



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

POST CONTRACT WORK DURING DEFECT LIABILITY PERIOD

**Prepared by:
NURSYAHIRAH BINTI YUSRI
2017243474**

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

DECEMBER 2019

It is recommended that the report of this practical training provided

by

NURSYAHIRAH BINTI YUSRI

2017243474

entitled

Post Contract Work During Defect Liability Period

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

Report Supervisor : En. Nor Azam Bin Yahaya

Practical Training Coordinator : En. Muhammad Naim Bin Mahyuddin.

Programme Coordinator : Dr. Dzulkarnaen bin Ismail

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FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
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(PERAK)

DECEMBER 2019

STUDENT'S DECLARATION

I hereby declare that this report is my own work, except for extract and summaries for which the original references are stated herein, prepared during a practical training session that I underwent at Kenwingston Sdn Bhd for a duration of 20 weeks starting from 5 August 2019 and ended on 20 December 2019. 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.

.....

Name :Nursyahirah Yusri

UiTM ID No :2017243474

Date :December 2019

ACKNOWLEDGEMENT

The internship I had with Kenwingston Sdn Bhd was a great experience for me to learn the professional development of contractual works in construction industry. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am using this opportunity to express my deepest gratitude and special thanks to the Project Director of Kenwingston Sdn Bhd for The Havre site, Mr. Yee Jia Woi and Mr. Lee Whye Seng, Contract manager who in spite of being extraordinarily busy with their duties, took time to guide and keep me on the correct path and allowing me to carry out my project at their esteemed organization and extending during the training period.

I would like to extend my heartfelt gratitude to Mr. Chong ,as a Contract, Purchasing and Store Executive for taking part in giving necessary advices and guidance throughout my practical training there. It is my radiant sentiment to place on record my best regards, deepest sense of gratitude to Mrs. Irma Elina, Contract Exective, Mr. Phoon Hoong Zheng, site supervisor, and Mr. Afnan Haiqal, site supervisor for their guidance that were extremely valuable for my study both theoretically and practically.I perceive as this opportunity as a big milestone in my career development. I will strive to use gained skills and knowledge in the best possible way.

I would also like to thank all the UiTM lecturers that have taught and nurtured me in becoming a better student and person. I would also like to extend my deepest appreciation to the lecturers who are directly involved during my training stint. To En. Nor Azam bin Yahaya, Supervising Lecturer, Puan Noor Rizallinda Binti Ishak, Evaluating Lecturer, En Muhammad Naim bin Mahyuddin, Practical Training Coordinator and Dr. Dzulkarnaen bin Ismail, Programme Coordinator, I value the time, effort, encouragement and ideas that they have contributed towards the successful completion of my training, this report and the valuable knowledge that have been shared over the last few semesters.

ABSTRACT

Post contract work, the last stage of the construction of building is important and should not be taken lightly by anyone, therefore this report will discuss about rectification of building defects during defect liability period. The defect liability period is the period of time from the date of delivery of vacant possession and keys delivered, where the developer is responsible to fix any defects occurred or found. Within this period, the homeowner will need to check for any damage, defects, as well as poor or faulty workmanship and need to report back to the developer if there are any issues of defect to get them repaired for free

This report was conducted for the building defect rectification at The Havre, Bukit Jalil. The objective of this report is to have further understanding of the work flow of a defective work. To explain that as simple as a work would be appear to but its existence has a huge impact on the work flow. This report will also study the sequence of the documentation for purchase order, invoice and delivery order of materials that are need to be done in order to provide materials on site that could affect the time needed and the quality of defect rectification itself.

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CHAPTER 1.0

INTRODUCTION

1.1 Background and Scope of Study



Figure 1.1

The practical training was taken in place at a high rise residence named The Havre. There were no major construction works as it is now on final handover process. The scope of study focuses on defect rectification and post contract works during defect liability period. As a contract admin, the cope of work are mainly related to purchasing material, keeping track of invoice, deliveru order of materal to site and filing documentation works.

