# Competency Task List – Secondary Component

# Building/Property Maintenance & Manager CIP 46.0401

# High School Graduation Years 2023, 2024, 2025

## 100 Safety

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 101 | Follow general shop safety procedures. |   |   |
| 102 | Wear personal protective equipment. |  |  |
|  | RESERVED (103) |  |  |
| 104 | Identify the components of the Occupational Safety and Health Act (OSHA) and state its purposes. |  |  |
| 105 | Lift and carry objects using ergonomics. |  |  |
| 106 | Follow Safety Data Sheets (SDS).  |  |  |
| 107 | Follow general ladder safety. |  |  |
| 108 | Identify scaffolding and other elevated work surfaces. |  |  |
| 109 | Identify classes of fires and types of fire extinguishers. |  |  |
| 110 | Follow fall protection safety procedures. |  |  |
| 111 | Identify the requirements of building permits. |  |  |

## 200 Building and Property Maintenance

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 201 | Follow building and property maintenance (BPM) lab rules and procedures. |   |   |
|  | RESERVED (202) |   |   |
| 203 | Follow safety rules for tools, machines, and processes. |   |   |
|  | RESERVED (204) |   |   |
| 205 | Identify lab tools and equipment. |   |   |
| 206 | Keep daily timecards and project logs. |   |   |
| 207 | Record daily units/hour records. |   |   |
|  | RESERVED (208) |   |   |
|  | RESERVED (209) |   |   |
| 210 | Use safe methods of storing materials and supplies. |   |   |
| 211 | Use measuring devices. |   |   |
| 212 | Estimate quantities of materials. |  |  |
|  | RESERVED (213) |  |  |
|  | RESERVED (214) |   |   |

## 300 Carpentry and Repairs

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 301 | Identify common building materials. |  |   |
| 302 | Read and interpret building plans. |  |   |
| 303 | Prepare a bill of material. |  |  |
| 304 | Layout stock. |  |  |
| 305 | Layout angles. |  |  |
| 306 | Find the center line of stock. |  |  |
| 307 | Use a sliding T-bevel to transfer an angle. |  |  |
| 308 | Transfer a cut line using a marking gauge. |  |  |
| 309 | Test a level for accuracy in the vertical and horizontal positions. |  |  |
| 310 | Check a horizontal surface using a level. |  |  |
| 311 | Check a vertical surface using a level. |  |  |
| 312 | Snap a chalk line. |  |  |
|  | RESERVED (313) |  |  |
| 314 | Bore holes with various drill bits. |  |  |
|  | RESERVED (315) |  |  |
| 316 | Select nails for a specific job. |  |  |
| 317 | Drive and remove nails using a claw hammer. |  |  |
|  | RESERVED (318) |  |  |
| 319 | Pull nails with a wrecking bar or other nail removal tools. |  |  |
|  | RESERVED (320) |  |  |
| 321 | Select and install screw-type fasteners. |  |  |
| 322 | Identify fasteners and anchors for various uses. |  |  |
|  | RESERVED (323-326) |  |  |
| 327 | Check for square. |  |  |

## 400 Portable Power Tools

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Follow safety rules and procedures for using portable power tools. |  |   |
| 402 | Operate portable electric and battery-operated drills. |  |   |
| 403 | Operate a metal cutting (abrasive disc) chop saw. |  |  |
| 404 | Operate a portable jigsaw and reciprocating saw. |  |  |
| 405 | Operate a router. |  |  |
| 406 | Operate a disc grinder. |  |  |
| 407 | Operate an oscillating multi-tool. |  |  |

## 500 Table Saws

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 501 | Follow safety rules and procedures for using a table saw. |   |   |
| 502 | Rip stock on a table saw using a rip fence.  |   |   |
| 503 | Crosscut stock on a table saw with a miter gauge. |  |  |

## 600 Drill Presses

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 601 | Follow safety rules and procedures for using a drill press. |   |   |
| 602 | Drill holes in metal using a drill press. |   |   |
| 603 | Drill holes in non-metallic materials using a drill press. |   |   |
|  | RESERVED (604) |   |   |

## 700 Compound Miter Saws

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 701 | Follow safety rules and procedures for using a compound miter saw. |   |   |
| 702 | Cut stock to length on a miter saw. |   |   |
| 703 | Cut angles on a miter saw. |   |   |
| 704 | Cut compound angles on a miter saw. |   |   |

## 800 Bench Grinders

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 801 | Follow safety rules and procedures for using a bench grinder. |   |   |
| 802 | Sharpen cutting tools on a bench grinder. |   |   |
| 803 | De-burr stock on a bench grinder. |   |   |

## 900 Tool and Machine Maintenance

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 901 | Replace or repair broken tools. |   |   |
| 902 | Examine power tool and cords for damage and replace or repair. |   |   |
| 903 | Lubricate moving parts of power tools as recommended by the manufacturer. |   |   |
| 904 | Replace saw blades and other cutting tool accessories when dull. |  |  |
| 905 | Sharpen edge cutting tools. |  |  |
| 906 | Remove dust from power tool stators and rotors. |  |  |
| 907 | Remove paint, oils, water, and lubricants from tool handles and power tool housings and chassis. |  |  |
| 908 | Examine extension cords for damage and replace or repair male/female cord ends. |  |  |

