



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

**OFFICE RENOVATION**

**Prepared by:**

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**UNIVERSITI TEKNOLOGI MARA**  
**(PERAK)**

**FEBRUARY 2022**

It is recommended that the report of this practical training provided

**By**

**ZIKRY AIMAN BIN ZULKEFLI**

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**entitled**

**OFFICE RENOVATION**

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

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**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 Syncko Enterprise for duration of 14 weeks starting from 27 September 2021 and ended on 07 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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Finally, I want to express my gratitude to my loving parents for all of their efforts throughout the years.

Thank you so much.

## **ABSTRACT**

Any working space starts with an office. The office must be comfortable and adequate for the workers and the people around them in order to provide a balanced atmosphere for everyone. This report will be discussing about office renovations and how it would affect the productivity of the workers in the new environment. This report was conducted at the Lembaga Hasil Dalam Negeri (LHDN) building at Jalan Duta, Kuala Lumpur. The objective of this report is to see whether the new environment would affect the workers productivity. After the renovation at the office was completed, we would occasionally went back to check if further maintenance needed. During this time, I would went to the workers around the office and conduct a little interview about the change of the office. These interviews would help to conclude whether the renovation would affect their working environment.

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## CHAPTER 1.0

### INTRODUCTION

#### 1.1 Background of Study

The term 'renovation' describes the process of restoring something to its excellent shape. Renovation is the process of improving or upgrading an old, damaged, or malfunctioning structure in the construction business. This differs from 'retrofitting,' which involves adding a component or feature that was not initially included, or 'refurbishment,' which is a cleaning, decorating, or re-equipment procedure. 'Major renovation' indicates '...the renovation of a structure where more than 25% of the surface area of the building envelope undergoes refurbishment,' according to Approved Document L of the building regulations (Designing Buildings Ltd., 2022).

An office is a structure, a section of a structure, or a space used for desk-based commercial functions. Although needs in terms of light, access, amenities, security, flexibility, and layout may impact the location and design of an office, it may be established in practically any site or structure. A space designated as an office can be built into houses and other structures. Alternatively, an office building (or office block) provides purpose-built space for businesses to operate from, which can be purchased or leased. The fundamental goal of an office building is to offer its users with a healthy, safe, comfortable, and productive working environment (Designing Buildings Ltd., 2021).

#### 1.2 Objectives

Based on the study, there are several objectives that I would conclude:

- i. To investigate the methods of office renovation.
- ii. To identify the issues that could happen during the renovation.
- iii. To determine the wellbeing of the office workers after the renovation.

### 1.3 Scope of Study

This study is carried out at the Lembaga Hasil Dalam Negeri (LHDN) building at Jalan Duta, Kuala Lumpur. This study focuses about office renovations such as replacing old and broken blinds, replacing old carpets with new ones, and replacing old and broken doors. The issue that came across is when some doors are not fit to the old door frame. This would slow down the renovation process and could add more cost.

### 1.4 Method of Study

#### 1.4.1 Observation

By doing observation of the workers, it is quite easy to understand the process of the renovation.

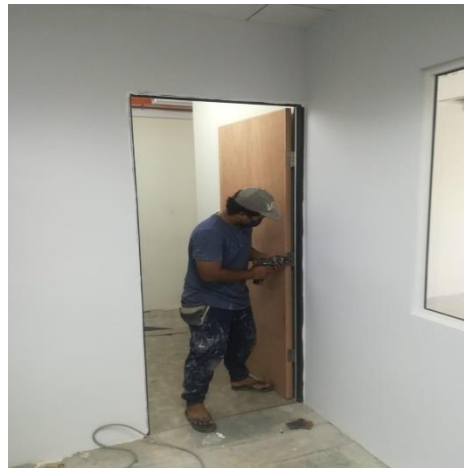


Figure 2.1 Door installation

#### 1.4.2 Interviews

While observing the progress, I had time to conduct some interviews with the labours regarding the renovations. I also interviewed my supervisor about the works.



