systems; and performing preventive maintenance in accordance with manufacturers' instructions and specifications, company procedures or practices and government regulations.

PERFORMANCE OBJECTIVES

SKILLS

5079.01 **Inspect and maintain ventilation systems** and components by assessing component operation and determining problems; replacing belts, filters and worn or defective parts; cleaning and lubricating dampers, linkages, actuators and bearings; cleaning coils, fan housing and blades; inspecting fusible links; and checking operation of valves so that in-house trade and maintenance limitations are adhered to and procedures are carried out in accordance with preventive maintenance programs, manufacturers' instructions and specifications, company procedures or practices and government regulations.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5079.0 MAINTAIN VENTILATION SYSTEM COMPONENTS (cont.)

5079.02 **Check and clean duct work and grills** by vacuuming, washing and removing obstructions or debris to ensure that ducts and grills are cleaned and airways are clear and open, in accordance with preventive maintenance programs and company procedures.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5079.03 **Inspect and maintain humidifier systems** by replacing filters and repairing or replacing worn or defective parts or components, to ensure that unit is clean and operating safely and efficiently, in accordance with manufacturers' instructions and recommendations, preventive maintenance programs and company procedures.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5079.04 **Perform maintenance on fans** and components by checking for worn, damaged, or loose belts, misaligned pulleys, defective safety guards, excessive vibrations or noise and accumulated dust and dirt, using required tools and equipment so that the system is rectified to standard operating efficiencies, in accordance with preventive maintenance programs and company standards or procedures.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5079.0 MAINTAIN VENTILATION SYSTEM COMPONENTS (cont.)

5079.05 **Maintain fume hood systems** by performing scheduled shut-down procedures; visually inspecting system and components; performing smoke and airflow test; adjusting, repairing, or replacing fan components, including belts, pulleys, bearings, shafts, motors, dampers and seals; repairing or replacing existing duct flex connections; sealing duct work with approved coatings; testing operation of switches, limits and alarms; and using standard and specialty tools and equipment, including velocity meters, micromanometers, smoke-test kits and tachometers, ensuring that equipment is operating efficiently and within safety parameters, in accordance with manufacturers' recommendations and specifications, the preventive maintenance schedule, codes, government regulations and company procedures and policy.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5079.06 **Coordinate certification of fume hoods** by identifying and scheduling date, time and location of maintenance procedures; performing shut-down procedures; ensuring that the required workforce, qualified technician, materials, parts and tools are on site; assisting in testing procedure; recording and reporting results; and arranging for required remedial action, in accordance with government regulations, codes, the preventive maintenance schedule and company procedures and policy.

Signature of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

Sponsor/Employer Name

Sponsor/Employer Signature

5080.0 MAINTAIN PLUMBING

GENERAL PERFORMANCE OBJECTIVE

Maintain plumbing by locating defective areas of plumbing systems, inspecting water drains and performing routine maintenance in accordance with preventive maintenance programs, manufacturers' instructions and specifications, company procedures or practices and government regulations.

PERFORMANCE OBJECTIVES

SKILLS

5080.01 **Locate defective areas of plumbing systems** by visually inspecting fixtures, piping, water supply and return or drain lines; identifying and locating leaks, breakage and blockage; shutting off the water supply; and isolating and tagging the defective areas before maintenance in accordance with manufacturers' recommendations and specifications, company procedures or practices and government regulations.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5080.0 MAINTAIN PLUMBING (cont.)

5080.02 Inspect water drainage system components by checking circulation pumps, sump pumps, regulators, mixing valves, floats and pressure-level gauges; monitoring and recording gauge readings; and using required checking devices, water pressure gauges and temperature gauges in accordance with codes, manufacturers’ instructions and specifications and company procedures or practices.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5080.03 Perform routine maintenance on plumbing systems and components by checking valves, gaskets, traps, diaphragms, seals, o-rings and seats; selecting and using correct chemical cleaners, de-limers and drain openers; replacing washers, seats, toilet floats and toilet diaphragms; clearing blocked drains and toilets; isolating and tagging the defective areas before maintenance; and checking that all connections are tight and leak-proof and water supply has been restored in accordance with codes, company procedures or practices, manufacturers’ specifications and instructions, government regulations and preventive maintenance programs.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

Sponsor/Employer Name

Sponsor/Employer Signature

5081.0 MAINTAIN WATER TREATMENT SYSTEM COMPONENTS

GENERAL PERFORMANCE OBJECTIVE

Maintain water treatment system components by identifying, monitoring and maintaining chemical balances of water system and checking and maintaining components of the water treatment system in accordance with manufacturers' recommendations or specifications, company procedures or practices and government regulations.

