

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

INTERGRATED FINAL PROJECT (BSR330)

CASE STUDY: PUCHONG FINANCIAL CORPORATE CENTER TOWER 4 PUCHONG SELANGOR DARUL EHSAN

PREPARED BY:

EDDIE FIRDAUS BIN FARID	2014204454
IDA SHUHADA BINTI MOHD ALI	2014480826
MOHAMAD AS'AD BIN MD YAZLLI	2014696554
MOHD SHAHRULNIZAM BIN ABU BAKAR	2014837668

DIPLOMA IN BUILDING SURVEYING

SEMESTER JUN – OKTOBER 2016

ACKNOWLEDGEMENT

First of all, thanks to ALLAH S.W.T for his mercy and guidance in giving we full strength to complete this "Integrated Final Project" assignment. Even facing with some difficulties in completing this task, we still managed to complete it. A lot of thanks to our supervisor to this subject Puan Intan Bayani binti Zakaria for giving us advice and guidance for doing this assignment in the class and also thanks to Encik Nurfaisal bin Baharuddin also giving us advice and guidance step by step for doing assignment.

Special appreciation to Puchong Financial Corporate Center (PFCC) for giving our group permission doing this building as a case study and great cooperations every time we going visit the building. And thanks to the person in charge us Encik Adznan tarmizi bin Razila as a senior maintenance executive in this building.

Then, not forgetting our parents who have given a lot of moral support and encouragement. Last but not least, we also would like to thanks to our group member and other friends that give us more information about this assignment and always support us from behind.

Thanks.

TABLE OF CONTENTS

/	ACKNOWLEDGEMENT	i
L	LIST OF CHART, FIGURE AND TABLEvii	- xvii
(CHAPTER 1: INTRODUCTION AND DETAILS OF PROPERTY	1
	1.1 INTRODUCTION AND COMPANY /	
	ORGANIZATION BACKGROUND	2-3
	1.2BUILDING BACKGROUND	4-8
	1.3 PROJECT BRIEF	9-10
	1.4 LIST OF MAJOR OCCPANTS / TENANTS	11-16
	1.5 FACILITIES AND BUILDING SERVICES	17-23
	1.6 GREEN BUILDING INDEX	24- 25
	1.7 SUMMARY	26
(CHAPTER 2: ORGANIZATION MAINTENANCE MANAGEMANT	27
	2.1 INTRODUCTION	28
	2.2 ORGANIZATION OBJECTIVE	29
	2.3 ORGANIZATION STRUCTURE	30-31
	2.4 SCOPE AND RESPONSIBILITY	.32- 55
	2.5 SUMMARY	56
(CHAPTER 3: MAINTENANCE POLICY, PLANNING AND PROGRAM	1ME . 57
	3.1 INTRODUCTION POLICY AND PLANNING	58
	3.2 COMPANY / ORGANIZATION MAINTENANCE DIVISION, MISS	
	3.3MAINTENANCE POLICY AND QUALITY POLICY	
	3.4MAINTENANCE DIVISION STANDARD & QUALITY STANDARD	
	3 5 MAINTENANCE PLANNING	74-81

LIST CHART, FIGURES AND TABLE

CHART

1.1	Organization background	3
1.23	List of building services in this building	19
2.1	Organization structure company for PFCC	30
2.2	Organization structure for maintenance department	31
3.2	Maintenance quality standard	67
3.6	Method of complaint process	79
4.38	The process of sanitary fittings	136
4.46	The process of water supply system	140
4.53	The process of electrical distribution system	144
4.58	The process of elevator system	147
4.62	The process of ventilation system	150
4.68	The process of air conditioning system	153
4.78	The process of fire fighting	158
4.85	The process of gas supply	163
4.91	The process of PABX	167
4.96	The process of generator system	170
4.101	The process of water reticulation	174
4.116	Work order flow	186
5.1	The percentage of the defect	198
6.2	Procedure of deduction charge	247
8.2	Maintenance expenditure	303
8.6	Maintenance budget 2015	308
8.7	Maintenance budget income	309
8.8	Maintenance budget expenditure	311
8.9	Analysis income and expenditure	313
8.11	Forecast budget 2016	317
8.12	Maintenance outsource 2016	317

8.13	Forecast budget 2017	319		
8.14	Maintenance outsource 2017	319		
8.15	Forecast budget 2018	321		
8.16	Maintenance outsource 2018	321		
8.17	Analysis of maintenance budget	322		
FIGURES				
1.3	Location plan to Puchong Financial Corporate Centre	6		
	(PFCC)			
1.4	Front of the building	7		
1.5	Front elevation of the building	7		
1.6	Left angle of the building	7		
1.7	Left elevation of the building	7		
1.8	Left angle of the building	7		
1.9	Back elevation of the building	7		
1.10	Right elevation of the building	7		
1.11	Photo of the building in various view	7		
1.12	Puchong Financial Corporate Center (PFCC)	8		
1.13	Lebuhraya Damansara Puchong (LDP)	8		
1.14	Puchong Financial Corporate Center tower 5	8		
1.15	Shop houses	8		
1.16	Giant Bandar puteri Puchong	8		
1.17	OCBC Bank	8		
1.18	Surrounding area PFCC	8		
1.24	Ice bank	20		
1.25	Lift	20		
1.26	Control room	20		
1.27	Example of sanitary	21		
1.28	Storage of gas supply system	22		