1.2 Objectives

1. To identify the workflow of defect rectification process
2. To describe the importance of purchase order, invoice and delivery order of material on site.
3. To study the importance of proper filing and documentation works at site

1.3 Research method

1. Observation – As I am working at a completed project site office, there are not much constructional works that can be seen other than defect rectification works. However, I am able to observe how a project director, project manager, contract manager, quantity surveyor, purchasing executive interact professionally with subcontractor and material suppliers, meeting with clients and home owner. Apart from that, as an contract admin an individual should understand how filing and documentation are made precisely. This is important since all document need to be combined and sent to head quartes as each or them contain important information from the beginning of the construction to the current status of the building.
2. Interviews – Interviews have been conducted with contract department staffs in order to understand the workflow in detail.
3. Document reviews – We are able to access most of the document here to help us to perceive the importance and the role of the related documents as a evidence of both party approval.
4. Internet – Some general information need to be gathered from the internet.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction of Company

Kenwingston Sdn Bhd started out on 2010 as a contractor company with two divisions of engineering & construction and machinery as their main area of business. On 2018 Kenwingston empowered their expertise to a property developer incorporated of a group of property professionals, Kenwingston then made its maiden forays into property development that builds semidees and bungalows in Pulau Indah and linked houses in Salak Tinggi, both are located in Selangor.

A year later, Kenwingston started its hospitality business and launched its second project – the RM500 million Kenwingston Square Garden in Cyberjaya. Following the positive response, the group managing director, Dato Lovis Lam Kong Tang says, the company transformed itself into a full-fledged property developer supported by its in house construction arm and recently disposed of its hospitality business.

2.2 Company Profile

KENWINGSTON

KENWINGSTON SDN BHD (907815-P)
ENGINEERING & CONSTRUCTION DIVISION
A MEMBER OF KENWINGSTON GROUP

82, Jalan Wangsa Delima 6, Pusat Bandar Wangsa Maju, Seksyen 5, Wangsa Maju, 53300 Kuala Lumpur.
E: kenwingston.my@gmail.com W: www.kenwingston.com

Title	Description
Name of company	KENWINGSTON SDN. BHD.
Address	WISMA KENWINGSTON, NO. 82, JALAN WANGSA DELIMA 6, PUSAT BANDAR WANGSA MAJU (KLSC), SEKSYEN 5, 53300 WANGSA MAJU
Project Director	MR. LEW KOK SIN
Project Manager	MR. YEE JIA WOI
Contract Manager	MR. LEE WHYE SENG
Total Employees on site (The Havre site)	10
Tel. No	
Fax No.	
Email	kenwingston.my@gmail.com
Website	www.kenwingston.com
CIDB Registration No.	WP145307-01 (G7)

