

Preparing floor coverings

Supporting: MSFFL2002 Receive and prepare floor covering materials for installation

Practical demonstration checklist

The checklist below sets out the sorts of things your trainer will be looking for when you undertake the practical demonstrations for this unit. Make sure you talk to your trainer or supervisor about any of the details that you don't understand, or aren't ready to demonstrate, before the assessment event is organised. This will give you time to get the hang of the tasks you will need to perform, so that you'll feel more confident when the time comes to be assessed.

When you are able to tick all of the YES boxes below you will be ready to carry out the practical demonstration component of this unit.

Specific performance evidence	YES
Prepare, package, protect, transport, load and unload floor coverings and other materials	<input type="checkbox"/>
Use mechanical devices to assist in loading, lifting and moving materials	<input type="checkbox"/>

General performance evidence	YES
1. Follow all relevant WHS laws and regulations, and company policies and procedures	<input type="checkbox"/>
2. Identify the floor covering materials required from work orders	<input type="checkbox"/>
3. Read and interpret relevant work plans, instructions and product information	<input type="checkbox"/>
4. Confirm safety and security conditions at the site from reports or on-site inspection	<input type="checkbox"/>
5. Determine delivery point, access and storage areas and loading/unloading methods	<input type="checkbox"/>
6. Determine size, shape and special packaging requirements of materials	<input type="checkbox"/>
7. Select the correct tools and equipment, and carry out all necessary pre-start checks	<input type="checkbox"/>
8. Receive materials at the warehouse and check them off against delivery docket	<input type="checkbox"/>
9. Inspect materials for defects or damage and complete delivery	<input type="checkbox"/>

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documentation	
10. Prepare materials for transportation to the work site, including measuring and cutting floor covering material to size, where required	<input type="checkbox"/>
11. Determine the unloading and lifting requirements for receiving the materials at the worksite, including equipment and personnel needed and estimated time it will take	<input type="checkbox"/>
12. Unload materials at work site using safe work practices and appropriate equipment	<input type="checkbox"/>
13. Check materials for damage and store them safely and securely on-site	<input type="checkbox"/>
14. Set up site and materials for acclimatisation process, where required	<input type="checkbox"/>
15. Clean up and store or recycle packing materials	<input type="checkbox"/>
16. Clean and store tools and equipment appropriately	<input type="checkbox"/>
17. Clean up work area and dispose of rubbish properly	<input type="checkbox"/>
18. Accurately complete all required documentation	<input type="checkbox"/>