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**INTEGRATED FINAL PROJECT (BSB314)**

**CASE STUDY:  
MINISTRY OF WOMAN, FAMILY & COMMUNITY DEVELOPMENT**

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The task presented in this project has referred to Ministry of Women, Family and Community Development building as our case study of Integrated Final Project. During the time of task given and submission, our group should obtaining information about the building background and the maintenance department which taking control the maintenance work of the building. Besides that, we should obtain information about the maintenance department which is Global Facilities Management Sdn. Bhd. including their maintenance policy, maintenance programmed, maintenance strategy and maintenance works for the building services. Hence, our group show our greatest gratitude to the GFM staff who sincere in helping us for completion of our project task by lending their time and energy. Then, most special thanks go to the entire team group for the excellent cooperation and supports in completing this final project.

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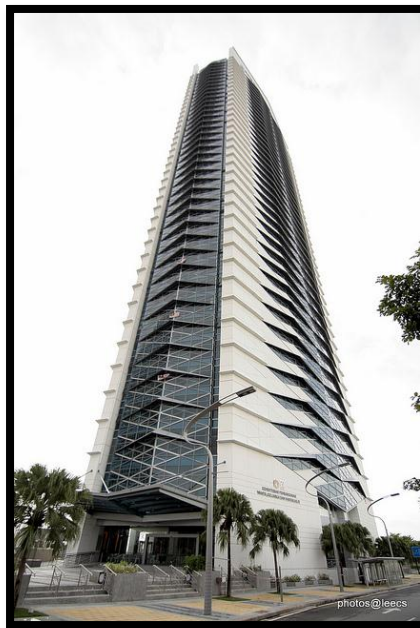
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## 1.1 INTRODUCTION

Building of the Ministry of Women, Family and Community Development is a government building given to the Ministry of Women, Family and Community Development to carry out activities related to the Ministry. The building is located at No 55, Persiaran Perdana Precinct 4, 62100 Putrajaya, Malaysia. The building was built in 2009 and fully completed in 2011. This building began operating in 2012 until now. This building also one of tallest building in Putrajaya which is nears to Putrajaya International Convention Centre.



*Photo 1.1: Ministry of Women, Family and Community Development Building*



*Photo 1.2: Signage of Ministry of Women, Family and Community Development Building*

MINISTRY OF WOMAN, FAMILY & COMMUNITY DEVELOPMENT, 4G11, PUTRAJAYA