Table 2.1

2.3 Organization Chart

Head Quarters Organization Chart

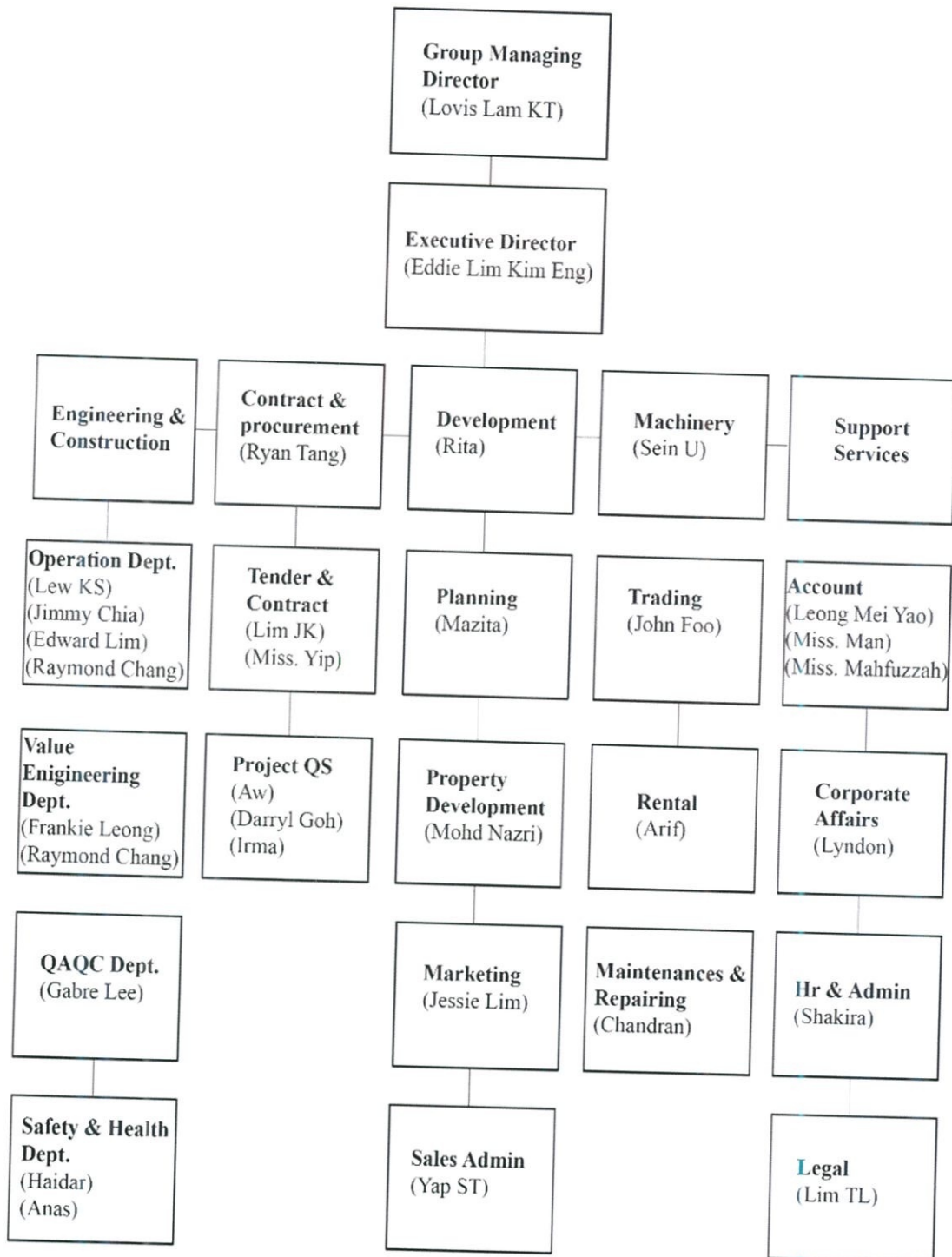


Figure 2.1

The Havre site organization chart.

