



**DEPARTMENT OF BUILDING SURVEYING  
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING  
UNIVERSITI TEKNOLOGI MARA  
CAWANGAN PERAK  
KAMPUS SERI ISKANDAR**

(COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM)

NUR NAELIYA BINTI TAMYES  
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DIPLOMA IN BUILDING SURVEYING

**PRACTICAL TRAINING REPORT  
SEPTEMBER 2018 – JANUARY 2019**

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This practical training report is fulfilment of the practical training course.

PREPARED BY : NUR NAELIYA BINTI TAMYES  
SUPERVISING LECTURER : SR. MOHD ZAKI BIN SAMSUDIN

DECLARATION:

I hereby admit that this report is the result of my own efforts, except for the certain parts that are attached from sources that specified in reference chapter.

Prepared By:

  
.....  
(NUR NAELIYA BINTI TAMYÈS)

Date: 4/1/19

Approved By:

  
.....  
(SR. MOHD ZAKI BIN SAMSUDIN)

Date: 4/1/19.

## **ABSTRACT**

Practical training at Stagno Tech Sdn. Bhd which is the site at Sime Darby Plantation Berhad, No 2, Jalan PJU 1A/7, Ara Damansara, 47301, Petaling Jaya, Selangor. This company is function to conduct maintenance of building and known as a specialist in facilities management. This practical training are learn about Computerized Maintenance Management System (CMMS), flow chart of work order, permit to work, corrective maintenance and preventive maintenance. From the CMMS, learn about work order which is from the complaint from client until closing the work order. From this, also know about permit to work which is have to appoint sub-contractor or not. If the work order does not have to appoint sub-contractor, issue the work order to technician for corrective maintenance. In addition, learn the process of waterproofing glass façade silicone and rubber gasket which is appoint by sub-contractor and it is related to the work order. Lastly, incident report that appoint by technician of Stagno Tech Sdn. Bhd for inspection to find the causes of leak at ceiling.

## **ACKNOWLEDGEMENT**

First, I want to say grateful to ALLAH S.W.T in give me chance to complete this practical report with success. Thank also to company of Stagno Tech Sdn. Bhd because give me chance to be their team and learn many about maintenance management.

In addition, The most important appreciate that I want to give to my lecturer Sr. Mohd Zaki Bin Samsudin for his advice to complete this report. I would like to express my sincere gratitude and appreciation to Mr. Ahmad Tajuddin Bin Ali as the facility manager for the guidance as well as his willingness to share his experience in facilities management for me to gain knowledge. I have learn new things and it increase my knowledge about maintenance which is cannot obtain it at others place.

Thankful to the staff of the company and technician team for their co-operation during complete this report and give a lot of information. Furthermore, thanks also to other friends and parents that give me support and encouragement.