

| Task No. Required/Optional Duty Area/Competency | | |
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| Building Management II (8591) 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 security system. |
| 52 | Required | Pass safety exam. |
| Measuring and Mixing Chemicals | | |
| 53 | Required | Demonstrate safety practices in the measuring and mixing of chemicals, including volatile chemicals. |
| 54 | Required | Demonstrate procedures to measure and mix chemicals, including volatile chemicals. |
| 55 | Required | Define chemical terminology related to building management. |
| 56 | Required | Describe the use of a chemical-mixing station. |
| Performing Cleaning Operations | | |
| 57 | Required | Clean metal surfaces. |
| 58 | Required | Identify the procedures for the maintenance of various surfaces. |
| 59 | Required | Demonstrate procedures used to clean and disinfect locker rooms, including showers. |
| 60 | Required | Demonstrate procedures used to maintain specialty floors. |
| 61 | Required | Demonstrate advanced procedures used to care for carpets. |
| 62 | Required | Separate materials for recycling. |
| 63 | Required | Clean the walls. |
| 64 | Required | Deep clean upholstery. |

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| Performing General Building Maintenance | | |
| 65 | Required | Sharpen tools. |
| 66 | Required | Cut sheet metal. |
| 67 | Required | Cut molding, using a power miter box. |
| 68 | Required | Remove a broken bolt. |
| 69 | Required | Shorten a bolt. |
| 70 | Required | Replace a butt hinge. |
| 71 | Required | Realign a door. |
| 72 | Required | Refinish an exterior door. |
| 73 | Required | Refinish an interior door. |
| 74 | Required | Replace the screen in a door. |
| 75 | Required | Replace the section of quarter-round or shoe molding. |
| 76 | Required | Replace a section of cove molding. |
| 77 | Required | Install VCT floor covering. |
| 78 | Required | Replace ceramic tile. |
| 79 | Required | Remove vinyl tile, using heat. |
| 80 | Required | Describe procedures for installing floor coverings. |
| 81 | Required | Demonstrate painting procedures. |
| Maintaining Walls | | |
| 82 | Required | Describe how to cut a hole in a masonry wall. |
| 83 | Required | Spackle holes or cracks in the plaster. |
| 84 | Required | Remove loose plaster. |
| 85 | Required | Repair structural cracks in the plaster. |
| 86 | Required | Describe the procedures for storing bagged cement and plaster. |
| 87 | Required | Replace a section of drywall. |
| Maintaining Windows | | |
| 88 | Required | Replace broken glass. |
| 89 | Required | Glaze a window. |
| 90 | Required | Describe the procedures for hanging drapes. |
| Demonstrating Electrical Maintenance of Buildings | | |
| 91 | Required | Lubricate an electrical motor. |
| 92 | Required | Replace a defective electrical wall receptacle. |
| 93 | Required | Replace a defective light socket. |
| 94 | Required | Replace a defective light switch. |
| 95 | Required | Replace the starter switch in fluorescent lights. |

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| Performing Plumbing Maintenance | | |
| 96 | Required | Cut the metal tubing. |
| 97 | Required | Cut the plastic tubing. |
| 98 | Required | Sweat solder copper tubing. |
| 99 | Required | Test the soldering tank for a gas leak. |
| 100 | Required | Describe the procedures for testing for a gas leak, using a soap solution. |
| 101 | Required | Describe procedures for installing a commode. |
| 102 | Required | Describe procedures for installing a urinal. |
| 103 | Required | Describe procedures for installing a lavatory. |
| 104 | Required | Describe the procedures for installing a shower. |
| 105 | Required | Install pipe-repair coupling. |
| 106 | Required | Install a sink trap connection (P-trap). |
| 107 | Required | Install a sink trap connection (S-trap). |
| 108 | Required | Join the copper tubing, using the compression method |
| 109 | Required | Join copper tubing, using the flare method. |
| 110 | Required | Form a pipe joint. |
| 111 | Required | Describe the procedures for repairing cross-linked polyethylene (PEX) water lines. |
| Maintaining Building Interiors and Exteriors | | |
| 112 | Required | Remove paint, using paint remover. |
| 113 | Required | Install a window unit. |
| 114 | Required | Clean the condensate line and trap on an air conditioner. |
| Maintaining Grounds | | |
| 115 | Required | Demonstrate small-engine maintenance. |
| 116 | Required | Maintain commercial grounds. |
| 117 | Required | Plant shrubs and/or gardens. |
| 118 | Required | Describe lawn mower blade-sharpening techniques. |
| 119 | Required | Describe grass hook-sharpening techniques. |
| 120 | Required | Operate mowing, trimming, and grounds-care equipment. |