PERFORMANCE OBJECTIVES

SKILLS

5081.01 Monitor and maintain chemical balance of water systems by testing using standard test kits, TDS test, corrosion test, pH balance, test and chloride test; adding corrosion inhibitors, biocides, pH balancers, sludge conditioners, descalers and filtration; modifying feed rates by adjusting timer, manual and automatic controls; mixing and adding required chemicals; recharging the system; cleaning and replacing filters and strainers; recording and documenting system chemical conditioners; and safely handling and storing chemicals so that chemical balance is maintained and deterioration is prevented in piping network, pumps and equipment, in accordance with manufacturers' recommendations or specifications, company procedures or practices, government regulations, WHMIS and the OHSA.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5081.0 MAINTAIN WATER TREATMENT SYSTEM COMPONENTS (cont.)

5081.02 **Test and maintain components of water treatment systems** by sealing leaks; clearing away blockages; recording water and chemical levels; cleaning strainers, filters and valves; lubricating pumps; and replacing controls so that system is functioning and operational in accordance with manufacturers' specifications and instructions, company procedures or practices and government regulations.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5082.0 MAINTAIN DOMESTIC LAUNDRY SYSTEMS

GENERAL PERFORMANCE OBJECTIVE

Maintain domestic laundry systems by testing safety devices and inspecting and maintaining laundry systems, components and parts in accordance with manufacturers' specifications and recommendations and company policies and procedures.

PERFORMANCE OBJECTIVES

SKILLS

5082.01 Test safety devices including limit switches, cut-out/off switch and overload cut-outs, using required tools and testing equipment including screwdrivers, multimeters and service meters, so that all safety devices and switches are functional and operating in accordance with manufacturers' specifications or recommendations and company procedures or practices.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5082.02 Troubleshoot laundry systems and components by checking for worn belts; clogged drains, vents, or ducts; defective wiring; burnt controls; worn bearings; leaks; and power source and defective transmissions to isolate the source and cause of system breakdown and to determine type of service or repair required to complete the job, in accordance with manufacturers' specifications and recommendations and company policies and procedures.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5082.0 MAINTAIN DOMESTIC LAUNDRY SYSTEMS (cont.)

5082.03 **Maintain laundry components or parts** by cleaning drains, vents, modular components, filters, safety devices, filters and drums; replacing bearings, switches, modular components, hoses, belts and seal; testing valves, motors, pumps, safety devices, agitator, transmissions, drums, elements and blowers; repairing switches and hoses; and lubricating where required so that laundry systems are balanced and operational, in accordance with manufacturers' specifications, operating manuals, drawings/schematics and company procedures or practices.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5083.0 MAINTAIN BUILDING INTERIOR AND EXTERIOR

GENERAL PERFORMANCE OBJECTIVE

Maintain building interior and exterior by conducting inspections of building envelope; repairing or replacing doors and windows and components; planning and estimating replacement paint and wall coverings; preparing wall surfaces; applying paint and wall coverings; maintaining ceilings, interior surfaces, exterior brickwork, masonry, cladding, eavestrough and downspouts, wall appendages and floor coverings; and performing general cleaning procedures and maintaining overhead suspended equipment in accordance with company policies and procedures.

PERFORMANCE OBJECTIVES

SKILLS

5083.01 Conduct inspections of building envelope by visually and physically checking structural areas including brick, cement and seals; inspecting plumbing for defective fixtures, leaks, or blockage; checking heating or cooling systems; checking electrical fixtures and receptacles; inspecting carpentry work, doors and windows; and identifying and documenting damaged, defective, worn, loose, or weakened building parts, components, or equipment, so that all maintenance requirements, equipment, tools and necessary personnel are identified to maintain the building envelope and interior in accordance with company policies and procedures.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5083.0 MAINTAIN BUILDING INTERIOR AND EXTERIOR (cont.)