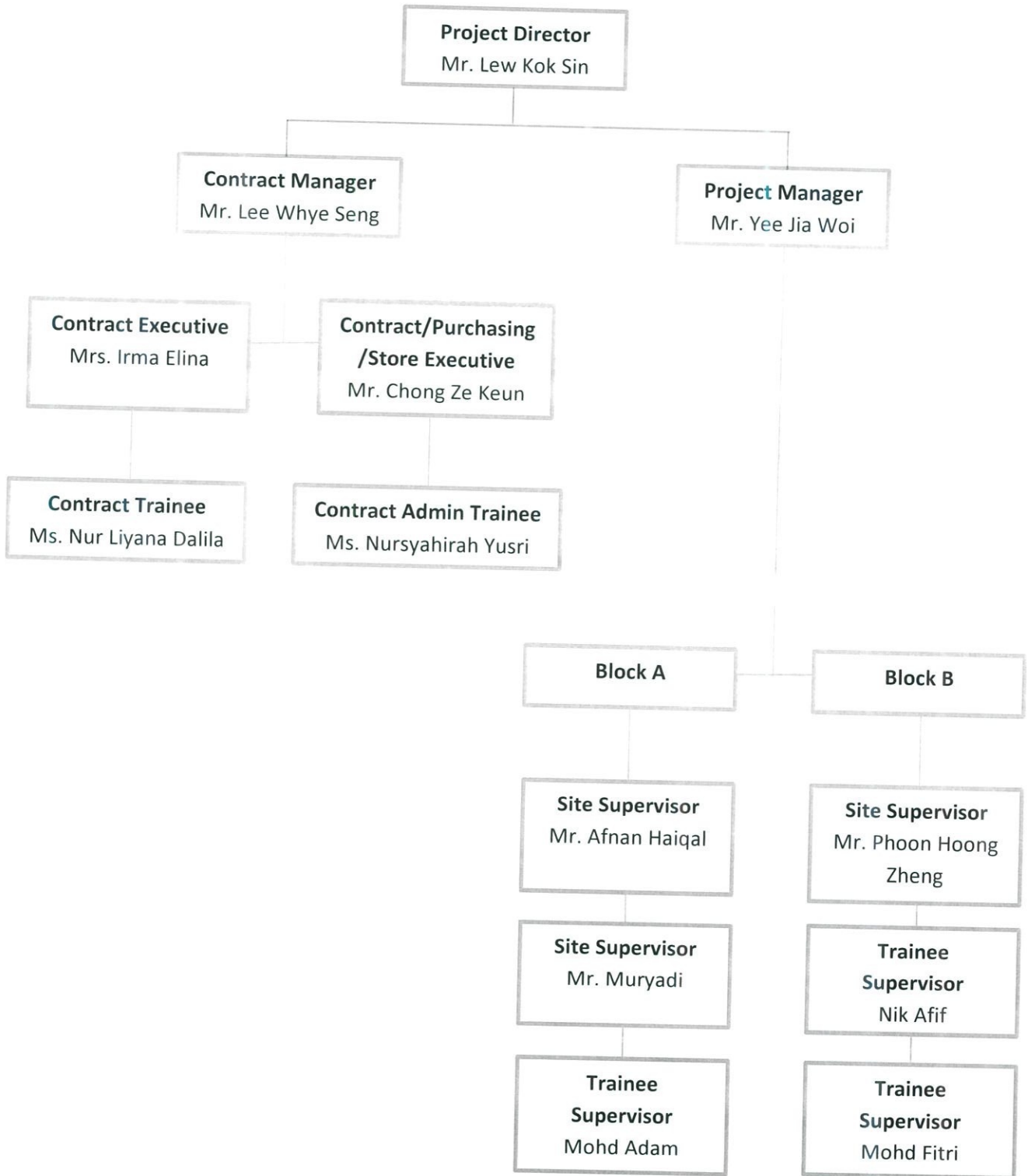


Figure 2.2

2.4 List of Project

Completed projects

No.	Project	Location	Project type
1.	Era Wangsa, Shah Alam	Seksyen 7, 40000 Shah Alam, Selangor Darul Ehsan	Terrace link 3 Storey (27 units)
2.	Seri Wirani, Seksyen 8, Shah Alam	Seksyen 8, Bandar Baru Bangi, Mukim Kajang, Daerah Hulu Langat, Selangor Darul Ehsan.	115 Units of Terrace link (2.5 Storey)
3.	VUE Residences, Jalan Pahang, Kuala Lumpur	Seksyen 47 dalam Bandaraya Kuala Lumpur.	Serviced Apartment of 272 Units, (24 Floors)
4.	The Wharf Residence, Taman Tasik Prima Puchong	Taman Tasik Prima, Puchong, Mukim Petaling, Daerah Petaling, Selangor.	Serviced Apartment of 1002 units (29 Floors)
5.	De Centrum, Bangi	Taman Unipark Suria, Jalan Ikram-Uniten, Mukim Dengkil, Daerah Sepang, Selangor Darul Ehsan.	Small Office Home Office (SOHO) – 19 Storey
6.	Almyra Residence, Bangi	Bandar Putra Mahkota, 43000 Bangi, Selangor	Mix Development (669 units service apartment)
7.	PR1MA (Apartment), Putrajaya	PR1MA, Putrajaya	846 unit Perumahan Penjawat Awam 1 Malaysia (PPA1M)
8.	Seasons Garden, Wangsa Maju	Jalan 33/26, Seksyen 10, Wangsa Maju, Mukim Setapak dalam Bandaraya Kuala Lumpur.	Serviced apartment of 1502 units (35 floors)

