

Task No. Required/Optional		Duty Area/Competency
Building Management I (8590) 36 weeks		
Demonstrating Personal Qualities and Abilities		
1	Required	Demonstrate creativity and innovation.
2	Required	Demonstrate critical thinking and problem solving.
3	Required	Demonstrate initiative and self-direction.
4	Required	Demonstrate integrity.
5	Required	Demonstrate work ethic.
Demonstrating Interpersonal Skills		
6	Required	Demonstrate conflict-resolution skills.
7	Required	Demonstrate listening and speaking skills.
8	Required	Demonstrate respect for diversity.
9	Required	Demonstrate customer service skills.
10	Required	Collaborate with team members.
Demonstrating Professional Competencies		
11	Required	Demonstrate big-picture thinking.
12	Required	Demonstrate career- and life-management skills.
13	Required	Demonstrate continuous learning and adaptability.
14	Required	Manage time and resources.
15	Required	Demonstrate information-literacy skills.
16	Required	Demonstrate an understanding of information security.
17	Required	Maintain working knowledge of current information-technology (IT) systems.
18	Required	Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.
19	Required	Apply mathematical skills to job-specific tasks.
20	Required	Demonstrate professionalism.
21	Required	Demonstrate reading and writing skills.
22	Required	Demonstrate workplace safety.
Examining All Aspects of an Industry		
23	Required	Examine aspects of planning within an industry/organization.
24	Required	Examine aspects of management within an industry/organization.
25	Required	Examine aspects of financial responsibility within an industry/organization.
26	Required	Examine technical and production skills required of workers within an industry/organization.
27	Required	Examine principles of technology that underlie an industry/organization.
28	Required	Examine labor issues related to an industry/organization.
29	Required	Examine community issues related to an industry/organization.
30	Required	Examine health, safety, and environmental issues related to an industry/organization.
Addressing Elements of Student Life		
31	Required	Identify the purposes and goals of the student organization.
32	Required	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
33	Required	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
34	Required	Identify Internet safety issues and procedures for complying with acceptable use standards.

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Exploring Work-Based Learning		
35	Required	Identify the types of work-based learning (WBL) opportunities.
36	Optional	Reflect on lessons learned during the WBL experience.
37	Required	Explore career opportunities related to the WBL experience.
38	Optional	Participate in a WBL experience, when appropriate.
Applying Basic Construction Safety Standards (Core Safety)		
39	Required	Comply with federal, state, and local safety legal requirements, including Occupational Safety and Health Administration (OSHA), Virginia Occupational Safety and Health Administration (VOSHA), and United States Environmental Protection Agency (EPA).
40	Required	Maintain a safe working environment.
41	Required	Explain safe working practices around electrical hazards.
42	Required	Identify emergency first-aid procedures and locate any automated external defibrillator (AED) devices.
43	Required	Identify the types of fires and the methods used to extinguish them.
44	Required	Identify personal protective equipment (PPE) requirements.
45	Required	Inspect course-specific hand and power tools to visually identify defects.
46	Required	Demonstrate lifting and carrying techniques.
47	Required	Demonstrate safe laddering techniques.
48	Required	Demonstrate safe scaffolding techniques.
49	Required	Report injuries.
50	Required	Report personal, environmental, and equipment safety violations to the appropriate authority.
51	Required	Identify the location of building alarms and the security system.
52	Required	Earn the OSHA 10 card.
53	Required	Pass the safety exam.
Measuring and Mixing Chemicals		
54	Required	Demonstrate safety practices in the measuring and mixing of chemicals.
55	Required	Demonstrate procedures to measure and mix chemicals.
56	Required	Define chemical terminology related to building management.
57	Required	Ventilate harmful vapors from a confined area.
Performing Cleaning Operations		
58	Required	Identify the types of surfaces.
59	Required	Demonstrate the procedures used to clean office spaces.
60	Required	Demonstrate the procedures used to clean classrooms.
61	Required	Demonstrate the procedures used to clean restrooms.
62	Required	Demonstrate the procedures used to maintain common flooring types.
63	Required	Demonstrate the procedures used to care for carpets.
64	Required	Clean furniture and fixtures.
65	Required	Dispose of trash.
66	Required	Clean windows.
67	Required	Clean blinds, shades, and shutters.
68	Required	Surface-clean upholstery.
Performing Disinfection and Sanitation		
69	Required	Define terminology used in sanitation and disinfection processes.
70	Required	Distinguish between disinfection and sanitation.
71	Required	Describe surfaces that are high-touch areas.

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72	Required	Demonstrate disinfection and sanitation procedures.
Performing General Building Maintenance		
73	Required	Locate wall studs.
74	Required	Make a caulking joint.
75	Required	Caulk doors and windows.
76	Required	Install a door lock set.
77	Required	Replace acoustical tile.
78	Required	Fill nail holes.
79	Required	Prepare new wood for painting.
80	Required	Light the pilot on gas-fed equipment.
81	Required	Paint exposed pipes.
82	Required	Describe the weatherization procedures.
Demonstrating Electrical Maintenance of Buildings		
83	Required	Attach a separable plug to an appliance.
84	Required	Reset the circuit overload.
85	Required	Replace a blown fuse.
86	Required	Reset the timing devices.
Performing Plumbing Maintenance		
87	Required	Tighten the fittings on a chrome pipe.
88	Required	Drain the water from plumbing.
89	Required	Repair a compression faucet.
90	Required	Replace a flush valve.
91	Required	Replace a toilet seat.
92	Required	Replace a wax ring gasket on a commode.
93	Required	Demonstrate the opening of clogged sewer drains, using a biodegradable drain cleaner.
94	Required	Demonstrate the opening of clogged drains, using a vacuum plunger.
95	Required	Evaluate hot water temperature.
Maintaining Building Interiors and Exteriors		
96	Required	Remove paint, using a scraper.
97	Required	Clean the condenser on a refrigeration unit.
98	Required	Clean an electric motor.
99	Required	Clean the intake filter on a window unit.
100	Required	Replace filters for heating and cooling units.
Maintaining Grounds		
101	Required	Demonstrate small-engine operation.
102	Required	Maintain residential grounds.
103	Required	Loosen packed soil.
104	Required	Identify mowing, trimming, and grounds-care equipment and operating procedures.