5083.06 **Apply paint** by brushing, rolling, or spraying; using latex-based or oil-based paints and application equipment including brushes, rollers, edgers, tape, spinners and spraying equipment; placing protective tapes or coverings on surrounding areas; and applying paint and cleaning up painting equipment and surrounding area so that paint is applied in an even coat to provide adequate coverage, correct cleaning products are used and all paints, painting equipment and cleaning products are identified, sealed and stored in a ventilated room, in accordance with manufacturers' recommendations or specifications, company procedures or practices and building or fire codes.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5083.07 **Apply wall coverings** by removing old wall coverings; preparing surfaces; checking new material for same lot number, defects in paper and availability of required lengths; laying out wall covering; setting up start and finish points; handling and protecting paper; trimming wall covering material; selecting and applying correct adhesives; applying wall covering; and butting or double-cutting in material, so that wall covering and application conforms to the manufacturers' specifications, company standards and building or fire codes.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5083.0 MAINTAIN BUILDING INTERIOR AND EXTERIOR (cont.)

5083.11 Maintain floor coverings including wood, tile, rubber, concrete, marble, carpets and expansion joints by measuring, cutting, repairing, replacing, cleaning and finishing defective or damaged floor areas, using required equipment including hammers, pincers, snips, pliers, industrial staplers, knives, cutters and spatula, in accordance with manufacturers' specifications or recommendations, company procedures or practices, the OHSA and building and fire codes.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5083.12 Perform general cleaning procedures by sweeping, dusting, mopping spills, removing waste, washing floors and walls and performing any other required housekeeping procedures, by using required chemicals, soaps, or cleaning solvents, so that a clean and safe environment is maintained, in accordance with manufacturers' specifications and instructions, company procedures or practices, the OHSA and WMHIS.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5083.0 MAINTAIN BUILDING INTERIOR AND EXTERIOR (cont.)

5083.13 Maintain exterior brickwork, masonry and cladding by patching or repairing masonry and concrete, pointing and replacing bricks and blocks, washing, removing graffiti, repairing or replacing siding or cladding and caulking expansion joints so that exterior walls are cleaned, repaired, restored, or replaced in accordance with manufacturers' specifications and instructions, company procedures or practices and building or fire codes.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5083.14 Maintain eaves trough and downspouts by clearing away leaves and debris; repairing or replacing defective parts; resealing joints and seams; and applying required fasteners and anchors so that troughs and spouts are cleaned, repaired, restored, or replaced in accordance with manufacturers' specifications and instructions, company procedures or practices and building or fire codes.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5083.0 MAINTAIN BUILDING INTERIOR AND EXTERIOR (cont.)

5083.15 Maintain overhead suspended equipment by checking overhead lighting, operation of sound system speakers, overhead mechanical and electrical doors and components, tracks, springs, rollers, seals, bearings, cables and fasteners; and performing basic maintenance including replacing, cleaning and lubricating components, in accordance manufacturers' instructions and recommendations, company preventive maintenance schedule and government regulations.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

5084.0 PERFORM GROUNDS MAINTENANCE

GENERAL PERFORMANCE OBJECTIVE

Perform grounds maintenance by conducting a visual and physical inspection of grounds; cleaning up grounds; maintaining grounds facilities, lawn and garden equipment; maintaining lawns, plants, trees, flora and shrubs; inspecting, testing and maintaining irrigation systems and inspecting and maintaining playground equipment in accordance with manufacturers' instructions and company practices or policies.

