

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

PREPARATION OF OPERATION & MAINTENANCE MANUAL (COMPLETE)

NURUL BATRISYIA BINTI NOOR AMALI 2015291248 DIPLOMA IN BUILDING SURVEYING

PRACTICAL TRAINING REPORT MARCH – JULY 2018

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

PREPARATION OF OPERATION & MAINTENANCE MANUAL

MARCH – JULY 2018

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

PREPARED BY

: NURUL BATRISYIA BINTI NOOR AMALI

SUPERVISING LECTURER : SR MARIATY MOHD BAHARI

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 (Nurul Batrisyia binti Noor Amali)

Date: 28/6/18

Approved By:

(Sr. Mariaty Mohd Bahari)

Date: $\frac{1}{7}/10$ 18

Acknowledgement

I would like to express my deepest appreciation to all those who provided me the possibility to complete this report. A special gratitude I give to my final year project coordinator Sr. Nurfaisal bin Baharuddin whose contribution in stimulating suggestions and encouragement, helped me to coordinate my internship especially in writing this report.

Furthermore, a special thanks goes to my supervisor from MARA University of Technology (UiTM) Sr. Mariaty Mohd Bahari for the endless guidance and assistance throughout my entire internship and the completion of my report. Moreover, I would like to appreciate the guidance given by my panel especially in my project presentation that is yet to improve my presentation skills. This is all thanks to their comments and advices.

The internship opportunity I had with XJOB Holdings Sdn Bhd was a great chance for learning and professional development. Therefore, I consider myself as a lucky individual as I was provided with an opportunity to be a part of the company. I am also grateful for having a chance to meet so many wonderful people and professionals who led me through this internship period.

No.	Content	Page
1.	Acknowledgement	I
2.	Table of Content	-
3.	Introduction	1
4.	Chapter 1: Introduction to Company	2 - 23
	1.0 Company's Background/Profile	
	1.1 Company's Information	
	1.2 Vission and Mission	
	1.3 Organization Chart	
	1.4 Location	
	1.5 List of Projects	
5.	Chapter 2: Literature Review	24 - 32
	2.0 Project Handover	
	2.1 Items Issued to Clients During Handover	
	Process	
	2.2 Building Owner's Manual	
6.	Chapter 3: Case Study (Shooting Range: IPD Kota	33 - 69
	Setar, Kedah)	
	3.0 Information of Shooting Range: IPD Kota Setar, Kedah	
	3.1 Preparation of Operation and Maintenance Manual (O&M)	
	3.1.1 Cover Page	
	3.1.2 Table of Content of O&M Manual	
	3.1.3 Introduction	
	3.1.4 Objective	