## CHAPTER 2.0

### COMPANY BACKGROUND

#### 2.1 Introduction of Company

Syncko Enterprise is a construction company that resides at no 149-1, Jalan LP 7/2, Kinrara Uptown, 43300 Seri Kembangan Selangor. The company was created in 2016 and is led by Encik Shahrizan Bin Senawi. The company has been involved in a variety of projects from water supply projects to parking lots project.



Figure 2.2 Syncko Office

## 2.2 Company Profile

Company name : Syncko Enterprise

Year of Cooperation : 2016

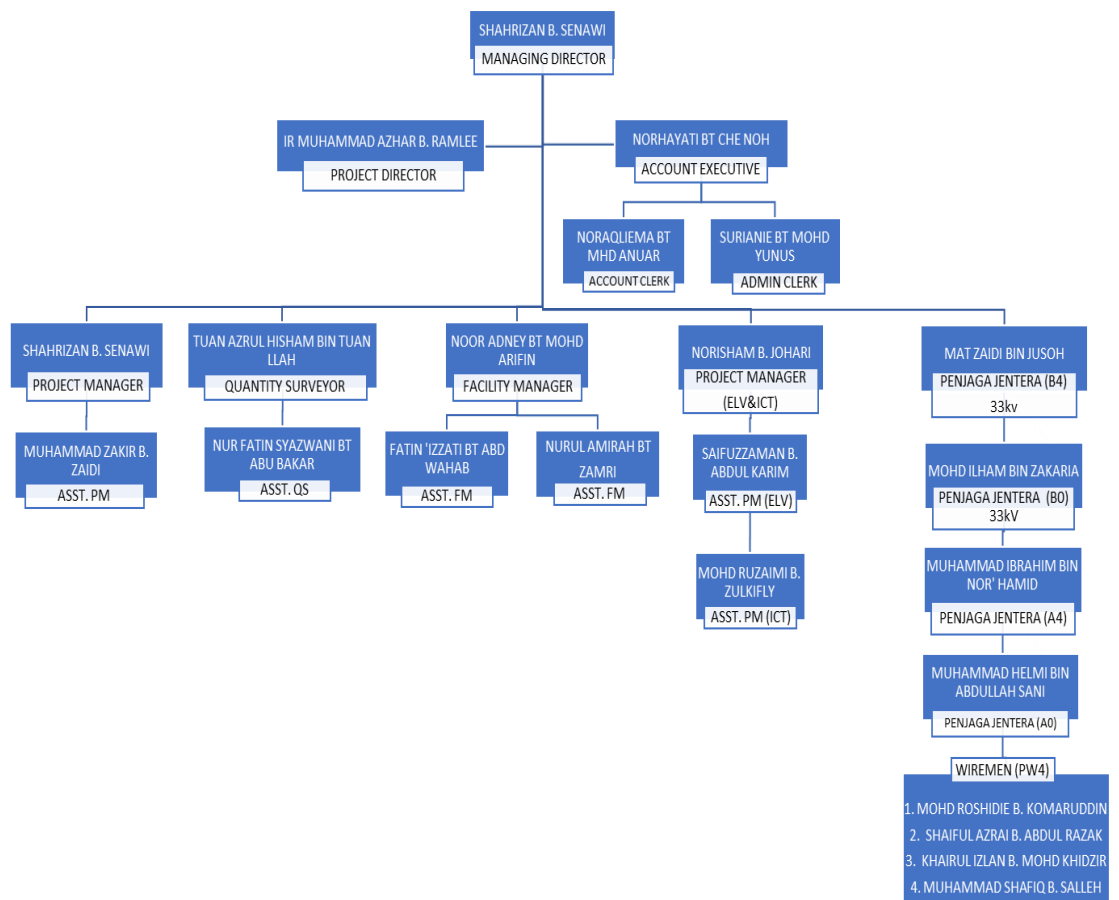
Contact info : **Number** 03-80747576

: **Email** synckoent08@gmail.com

Address : No. 149-1, Jalan LP 7/2, Kinrara Uptown, 43300 Seri  
Kembangan Selangor

