

# Unit C222 Carry out basic glazing and carpentry repairs

## Introduction

### Summary

This unit is about carrying out basic repairs to windows, doors and carrying out other carpentry repairs. Manual and power operated tools are used. The purpose of the repair could be to:

- repair single glazing
- repair double sealed units
- fit door furniture (such as mortise locks, rim locks, hinges, handles, door closers, casement stays and fasteners)
- maintain wooden fixtures
- maintain wooden fittings

The unit is divided into three parts. The first part (page 2) gives some examples and explanations of some words we use in the unit. The second part (pages 3-6) describes the four things you have to do. These are:

- C222.1** Use step ladders to gain access beyond hand reach height
- C222.2** Replace broken glazing
- C222.3** Fit door and window furniture
- C222.4** Carry out basic carpentry maintenance

The third part (pages 7-8) describes the knowledge and understanding you must have.

### Target Group

This unit is for people who carry out basic glazing and carpentry repairs as part of their normal work duties.

### Linked Units

This unit links closely with C13 and C221.

### Place in the NVQ/SVQ Framework

This unit is an optional unit in the Operational Services N/SVQ at Level 2.

This unit is taken from the standards for Cleaning and Support Services at level 2.

### Links to Key and Core Skills

*This unit will provide some evidence for the following QCA Key Skills:*

Communication 2.1a, 2.2, 2.3  
Application of Number 1.1, 1.2, 1.3  
Working with Others 2.1, 2.2, 2.3  
Problem Solving 2.1, 2.2, 2.3

*and the following SQA Core Skills:*

Communication Intermediate 1  
Numeracy Access 3  
Working with Others Intermediate 1  
Problem Solving Intermediate 1

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## What We Mean By Some of the Words Used in this unit

|                           |   |
|---------------------------|---|
| Beddings                  | <i>for example, putty</i>   |
| Door and window furniture | <i>mortise locks, rim locks, hinges, handles door closers or casement stays and fasteners</i> |
| Frames                    | <i>made of timber, metal or UPVC</i>  |
| Glazing                   | <i>single and double glazing</i>  |
| Waste materials           | <i>for example, broken glass, used putty</i>  |

# Unit C222 Carry out basic glazing and carpentry repairs

## C222.1

### Use step ladders to gain access beyond hand reach height

#### The National Standard

##### What you must do

*To meet the national standard, you must:*

- 1 check that the step ladders are safe for use
- 2 label unsafe step ladders clearly to prevent them being used
- 3 report unsafe step ladders to the right person promptly
- 4 erect and secure step ladders correctly
- 5 position step ladders on a firm and level base
- 6 meet the relevant health and safety requirements when working with and from step ladders
- 7 return the step ladders to the right place after use and store them properly

##### What you must cover

*From your work you must show that you have met the requirements opposite.*

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## C222.2

### Replace broken glazing

#### The National Standard

##### What you must do

*To meet the national standard, you must:*

- 1 use approved safe working practices throughout the repair
- 2 make the opening safe until the broken **glazing** is replaced
- 3 replace broken **glazing** at the earliest opportunity
- 4 get the right type and size of replacement **glazing**
- 5 remove, without damage to the **frame**, all broken glass, old bedding and fixings
- 6 fix replacement **glazing**, beddings and fixings correctly
- 7 leave the **glazing**, the frame and the immediate surrounding area clean and free from waste materials
- 8 dispose of all broken glass and other waste materials safely
- 9 report any broken **glazing** that you are not competent to replace to the relevant person

##### What you must cover

*From your work you must show that have explained replaced both of the following types of:*

##### a glazing

- 1 single
- 2 double sealed unit

*in at least two of the following types of:*

##### b frames

- 1 timber
- 2 metal
- 3 UPVC

*However, you must also show that you have the necessary knowledge and skills to cover all the types of context listed above.*

*Glazing must be undertaken so that the thickness of internal bedding material is approximately 3mm and is even in the rebated when glazing is complete. Internal or external bedding material must not encroach into sight lines.*

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## C222.3

### Fit door and window furniture

#### The National Standard

##### What you must do

*To meet the national standard, you must:*

- 1 use approved safe working practices throughout the repair
- 2 choose door and window **furniture** that is the most suitable in terms of appearance and use
- 3 prepare door and window surfaces correctly for the fitting of **furniture**
- 4 you fit the **furniture** correctly
- 5 you check that the newly fitted **furniture** is working properly.

