

**LAPURAN PROJEK TAHUN AKHIR
KURSUS DIPLOMA LANJUTAN KEJURUTERAAN AWAM
KAJIAN KEJURUTERAAN
INSTITUT TEKNOLOGI MARA**

**BUILDING MAINTENANCE MANUAL
FOR
ISLAMIC CENTRE
INSTITUT TEKNOLOGI MARA
SHAH ALAM
SELANGOR DARUL EHSAN**

**BY
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SYNOPSIS

As we know, the maintenance of the building is very important to get the best use of it, for safe and intended purposes through out its planned life. Without proper maintenance, the cost of repairs will be more, compared to the cost of the building which would have a well-planned maintenance.

This report partly forms a proposed Building Maintenance Manual for the Islamic Centre, Institut Teknologi MARA, Shah Alam, which is now under construction at its main campus. The manual is based on the planned maintenance programme prepared by Tuan Syed Ridzuan bin Syed Idris which is another final year student project in 1991.

The scope of this final year project is to study the available working drawings, inspect the construction site, and prepare a suitable Building Maintenance Manual.

This Building Maintenance Manual for Islamic Centre, Institut Teknologi MARA concerns only the maintenance aspects with respect to the building. It excludes building services such as ventilation equipment, air conditioning, electrical and mechanical works.

The possible defects related to this particular building elements are identified, their causes are considered and suitable maintenance operations/ processes are suggested

BUILDING MAINTENANCE MANUAL FOR ISLAMIC CENTRE , INSTITUT TEKNOLOGI MARA, SHAH ALAM, SELANGOR DARUL EHSAN

1.0 INTRODUCTION

This study is done in order to carry out the maintenance operation of the Islamic Centre at Institut Teknologi MARA, Shah Alam, effectively and efficiently. Maintenance job requires different skills and method.

The terminology used in this study are in accordance to BS 3811 : 1984 : " Glossary of Maintenance Management Terms in Terotechnology".

Maintenance as defined in BS 3811 : 1984 is "work undertaken in order to keep, restore or improve (building services) to a currently accepted standard and to sustain the utility and the value of these services".

Thus, it indicate two broad strategies.

(i) Preventive maintenance

The work is carried out in anticipation of failure. This is indicated by the word "keep" in the definition.

(ii) Corrective maintenance

A defective item is being replaced with a