PERFORMANCE OBJECTIVES

SKILLS

5084.01 **Inspect grounds** by conducting a visual and physical inspection; assessing the condition of lawns, shrubs, flower beds, trees and gardens; assessing the state of repair of curbs, paving stones, brickwork, fencing, lighting and signage; and documenting and reporting all grounds maintenance requiring further action, in accordance with manufacturers' instructions and company practices or policies.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5085.0 MAINTAIN ROOFING

GENERAL PERFORMANCE OBJECTIVE

Maintain roofing by accessing roofs, inspecting inside and outside of roofs and performing roof maintenance in accordance with manufacturers' recommendations and instructions, government regulations, codes and company procedures or practices.

PERFORMANCE OBJECTIVES

SKILLS

5085.01 Access roofs by using ladders, scaffolding, stairs and personal lifting devices; placing guards and barricades; and following required safety procedures in accordance with company procedures or practices and the OHSA.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5085.0 MAINTAIN ROOFING (cont.)

5085.02 **Inspect inside and outside of roofs** by checking roof for defects and areas of deterioration, excessive ponding, growth of algae and damaged flashing; inspecting cants, curbs, chimneys, lightning rods, ground wires and heating cables; checking for blistering of membrane, blocked drains, defective supports, build-up of debris, snow and ice; identifying cause or source of damage or defects; identifying, determining and recommending roof repair procedures and requirements and identifying and determining maintenance requirements so that the standard of roof functionality conforms to company procedures or practices, government regulations and codes.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

5085.03 **Perform roof maintenance** by repairing, replacing and patching damaged or defective areas of roof; clearing drains or hoppers; replacing damaged flashing; restoring defective surfaces; and caulking defective seals or joints so that roofs are restored and free of damage or defects in accordance with manufacturers' recommendations and instructions, government regulations, codes and company procedures or practices.

Signatures of:

_____	_____
Apprentice	Date
_____	_____
Supervisor/Trainer	Date

Sponsor/Employer Name

Sponsor/Employer Signature

5086.0 WELD USING ARC WELDING EQUIPMENT

GENERAL PERFORMANCE OBJECTIVE

Weld using arc welding equipment by wearing welding protective equipment; planning and organizing welding operations; cutting metal with oxyfuel equipment; selecting and setting up welding equipment and consumables; preparing weld surfaces; fillet welding; cleaning welds and storing welding equipment in accordance with CSA standards and company procedures or practices.

PERFORMANCE OBJECTIVES

SKILLS

5086.01 **Wear welding protective equipment** including eye protection, welding shield, gloves and protective clothing so that fit is correct and protection to the wearer is optimum for the task being performed in compliance with company procedures or practices and the OHSA.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5086.02 **Plan and organize welding operations** by reading and interpreting weld procedures specifications to identify required welding process, materials, consumables, heat settings, correct hand or power tools and any other information needed to complete the welding job, so that welding or metal cutting can be completed in a safe and efficient manner in accordance with CSA standards and company procedures or practices.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

5086.0 WELD USING ARC WELDING EQUIPMENT (cont.)

5086.08 Store welding equipment and consumables by inspecting, maintaining storage conditions, protecting and replacing defective items associated with equipment and consumables, including ovens, quivers, flux storage containers, cylinders, electrodes, wire and related welding equipment using knowledge of manufacturers' recommendations so that welding consumables and equipment are stored and maintained free from contamination and damage in accordance with CSA, ASME, or an equivalent recognized workmanship standard.

Signatures of:

Apprentice

Date

Supervisor/Trainer

Date

Sponsor/Employer Name

Sponsor/Employer Signature

APPRENTICE RECORD

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system.

For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training and instruction between dates of employment	

Signatures of:

Sponsor/Employer

Date

Apprentice

Date

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
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Total hours of training and instruction between dates of employment	

Signatures of:

Sponsor/Employer

Date

Apprentice

Date

APPRENTICE RECORD

APPRENTICE NAME (Print):

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Training Agreement #	
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SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training and instruction between dates of employment	

Signatures of:

Sponsor/Employer

Date

Apprentice

Date

APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	
Signature	
Social Insurance Number	

Skill Sets when completed should be signed by the supervisor/trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-School Completed Yes () No () Not applicable ()
 (Proof to Be Provided)

Hours completed as Yes () No () Not applicable ()
 per Contract:

SPONSOR/EMPLOYER INFORMATION	
Name	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	