9.	IOI Conezion, Putrajaya	Mukim Dengkil, Daerah Sepang, Selangor Darul Ehsan.	Apartment (864 units)
10.	KL Traders Square, Gombak	Gombak, Kuala Lumpur	Mix Development (31000 unit apartments)
11.	Parkhill, Bukit Jalil	Bukit Jalil, Kuala Lumpur	4 high rise apartment towers on podium with 2600 units
12.	The Henge Residence, Kepong	Taman Metropolitan, Kepong, Kuala Lumpur	Mix Development (2986 units apartment)
13.	The Havre Residence, Bukit Jalil	Bukit Jalil, Kuala Lumpur	Apartment (1050 units)
14.	Residensi Jalilmas	Bukit Jalil, Kuala Lumpur	Apartment (1050 units)

Table 2.2

Source: kenwingston.com.my

Projects in progress.

No.	Project	Location	Project type
1.	Kenwingston Square Garden, Cyberjaya	Cyberjaya	Mix Development
2.	The Societe, Desa Sri Hartamas	Desa Sri Hartamas, Sri Hartamas, Kuala Lumpur	Mix Development
3.	Skylofts, Subang	Subang	Apartment
4.	Kenwingston Avenue, Sungai Besi	Sungai Besi	Apartment
5.	Kenwingston Platz Gombak	Setapak	Apartment

Table 2.3

Source: kenwingston.com.my

CHAPTER 3.0

CASE STUDY (BASED ON TOPIC OF THE REPORT)

3.1 Introduction to Case Study

The Havre, is a 2-block condominium with 550 units on each block that imprinting mythical Greek and Babylonian elements in their architectural design and a majestic view of Kuala Lumpur can be seen from their facilities floor on level 40 that is completed with gym room, multipurpose hall, function hall, game room, rooftop playground, futsal, badminton and basketball court. An elite residence would be incomplete without a pool thus there is a hanging garden themed swimming pool that come along with a sky jogging track.



Photo 3.1

Rectification of building defects or omissions takes part after final completion. Completion of the contract is evidenced by the issuing of the final certificate. Under most contracts, the final certificate is evidence that the works have been completed in accordance with the terms of the contract. This policy is applied on this site as well since defect liability period last up to two year.

Here, the defects reporting process are fully on a website called Alfred. This website comes with a same functioning application that enable owners to report the defects that takes place at their house anywhere and anytime as each of them are given an account for them to access the website.



Photo 3.2

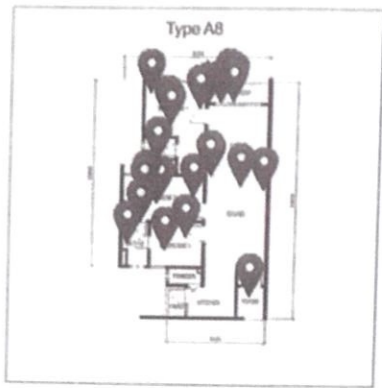


Photo 3.3

When a defect report is filed by owner, the report than will be printed out on the next day, so that the rectification process could be done sooner. The printed out defect then were passed to site supervisors that are already have been divided by block and by level. A copy of the printed out defect report will be kept for filing and documentation purpose. The assigned site supervisor will have to get the reported house key and identify the suitable rectification process that are needed. Defect rectification usually takes only a few days up to weeks.

