



اُونِيُوَرَسِيْتِي تِيَكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

FALCULTY OF ARCHITECTURE, PLANNING & SURVEYING

BGN 310

AP116 4H

PRACTICAL TRAINING

RENOVATION OF TOWNHALL

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**DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)**

RENOVATION OF TOWNHALL

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**FACULTY OF ARCHITECTURE, PLANNING AND
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(PERAK)

(10th December 2021)

It is recommended that the report of this practical training provided

By

**MOHAMMAD MUIZZUDDIN BIN
MARSUJAK**

entitled

RENOVATION OF TOWNHALL

be accepted in partial fulfillment of requirement has for obtaining Diploma in Building.

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**DEPARTMENT OF BUILDING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA
(PERAK)**

(10th December 2021)

STUDENT'S DECLARATION

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at Melaka State Development Corporation for duration of 20 weeks starting from 23 August 2021 and ended on 7 January 2022. It is submitted as one of the prerequisite requirements of BGN310 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

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Student ID : 2019440186

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First of all, Alhamdulillah and grateful to Allah S.W.T give we the chance to do this internship report and finish in due date. we success to finish this internship report on time. Even we had a lot of problem that comes when to do this report.

Next, I want to thanks to our lecturer, DR Sallehan Bin Ismail for help us a lot to do this report. This is because this is my first time to do this internship report. With your helps and guidelines to do this report, it makes this report in a right way to do. I would like to thanks to my friends because helping me do this report.

I also want to thanks to other classmate which helps us to do this report. They help us if we had the problem to finish this report. We had a lot of problem when to do this internship report. Lastly, I want to thanks all the people who helps us to make this report finish on time.

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ABSTRACT

Existing buildings with varied functions, such as offices, restaurants, and more, play a significant part in the growth of a state, in addition to new construction. Existing structures must also be monitored and maintained, which is why this study will address the asset monitoring approach. This strategy is utilised to keep all of the company's buildings in good working order. The purpose of this report is to outline all of the procedures for asset monitoring work as well as the issues that arise when executing this work. The concerns discovered throughout the monitoring work, such as cleanliness issues, damage issues, and loss issues, are the findings from this study. There are two approaches for gathering data and information in this project. Observation is the first step. Visits to the structures were used to make observations. Second, by conducting an interview. In this technique, a person with prior knowledge in this field was interviewed in order to gain more thorough information on the procedure. All company-owned buildings will be maintained and always at an ideal level as a result of this work, and will be able to be utilised without difficulties in the future.

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Chapter 1

Scope of study

This research is critical for discovering and assessing the major elements influencing construction project productivity and for improving the rework reduction condition. The initiatives The findings may be useful to building parties. Comprehend the sources of rework that impact construction cost and time performance of a project The research focuses on analysing rework actions by identifying the extent and significance of cost and time in projects in construction Both positive and negative aspects elements of the revision will be highlighted, and suggestions will be made supplied in order to reduce rework in building projects.

Objective

- To identify cause of rework and to determine their degree of severity on the performance in terms of time and cost in construction projects.
- To determine the impact of rework on organizational project performance (cost and time), through case studies.
- To determine the measures for reducing the incidence of rework in construction projects.

Chapter 2

Company background

Introduction

Company name	: Haji Zulkefli Bin Haji Harun Construction(HZBHH)
Date of established	: 3 august 1983
Company address	: Lot760, Jalan Masjid, Kampung Gudang Garam, 85000 Segamat, Johor Darul Takzim
No tel	:
No fax	: -
Email	: adjayaresources20@gmail.com
Type of company	: Private company
Chief Executive officer (C.E.O)	: Haji Zulkefli Bin Haji Harun

Company profile

History of HZBHH

HZBHH is founded by Haji Zulkefli Bin Haji Harun in 1983. initially the company carried out renovation work from home to home. But after a few years the company began to venture into the field of renovation on government premises and start apply the government and non-government tender.

