



# **INDUSTRIAL TRAINING FINAL REPORT**

**UiTM PERMATANG PAUH**

**CAWANGAN PULAU PINANG**

**13500 PERMATANG PAUH**

**PULAU PINANG**

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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Company Profile**

UiTM Permatang Pauh was established as one of the campuses for UiTM to provide quality higher education opportunities, especially to Bumiputera students in Malaysia. Located within the state of Penang, this campus is set to produce quality skilled graduates in many areas of studies, such as engineering, architecture, business, information technology, and others, answering the needs of the industries in Malaysia.

### **1.2 Objective and Scope of the UiTM Permatang Pauh**

The goals of UiTM Permatang Pauh are similar to all other campuses of UiTM, derived from the mission and vision of providing quality education, encouraging innovation, and building human capital. While particular objectives for the Permatang Pauh campus may not be listed separately from the main university's goals, the campus normally spotlights the following objectives:

- **Produce Skilled and Industry-Ready Graduates**
  - committed to equipping students with technical knowledge, practical skills, and problem-solving skills in the fields of Electrical, Mechanical, and Civil Engineering to meet the demands of the industry.
- **Research in Engineering and Innovation**
  - promote research and development, Campus encourages students and staff of its Faculties of Engineering to innovate with new ideas and contribute more to the field of environment-friendly entrepreneurship.
- **Contribute toward National Development**
  - committed to assisting national development through the provision of much-needed technocrats and skilled manpower toward Malaysia's industrialization, modernization, and pursuit of a vision for national development encompassing economic and infrastructural developments in almost all spheres.

The scope of the Facility Management Department at UiTM Permatang Pauh encompasses a wide range of responsibilities in ensuring the campus infrastructure and services support educational, administrative, and community activities within the university. The following are the areas that this department covers:

1. Building Maintenance and Repairs

- Carrying out routine and preventive maintenance in academic buildings, lecture halls, administrative offices, laboratories, and student hostels.
- Structural repairs, electrical issues, plumbing, HVAC systems, and lighting.

2. Grounds and Landscaping

- Maintenance of campus grounds, including lawns, gardens, and recreational areas.

3. Energy and Utilities Management Facilities Management

- Monitoring and managing the efficient use of electricity, water, and gas.
- Power systems, backup generators, and water supply systems operational management.

4. Security and Safety

- Campus security by means of surveillance systems, guards, and access control measures.
- Fire safety: fire alarm systems, fire extinguishers, evacuation plan.

5. Campus Infrastructure Development

- Infrastructure projects in liaison with architects, contractors and engineers.
- Ensuring alignment of projects according to guidelines on sustainability and the environment.

6. Asset Management

- Inventory management of furniture, equipment and other movable assets.
- Regular audits on proper use and maintenance of university property.

7. Event and Space Management

- Coordination of events utilizing the facilities: academic conferences, student activities, community programs, etc.
- Preparation and management of event space such as auditoriums and multi-purpose halls.

## **CHAPTER 2**

### **JOB RESPONSIBILITIES**

#### **2.1 Task Execution**

The Facility Management Department of UiTM Permatang Pauh is entrusted to see to the continuing operation and maintenance of campus facilities through building repairs, utility systems, campus infrastructure, and common area maintenance. The tasks involved cover routine and preventive maintenance of electrical, plumbing, and HVAC systems; cleanliness, which includes waste management and cleaning services; safety on campus through security systems, fire safety, and sustainability initiatives like energy conservation and recycling. They also head the space management for events, infrastructure development projects, and emergency preparedness to ensure a safe, efficient, and conducive environment for learning and administration.

##### **2.1.1 Documentation Task**

This entailed documenting and follow-up actions regarding facility-related activities. These included the preparation of meeting minutes for the service contract proposal, letters of appointment to the assessors of the structural reports, as well as maintaining inventory records on the air conditioning systems and lighting fixtures. Analysis of monthly electricity bills regarding rented space and university staff accommodations for the confirmation of correct utility management was also performed. Such software as Microsoft Excel and documentation templates were helpful in simplifying data entry and creating reports.