## 1000 Structural Floors

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1001 | Identify floor members. |   |   |
| 1002 | Install joist hangers. |   |   |
| 1003 | Install or replace bridging between joists. |   |   |
| 1004 | Repair (remove or replace) plywood sub-flooring on joists. |  |  |
| 1005 | Describe platform, balloon, and post and beam framing. |  |  |
| 1006 | Layout and install sill plates. |  |  |
| 1007 | Layout and install floor joists and openings. |  |  |
| 1008 | Layout and install subflooring. |  |  |

## 1100 Roofs

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1101 | Identify roof members. |   |   |
| 1102 | Identify roof types. |   |   |
| 1103 | Install and repair roof sheathing. |   |   |
| 1104 | Install roofing materials on shingled roofs. |  |  |
| 1105 | Remove and replace damaged shingle(s). |  |  |
| 1106 | Apply sealing compounds and caulking. |  |  |
| 1107 | Install common rafters. |  |  |
| 1108 | Install and repair roof flashings.  |  |  |

## 1200 Stairs and Staircases

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1201 | Repair stair stringers. |   |   |
| 1202 | Repair stair risers and treads. |   |   |
| 1203 | Install and repair a stair railing. |   |   |
| 1204 | Layout and install a stair stringer. |  |  |
|  | RESERVED (1205) |  |  |
| 1206 | Repair a balustrade. |  |  |

## 1300 Doors and Windows

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1301 | Install a lock set. |   |   |
| 1302 | Hang an interior door. |   |   |
| 1303 | Cut and install molding.  |   |   |
| 1304 | Trim a door jamb. |  |  |
| 1305 | Trim a window, stool, apron, casing, and extension jambs. |  |  |
| 1306 | Cut a gain for butt hinges and install butt hinges. |  |  |
| 1307 | Cut a miter using a miter saw. |  |  |
| 1308 | Set finish nails with a nail set.  |  |  |
| 1309 | Assemble miter joints by nailing. |  |  |

## 1400 Interior Walls

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1401 | Cut drywall with a utility knife. |   |   |
| 1402 | Install drywall board. |   |   |
| 1403 | Install metal corners prior to finishing drywall. |   |   |
| 1404 | Tape and smooth drywall. |  |  |
| 1405 | Cope an inside corner. |  |  |
| 1406 | Miter an outside corner. |  |  |
| 1407 | Install rubber cove base. |  |  |
| 1408 | Repair suspended ceiling grids and tiles. |  |  |
| 1409 | Describe installation of metal studs. |  |  |

## 1500 Exterior Walls

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1501 | Install and repair siding components. |   |   |
| 1502 | Install, repair, and clean gutter and spouting components. |   |   |
| 1503 | Identify wall frame members. |   |   |
| 1504 | Layout, cut, and install wall frame members and wall openings. |  |  |
| 1505 | Install siding underlayments, housewraps, and flashings.  |  |  |

## 1600 Masonry Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1601 | Perform masonry work. |   |   |
| 1602 | Identify and use masonry tools. |   |   |
|  | RESERVED (1603) |   |   |
| 1604 | Identify safety hazards for masonry workers. |  |  |
|  | RESERVED (1605) |  |  |
|  | RESERVED (1606) |  |  |
| 1607 | Cut block and brick with a masonry hammer and brick set. |  |  |
|  | RESERVED (1608-1610) |  |  |
| 1611 | Strike off a block wall. |  |  |
| 1612 | Clean mortar from block and brick work. |  |  |
|  | RESERVED (1613-1616) |  |  |
| 1617 | Identify anchors for masonry repair jobs. |  |  |

## 1700 Concrete

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1701 | Build forms for a concrete slab. |   |   |
| 1702 | Mix concrete. |   |   |
| 1703 | Place a concrete slab. |   |   |
| 1704 | Float concrete. |  |  |
| 1705 | Finish concrete. |  |  |
| 1706 | Patch steps and walkways. |  |  |
| 1707 | Re-set masonry anchors. |  |  |

## 1800 Floor and Wall Tile

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1801 | Estimate the quantity of tile needed. |   |   |
| 1802 | Use tile terminology and determine applications. |   |   |
| 1803 | Use adhesives and mortars. |   |   |
| 1804 | Use tile tools and equipment. |  |  |
| 1805 | Install various types of tile. |  |  |