This company obtain the G1 license in 1984 and upgrade the G2 license at 1996. After obtaining the G2 licences, HZBHH change fields from renovation work to construction work. After a few months, this company began to venture on wiring and piping activities and conducted by the professional wiremen and plumbers.

After decade and decade this company had big enough to be operated on world pandemic and now this company is start the welding and construction waste bin job.

Vision and Mission of HZBHH

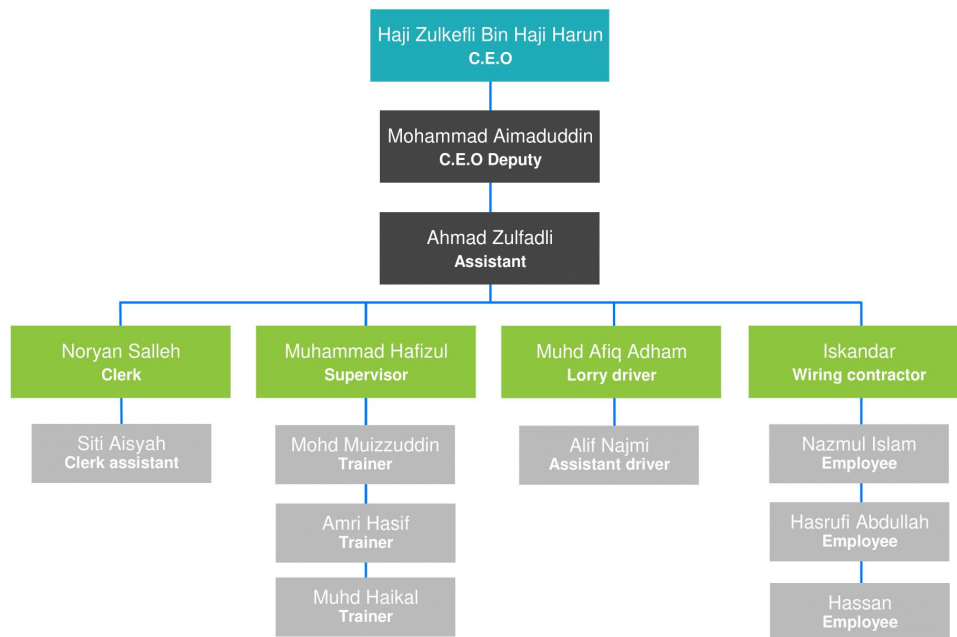
- Vision

To be a Leading and Dynamic State Corporate Organisation in the Field of Socio-Economic Development in Segamat, Johor.

- Mission

To stir and instill the State Economic Growth via participation and drive in the field of Industrialization, Trading, Commerce and Entrepreneurial Development

HZBHH Construction Organizational Chart



List of project

Completed project

List of completed project

No	Project	Project value	Start date	Completed date	Project duration	Client
1	Pave the Bukit Siput main road	RM150,000	17 January 2015	22 January 2015	5 days	Department of Irrigation and Drainage
2	Installing gabion wall and culvert at Chaah River	RM75,000	9 august 2015	14 September 2015	35 days	Department of Irrigation and Drainage
3	Renovation of Mensudut Pindah School toilet	RM48,660	22 June 2015	20 July 2015	32 days	Ministry of Rural and Regional Development
4	Installing gazebo at Sungai Kenawar	RM 17,380	14 December 2014	19 December 2014	5 days	Department of Irrigation and Drainage

5	Pave the Kampung Kampung Jawa main road	RM200,00	27 January 2015	2 February 2015	6 days	Public Work Department
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Project in progress

List of current project

No	Project	Project value	Start date	Completed due	Project duration	Client
1	Pave the Kampung Paya Terap main road	RM143,000				Public Work Department
2	Renovation of Lubuk Kepong town hall	RM125,000				Ministry of Rural and Regional Development
3	Renovation of Pejabat Tanah Segamat office	RM97,040				Public Work Department
4	Installing gabion wall and culvert at Lubuk Bandan river	RM78,000				Department of Irrigation and Drainage