Unit Summary Report (Open Status)

Property:	The Havre	Unit No:	B-39-01
Floorplan:	Type A8	Owner:	LEE YOKE SIEW

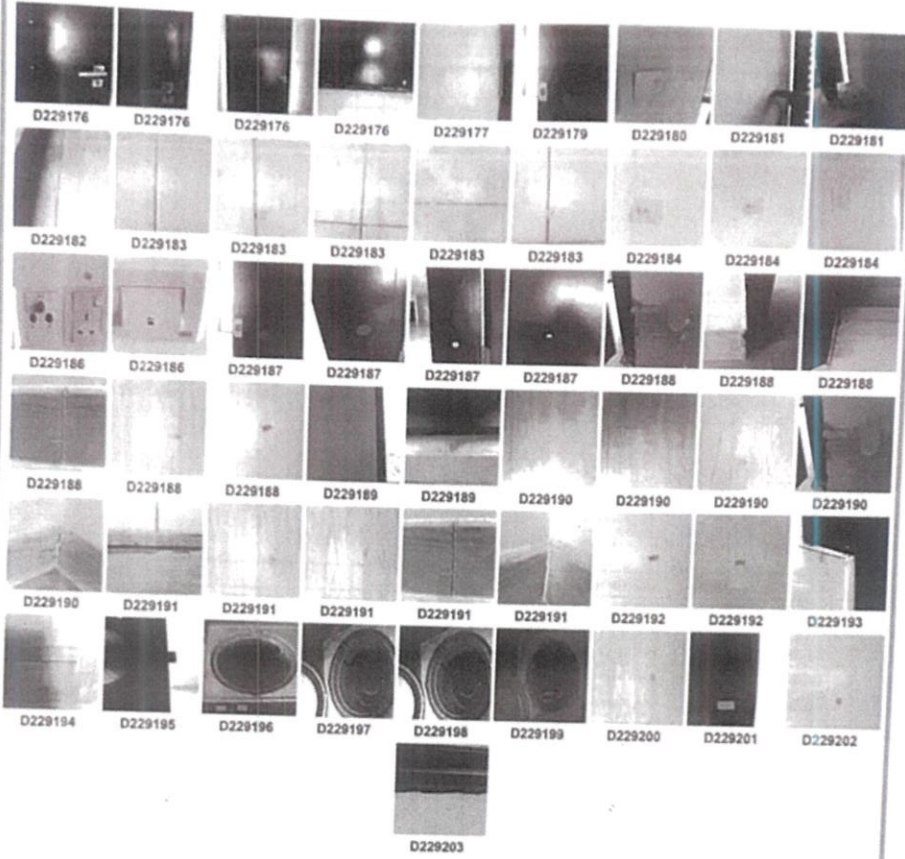


Defects

ID	Date	Description
D229176	10 Dec 2019	some parts of the door are empty instead of solid, no stopper to protect the wall, tear off at the bottom of the door.
D229177	10 Dec 2019	rough, wavy, dirty
D229179	10 Dec 2019	can't lock
D229180	10 Dec 2019	out of shape
D229181	10 Dec 2019	dirty, wavy, bad workmanship
D229182	10 Dec 2019	The gap is not even
D229183	10 Dec 2019	cracked, got hole, not even
D229184	10 Dec 2019	wavy, rough, dirty
D229185	10 Dec 2019	uneven
D229186	10 Dec 2019	cracked sides, the plug points is out of shape
D229187	10 Dec 2019	The door frame is spoiled, the door also spoiled
D229188	10 Dec 2019	uneven, scratches, chip and damage
D229189	10 Dec 2019	wavy, dirty, water leak stain, poor workmanship
D229190	10 Dec 2019	scratches, not even, low quality
D229191	10 Dec 2019	scratches, cracked
D229192	10 Dec 2019	rough, wavy, dirty
D229193	10 Dec 2019	scratches
D229194	10 Dec 2019	out of shape
D229195	10 Dec 2019	very rough
D229196	10 Dec 2019	missing drain trap, also inside the drain hole is very dirty
D229197	10 Dec 2019	missing drain trap, also inside the drain hole is very dirty
D229198	10 Dec 2019	missing drain trap, also inside the drain hole is very dirty
D229199	10 Dec 2019	missing drain trap, also inside the drain hole is very dirty
D229200	10 Dec 2019	not even
D229201	10 Dec 2019	very rough
D229202	10 Dec 2019	dirty, wavy, uneven
D229203	10 Dec 2019	cracked

