



اَوْنُوْرَسِيْتِي تِيْكْنُوْلُوْجِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

## **INDUSTRIAL TRAINING FINAL REPORT**

### **Bahagian Pengurusan Fasilitas UiTM Permatang Pauh**

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## **CHAPTER 1**

### **INTRODUCTION**

#### **1.1 Company Profile**

The Facility Management Office has experienced several phases of transformation throughout its history. It was first established in 1972 as the Office of Local Engineers, before evolving into the Department of Development and Maintenance in 1982. By 1994, it became the Office of Development and Maintenance.

On September 15, 1995, recognizing the expanding responsibilities of both the Development and Maintenance Offices, they were reorganized and placed under the Chancellor's Office as separate entities to better manage their growing roles.

The declaration of UITM as MARA Technology University in August 1999 further expanded the Maintenance Office's scope, aligning it more closely with the university's broader development efforts.

In alignment with the vision of MARA University of Technology to achieve world-class recognition as a public institution, the Maintenance Office underwent a major restructuring and rebranding on January 4, 2006, becoming the Office of Facility Management.

At the Permatang Pauh Campus, the Facility Management Office is divided into several specialized units, including the Administrative, Council, Project, Public, Electrical, and Mechanical units.

## **CHAPTER 2**

### **JOB RESPONSIBILITIES**

#### **2.1 Task Execution**

##### **2.1.1 Excel skill for Bill and Quantity.**

Excel skills for bill and quantity management include organizing data in tables, using basic formulas such as **SUM** and **PRODUCT** to perform calculations, and applying advanced functions like **VLOOKUP** and IF statements for more complex tasks. Pivot tables are useful for summarizing large datasets, while data validation ensures the correctness of entered information. Conditional formatting highlights key data points, and charts or graphs offer a visual breakdown of costs and quantities for better analysis. These skills are vital for efficiently managing and tracking costs, quantities, and budgets, especially in sectors like construction and procurement.

##### **2.1.1.1 Visiting College to count light electric**

I am visiting the Intan college to conduct a through assessment and count of all the light electrical fixtures across the campus. This process involves inspecting each fixture to ensure it is properly installed, functioning, and meets the required standards. The goal is to document the current inventory accurately for future maintenance, replacements, or upgrades. Additionally, this count will help identify areas where the lighting system may need improvement, whether for energy efficiency, safety, or overall performance. By performing this detailed evaluation, we can ensure the college's lighting system remains reliable and effective for all students, staff, and visitors.