Completed project



Figure: pouring crusher run over the Bukit Siput main road



Figure: installing the drainage at chaah



Figure: installing the ceramic tiles on the mensudut pindah school toilet floor



Figure: installing gazebo at kenawar river



Figure: coring test on Kampung Jawa main road

Project on progress



Figure: compacting the Paya Terap road



Figure: installing the reinforcement concrete on Lubuk Kepong town hall

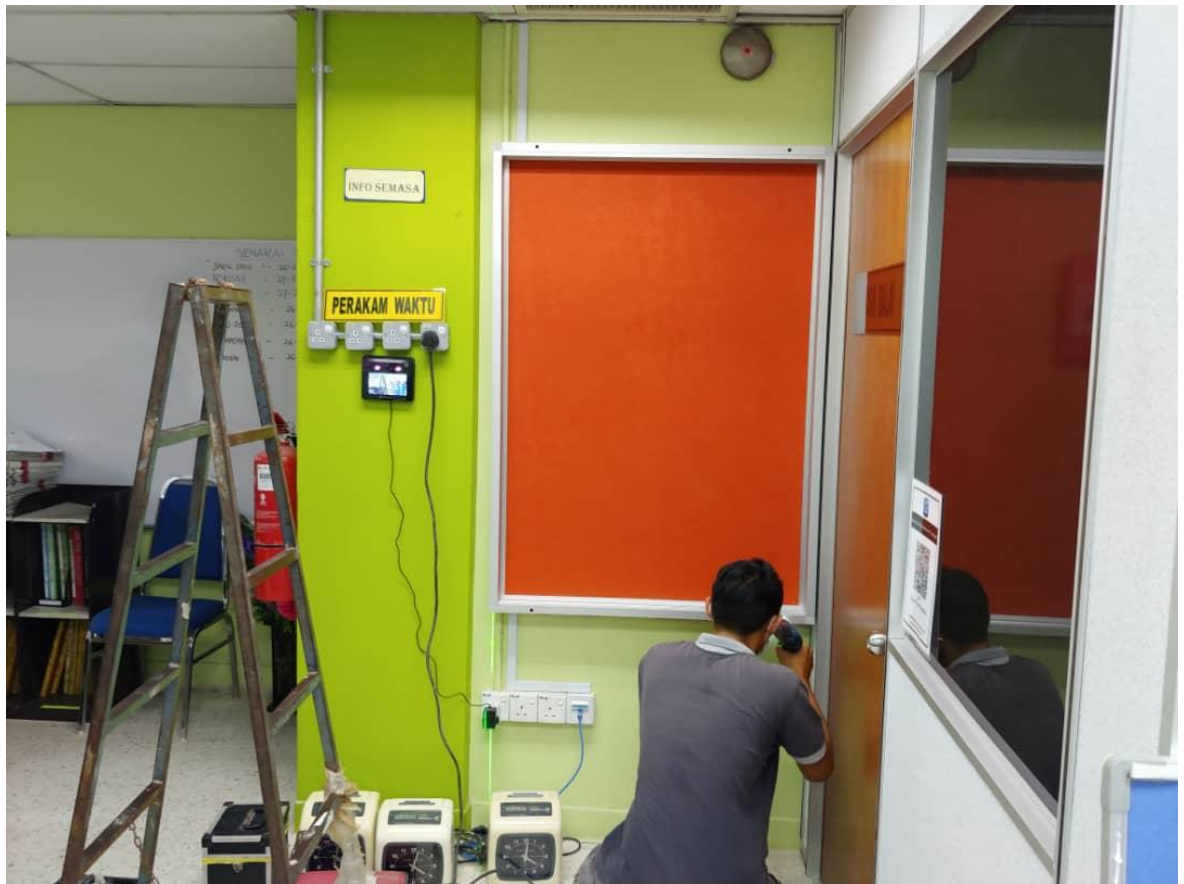


Figure: installing the signboard in Pejabat Tanah



Figure: arranging the rock at Lubuk Bandan river

Chapter 3

RENOVATION OF TOWNHALL

Introduction of case study

This case study is describing about the renovation of Lubuk Kepong townhall which is located at *Balairaya Kampung Lubuk Kepong, Batu Anam.Johor,85100 Segamat Johor*. The project manager of this project is Ministry of Rural and Regional Development and HZBHH Construction has become the main contractor. The procedure of these project is divided into three parts, which is procedure before works, procedure during works and procedure after the works has been done. The before work procedure is to check the condition of the building, check whether the town hall is in good condition or not. after that the process of estimating the cost of repairs begins with discussion with the contractor. In during work procedure supervisors will report any activity to the employer each report is accompanied by evidence, the evidence referred to is a photograph during the project being implemented and it is recorded daily until the project finish. Lastly the after works done procedure is to check the installation and the repair work, if there is any fault the supervisor will continue to report it to the employer for conversion or compensation. the supervisor will take pictures after the installation and repair work is complete. the purpose of the photograph taken is to claim a claim to the project manager. In addition, this case study also focuses on the problems face in renovation project procedure.

Project detail

Project title	: Renovation and restoration of <i>Lubuk Kepong</i> town hall
Contractor name	: HZBHH Construction
Client	: Ministry of Rural and Regional Development
Contract sum	: RM125,000
Start date	:
Complete date	:

Town hall renovation procedure

The work procedure is divided into three parts, which is procedure before work, during work and after work has been done.

Procedure Before Monitoring Works

In the early stage or the prior procedure, the main supervisor, sub supervisor and senior manager has responsible for inspecting the site

- I. Main supervisor
 - Verify the main problem of the building
 - report building -related problems to superiors
 - present a written report to the senior manager
- II. Senior manager
 - submit the amount of expenses to be incurred during renovation work
 - consult with the client regarding the price offered
 - make a written agreement with evidence for the client