##### What you must cover

*From your work you must show that you have fit at least two of the following types of:*

- a **furniture**
  - 1 mortise locks
  - 2 rim locks
  - 3 hinges
  - 4 handles
  - 5 door closers
  - 6 casement stays and fasteners

*However, you must also show that you have the necessary knowledge and skills to cover all the types of context listed above.*

*Door and window furniture must be fixed so that:*

- *they are positioned to within 4mm*
- *they are fixed parallel/level to within 1mm*
- *any recessed parts have no gaps exceeding 1mm*

# Unit C222 Carry out basic glazing and carpentry repairs

## C222.4

### Carry out basic carpentry maintenance

#### The National Standard

##### What you must do

*To meet the national standard, you must:*

- 1 use approved safe working practices throughout maintenance
- 2 correctly identify the items that need **maintenance** and the **maintenance** that they need
- 3 choose the **hand tools and equipment** that are most appropriate for the **maintenance** that is needed
- 4 make sure that your **maintenance** does not have an adverse effect on the finished appearance of the items
- 5 check that the items function properly following **maintenance**
- 6 report any carpentry **maintenance** requirements that you are not competent to undertake to the relevant person.

##### What you must cover

*From your work you must show that you can carry out all of the following types of:*

##### **a maintenance**

- 1 easing
- 2 adjusting
- 3 splicing
- 4 fixing to walls

*using both of the following types of:*

##### **b hand tools and equipment**

- 1 manually operated hand tools and equipment
- 2 power operated hand tools and equipment

*In relation to splicing and fixing to walls the following tolerances are to be applied:*

*spliced items are to have no gaps exceeding 1mm  
items fixed to walls are to be level to + 3mm/metre*

*However, you must also show that you have the necessary knowledge and skills to cover all the types of context listed above.*

# Unit C222 Carry out basic glazing and carpentry repairs

## What you must know and understand

*To be competent in this unit, you must know and understand the following*

### For the whole unit

- K1 why it is important to use approved safe working practices throughout, what these practices are and the possible consequences of failing to use them

### For C222.1 Use step ladders to gain access beyond hand reach height

- K2 the safety checks that you must carry out on step ladders before use and what might happen if you do not carry these out
- K3 what might happen if you do not label unsafe step ladders
- K4 why it is important to report unsafe step ladders promptly and who you should report these to
- K5 examples of work and working heights for which step ladders are suitable and unsuitable
- K6 how to erect and secure step ladders correctly and what might happen if you do not do this
- K7 why step ladders must be positioned on a firm and level base
- K8 what are the relevant health and safety requirements that you must meet when working with and from step ladders
- K9 the reasons why step ladders must be returned to the right place after use, and where this is

### For C222.2 Replace broken glazing

- K10 why it is important to make the opening safe until broken glazing can be replaced, and how this should be done
- K11 why it is important to replace broken glazing at the earliest opportunity
- K12 where, or from whom you can get details of the type and size of glazing required, and the possible consequences of getting incorrect glazing
- K13 methods of removing, without damage to the frame, broken glass, old bedding and fixings from different types of frames
- K14 how to fix replacement glazing, bedding and fixings correctly into the different types of frames
- K15 why it is important to leave the work area clean and free from waste materials
- K16 how and where to dispose of broken glass and other waste materials safely

### For C222.3 Fit door and window furniture

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- K17 the factors that need to be considered when choosing door and window furniture that is the most suitable in terms of appearance and use (e.g in keeping with the door/window style; security needs.)
- K18 how door and window surfaces should be prepared for the fitting of each of the stated items of door and window furniture
- K19 how to fit the stated items of door and window furniture correctly
- K20 why it is important to check that newly fitted furniture is working properly

## For C222.4 Carry out basic carpentry maintenance

- K21 the hand tools and equipment that are appropriate for the different types of maintenance
- K22 how to carry out maintenance in a way that does not have an adverse effect on the finished appearance of the items
- K23 why it is important to check that items are functioning properly following maintenance