## 1900 Residential Electrical Circuits

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1901 | Apply the National Electric Code (NEC) to common installations. |   |   |
| 1902 | Practice electrical safety. |   |   |
| 1903 | Use electrical tools. |   |   |
| 1904 | Interpret electrical drawings. |  |  |
| 1905 | Identify common electrical symbols. |  |  |
| 1906 | Use a multimeter to identify alternating current and direct current.  |  |  |
| 1907 | Identify wire sizes and ampacities. |  |  |
| 1908 | Identify wire types. |  |  |
| 1909 | Use connectors/wire nuts to connect or splice wire. |  |  |
| 1910 | Dispose of fluorescent bulbs. |  |  |
| 1911 | Change fluorescent bulbs. |  |  |
|  | RESERVED (1912) |  |  |
| 1913 | Reset an electric circuit breaker. |  |  |
| 1914 | Install a ground fault circuit interrupting outlet. |  |  |
|  | RESERVED (1915) |  |  |
|  | RESERVED (1916) |  |  |
| 1917 | Install an adjustable bar hanger. |  |  |
| 1918 | Install a light fixture. |  |  |
| 1919 | Install a duplex receptacle. |  |  |
| 1920 | Install a single pole switch circuit. |  |  |
| 1921 | Install a split wire duplex receptacle. |  |  |
|  | RESERVED (1922) |  |  |
| 1923 | Install a recessed light. |  |  |
| 1924 | Install outlet boxes. |  |  |
|  | RESERVED (1925) |  |  |
| 1926 | Install Romex to boxes. |  |  |
|  | RESERVED (1927) |  |  |
| 1928 | Install a three-way switch circuit. |  |  |
| 1929 | Install a four-way switch circuit. |  |  |
|  | RESERVED (1930-1932) |  |  |
| 1933 | Install old work boxes. |  |  |
| 1934 | Check and replace a 24-volt transformer. |  |  |
| 1935 | Install circuit breakers. |  |  |
|  | RESERVED (1936) |  |  |
| 1937 | Perform proper grounding techniques. |  |  |
|  | RESERVED (1938) |  |  |
| 1939 | Install low-voltage wiring. |  |  |
| 1940 | Install coaxial cable for television reception. |  |  |
| 1941 | Install cabling for computer workstations. |  |  |
| 1942 | Replace or install a ceiling fan. |  |  |

## 2000 Residential Plumbing Systems

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
|  | RESERVED (2001) |   |   |
|  | RESERVED (2002) |   |   |
| 2003 | Interpret plumbing symbols. |   |   |
| 2004 | Interpret plumbing drawings. |  |  |
| 2005 | Identify types of pipes. |  |  |
| 2006 | Identify plumbing pipe fittings. |  |  |
|  | RESERVED (2007-2009) |  |  |
| 2010 | Sweat solder copper pipe and fittings using propane, MAPP, or Prestolite gas. |  |  |
| 2011 | Install and replace copper pipe and fittings. |  |  |
| 2012 | Solvent weld polyvinyl chloride (PVC) plastic pipe. |  |  |
| 2013 | Install and repair PVC plastic pipe and fittings. |  |  |
| 2014 | Repair wastewater drains. |  |  |
| 2015 | Install, replace, and repair commodes. |  |  |
| 2016 | Install lavatories and sinks. |  |  |
| 2017 | Hook up water supply lines and wastewater lines. |  |  |
| 2018 | Install or replace a garbage disposal unit. |  |  |
| 2019 | Clean and/or replace wastewater traps and pipes. |  |  |
| 2020 | Replace and repair a faucet set. |  |  |
| 2021 | Identify, install, and/or replace valves. |  |  |
| 2022 | Use compression tools for copper pipe. |  |  |
| 2023 | Install and replace Cross-linked Polyethylene (PEX) pipe and fittings. |  |  |

## 2100 Finishing Materials

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 2101 | Protect furniture, materials, and surrounding surfaces from overspray and paint spatter.  |   |   |
| 2102 | Tape door and window trim to protect from finishing materials.  |   |   |
| 2103 | Prepare a surface prior to applying a finish.  |   |   |
| 2104 | Stain wood surfaces with wiping oil stains. |  |  |
| 2105 | Apply a finish material with a brush and a roller. |  |  |
|  | RESERVED (2106) |  |  |
| 2107 | Apply oil base paints. |  |  |
| 2108 | Apply acrylic based paints. |  |  |
|  | RESERVED (2109) |  |  |
| 2110 | Clean paint brushes and rollers.  |  |  |
| 2111 | Investigate the use of high velocity low pressure (HVLP) spray painters. |  |  |

## 2200 Reserved

## 2300 Portable Circular Saws

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 2301 | Use a portable circular saw. |   |   |
| 2302 | Rip stock with a portable circular saw. |   |   |
| 2303 | Cross cut wood using a portable circular saw. |   |   |
| 2304 | Cut miters with a portable circular saw. |  |  |
| 2305 | Plunge cut with a portable circular saw. |  |  |

## 2400 Environmental Control Systems

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 2401 | Identify the scales on a thermometer. |   |   |
|  | RESERVED (2402) |   |   |
| 2403 | Define British Thermal Unit (BTU). |   |   |
| 2404 | Describe types of heat transfer. |  |  |
| 2405 | Identify the components of a gas fuel heating system. |  |  |
| 2406 | Identify the components of an oil fuel heating system. |  |  |
| 2407 | Describe filter replacement requirements for forced air systems  |  |  |
| 2408 | Replace a thermostat. |  |  |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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