- III. sub supervisor
 - taking evidence in the form of photographs of the damage suffered
 - present a written report to the management team
 - examine each problem point given by the client



Figure: prior procedure of town hall renovation

Source: HZBHH Construction

Procedure during renovation

In this part, the procedure is the responsibility of appointed main supervisor, sub supervisor and senior manager. During practical training, I was assigned to do monitoring work together with the sub supervisor.

I. Main supervisor

- report each activity to superiors on a daily basis
- report any shortage of raw materials like cement, brick, sand and others to superiors
- explain to the client about the progress of each job everyday

II. Sub supervisor

- taking every piece of evidence of progress taking place at the construction site
- taking pictures of progress to superiors
- assisting the supervisor in connection with the presentation of daily reports

III. Senior manager

- assess all work being carried out on the site
- provide funds for the purchase of raw materials and equipment
- review the allocated price



Figure: roof installation of the town hall

Source: HZBHH Construction



Figure: installation of column at town hall

Source: HZBHH Construction

Procedure after renovation work has been done

In this stage, most of procedures are the responsibility and actions of main supervisor and senior manager. However, during practical training, I was given the task of making a report based on the monitoring work at the town hall.

I. Main supervisor

- take pictures of all the completed projects
- write a report with a claim to the client
- clean the construction site with the cleaning team

II. Senior manager

- assess and inspect every corner of the building
- make claims to superiors regarding the cost of raw materials and equipment
- make financial reports related to the project to superiors



Figure: finished town hall after renovation

Source: HZBHH Construction



Figure: finished town hall court

Source: HZBHH Construction

Chapter 4

Conclusion

The construction business is regarded as one of the most important in today's globe. It contributes to the achievement of societal goals. It is critical to study and understand the construction process. They are significant because they result in losses for the regulatory body, agencies, as well as affect construction rework industry. Prior awareness of rework during construction might be beneficial. You will save money and time. The goal of this study is to discover. The reasons of likely issues leading in building rework construction. The research looks at all of the probable elements using a questionnaire survey. No matter where you take the intern you must show your commitment in the company for your best future.

References

- Ahmad Zulfadli Bin Zulkefli. (2012) Assistant of C.E.O Deputy of HZBHH Construction
- Muhammad Hafizul Bin Zulkifli (2012) Main supervisor of HZBHH Construction