



DEPARTMENT OF BUILDING SURVEYING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA

BUILDING MAINTENANCE MANAGEMENT
: PLANNED MAINTENANCE MANAGEMENT
CASE STUDY: KOMPLEKS ISLAM KUALA SELANGOR,
SELANGOR DARUL EHSAN

NURZULAIKHA BINTI MOHD ARIF
(2013410734)
DIPLOMA IN BUILDING SURVEYING

PRACTICAL TRAINING REPORT
DECEMBER 2015 – APRIL 2016

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:

.....

(NURZULAIKHA BINTI MOHD ARIF)

Date:

Student's Name

Approved By:

.....

(DR. SR. MOHAMAD RIDZUAN YAHYA)

Supervising Lecturer

Date:

ACKNOWLEDGEMENT

In the name of Allah the Almighty, the most Beneficent and the most Merciful, I would like to express my deepest sense of gratitude to Him that I can manage to complete this practical training report completely. During preparing this practical training report, I would like to take this opportunity to extend my gratefulness and appreciation to the people who directly and indirectly involved during my practical training.

First of all, I would like to give my appreciate to my supervisor Sr. Mohamad Ridzuan bin Yahya and also my practical coordinator, Sr. Mohamad Ridzuan bin Yahya and Sr Mohd Faisal bin Baharudin for their guidance, assistant and full commitment that they have given to me throughout my practical training.

Furthermore, last but not least that I would like to express my sincere thanks, deep from my heart to En. Mohd Azam Bin Azmi , principals of Unit Pembangunan at Jabatan Agama Islam Selangor, and other staff for giving their advices, support and taught me about industry and also help me in order to complete this report.

Thanks for being my inspiration.

ABSTRACT

Building maintenance work is defines as a preparation of building care that was complete and ready to residence. Building maintenance can be dividing as planned and unplanned maintenance. The planned maintenance is also can be dividing by two part that is preventive maintenance and corrective maintenance and preventive maintenance is dividing for two schedule maintenance and condition-based maintenance.

The case study that I have been chosen was Kompleks Islam Kuala Selangor. This building is totally ready to build but it is still under the supervision of contractor because that have some part and works is still not get a satisfaction by building owner. This is because of the condition of this building are still not suitable to residence and open to the placement of workers or public. The building maintenance programmed for this building is available and build by Jabatan Kerja Raya Negeri Selangor (building department). This building is use a preventive maintenance and comprehensive maintenance for maintain their building for a long time.

Table of Contents

Acknowledgement	i
Abstract	ii
Objective	iii
Table of content	iv
List of photo	vi
List of figure	viii
List of table	ix
CHAPTER 1.0 ORGANIZATION BACKGROUND	2
1.1 INTRODUCTION	2
1.1.1 ORGANIZATION PROFILE	3
1.1.1.1 OBJECTIVE, VISION, MISSION AND CUSTOMER CHARTER	6
1.1.1.2 LOCATION PLAN	8
1.1.1.3 BUILDING PERSPECTIVE	12
1.1.1.4 ADJACENT BUILDING	13
1.1.1.5 ORGANIZATION STRUCTURE	14
1.2 SCOPE OF WORK FOR UNIT PERMBANGUNAN	15
1.2.1: FUNCTION AND ROLE UNIT PEMBANGUNAN:	15
1.2.2: SCOPES OF SERVICES FOR BUILDING SURVEY WORKS	15
1.3 CHAPTER SUMMARY	16
CHAPTER 2.0 OVERVIEW OF THE RESEARCH	17
2.1 INTRODUCTION	18
2.1.1 PROBLEM STATEMENT	19
2.2 OBJECTIVES	20
2.3 RESEARCH QUESTION	20
2.4 SCOPE AND LIMITATION OF WORK	21
2.5 CHAPTER SUMMARY	24
CHAPTER 3.0 LITERATURE REVIEW	25
3.1 INTRODUCTION	26
3.2 CONCEPT AND DEFINITION	27
3.2.1 Concept of maintenance management is dividing by 5 stages:	27
3.2.2 The definition of maintenance management by BS3811:	29