Company Status : Non-government

## 2.3 Company Organisation Chart



## 2.4 List of Projects

### 2.4.1 Completed Projects

No.	Project Title	Project Value	Start Date	Completion Date	Project Duration
1	Projek Bekalan Air Luar Bandar (BALB) Sistem Retikulasi Negeri Pahang Tahun 2017 Zon 1	RM8,306,397.00	2019	2020	12 BULAN
2	Projek Pembangunan Bekalan Air Di Jajahan Machang, Kelantan	RM9,293,500.00	2020	2021	12 BULAN

Table 1.1 List of completed projects

### 2.4.2 Projects in Progress

The current ongoing project is a parking lot project at Presint 5, Putrajaya.

## CHAPTER 3.0

### CASE STUDY (OFFICE RENOVATION)

#### 3.1 Introduction to Case Study

Syncko Enterprise was assigned to renovate one of the offices at the Lembaga Hasil Dalam Negeri (LHDN) building at Jalan Duta, Kuala Lumpur. The office that will be going to be renovated is located on the 11<sup>th</sup> floor. The renovation is consisted of several repairing works like carpet replacement, doors replacement and repairing and replacing the old and broken blinds around the office. The conditioning and electrical works are also needed during the renovation.



Figure 2.3 Office condition during renovation

### 3.2 Method of carpeting works

When removing old carpet, it may be required to restore damaged or worn flooring. The sub-floor must be prepped before a new carpet can be installed. Once the sub-floor is prepared, carpet gripper will be installed. Carpet grippers are long, thin pieces of wood with little pegs that 'hold' the carpet in place and keep it from losing tension once it's been installed. It will be used all the way around the edge of the office.



Figure 2.4 Measuring size of carpet

When it comes to carpet installation, the first step is to figure out how much is required. Firstly, create a basic design of the space to be fitted and break it down into smaller rectangles to calculate the overall area. It may then be trimmed to size after loosely placing the carpet in place and smoothing it out. Push down on the carpet's edge so that it grabs the gripper. Work around the room wall-by-wall.



Figure 2.5 Pressing down the carpet

### 3.3 Issues during renovations

A lot can happen during renovations. Some could be good while others might be problematic. During the renovation at the LHDN building, several issues was discovered that could cause problems after the renovation completed. One of the issues is when the bought doors does not fit to the door frame of the original doors. This could be because of mismeasurement of the original door frame which caused the new doors to be bigger than the frame. Another issue that was encountered is some of the electrical works are not working properly. Some of the lighting did not work but the labours managed to fix the electrical problems before any other problems would occur.

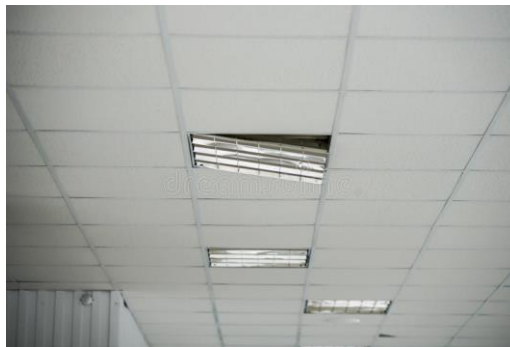


Figure 2.5 Broken lighting

### **3.4 Wellbeing of the workers**

After the renovation works are finished, occasional inspection would be done to check on the condition of the office. I would conduct a little interview with the workers around the office regarding the change of the office. Despite getting positive reviews from most of the workers around the office, some of them still prefer the old office mostly because they are still adapting to the layout of the new office.

## **CHAPTER 4.0**

### **CONCLUSION**

In conclusion, the office renovation was completed on time despite the several issues that occur during the process. There are no incidents of harm or damages that happen during the renovation works. This is mostly due to the safety protocol that has been implemented throughout the process of renovation. Other than the technical issues that occur during the process, the renovation works went out smoothly because of how experienced the labors are in doing the job. After the renovation was completed, the conducted interviews shows that most workers are happy with the renovations and excited with the new office. Furthermore, this proves that renovations would improve the workers productivity.



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