## 13931 summative Knowledge Questionnaire

## 13931 workplace /Project

Observed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity

* You have to conduct routine maintenance on office equipment at the college, your place of work or any other organisation such as the local community centre, church, etc.
* Identify and list the office equipment of the organisation
* Identify and list the maintenance providers
* Select 2 pieces of office equipment to do maintenance on. Identify and explain the maintenance procedures for these 2 pieces

Activity

Conduct routine maintenance on the designated office equipment. Your facilitator or supervisor has to complete the checklist.

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| --- | --- | --- | --- |
| **Activity: did the learner** | **Yes** | **No** | **Remarks** |
| Apply safety measures for routine maintenance? |  |  |  |
| Locate maintenance equipment and accessories? |  |  |  |
| Notify staff of the routine maintenance? |  |  |  |
| Conduct routine maintenance according to manufacturer’s instructions? |  |  |  |
| Within the allocated time? |  |  |  |
| Check office equipment to ensure it is in working order before use |  |  |  |
| Dispose of maintenance equipment according to the procedures of the organisation? |  |  |  |
| Contact maintenance providers where problems occurred? |  |  |  |
|  |  |  |  |
| Supervisor signature | Date | Learner signature | Date |

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| Logbook 13931 |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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| Date | Candidate signature | Date | Mentor/supervisor signature |

## Project

Activity 2.1

* You have to conduct routine maintenance on office equipment at the college, your place of work or any other organisation such as the local community centre, church, etc.
* Identify and list the office equipment of the organisation
* Identify and list the maintenance providers
* Select 2 pieces of office equipment to do maintenance on. Identify and explain the maintenance procedures for these 2 pieces

Activity 2.2

Conduct routine maintenance on the designated office equipment. Your facilitator or supervisor has to complete the checklist.

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| **Activity: did the learner** | **Yes** | **No** | **Remarks** |
| Apply safety measures for routine maintenance? |  |  |  |
| Locate maintenance equipment and accessories? |  |  |  |
| Notify staff of the routine maintenance? |  |  |  |
| Conduct routine maintenance according to manufacturer’s instructions? |  |  |  |
| Within the allocated time? |  |  |  |
| Check office equipment to ensure it is in working order before use |  |  |  |
| Dispose of maintenance equipment according to the procedures of the organisation? |  |  |  |
| Contact maintenance providers where problems occurred? |  |  |  |
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| Logbook 13931 |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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