Photo 3.4

Attachments



For Office Use Only		
Developer Representative	Main Contractor	Remarks
Attended by:	Acknowledge by:	
Date:	Date:	
Name:	Name:	

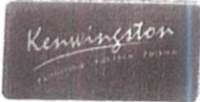
Completion of Rectification Work		
Main Contractor	Developer Representative	Remarks
Attended by:	Acknowledge by:	Purchaser Signature
Date:	Date:	Date:
Name:	Name:	Name:

Photo 3.5

3.2 Material purchasing

Defect rectification works can only be done quickly when there are enough manpower and sufficient material supply. Some materials, Wash sand, sika, locksets, and timber floor need to be ordered beforehand since some of them could take days up to month to be restocked. A site supervisor could not afford to delay the rectification work. This is because they have to provide work done target dateline.

KENWINGSTON SDN BHD
 (Engineering & Construction Division)
 A Member of Kenwingston Group



PURCHASE ORDER

Date : 13/01/2018 To : Shubansh Enterprise Attn : Mr Shan (016 214 5136) Fax No. : - Tel No. : 03 8075 3907 Email : shan.bosh@yahoo.com	From : Mr. Chong (016 881 1225) Email : chongz790@gmail.com Ref. No. : KSB/HAVRE/PO(R)/2018/094 Quotation Ref. : Total Pages : 1 Site Contact Person : Mr. Jack Ho Contact :
--	---

PROJEC : HAVRE, BUKIT JALIL

Subject : Hire and deliver of the Following :-

NO.	DESCRIPTION	UNIT	QTY	RATE(RM)	AMOUNT (RM)
1	Roro bin Size : 11ft (L) x 5ft (W) x 4ft (H)	trip	1	210.00	Rate Only
Remark: 1) Please call site PIC upon delivery. 2) Original tax invoice to be submit one week after delivery otherwise your payment will be on hold. 3) Payment Terms: 30 days					
				Total Amount :	-

WEST LEE
CONTRACT MANAGER

.....
LEW KOK SIN
PROJECT DIRECTOR

Please contact us if you do not receive all the pages or are illegible


KENWINGSTON SDN BHD (Co. No. 907815-F)

Wisma Kenwingston
No. 42, Jalan Wangsa Delima 6, Pusat Bandar Wangsa Maju (KL5C),
Sekyen 5, Wangsa Maju, 53300 Kuala Lumpur
Email: kenwingstongroup@gmail.com

Figure 3.6

To make an order for any material or tools, a purchase order must be issued out as a legally binding document proving that the buyer agrees to purchase times in the details with the price stated. It also outlines the item delivery date and terms of payment for the buyer. When a purchase order is issued, it requires signature of site contract manager and project director for approval and confirmation before it could be emailed to supplier or subcontractor.

A few days after the purchase order issued out, suppliers will deliver the ordered goods to site. The items will come with a form of delivery order. Delivery order also works as a prove that the item ordered has been delivered to site. When an item is sent to site, person in charge on site must sign the delivery order to confirm that the item is received in good condition.



SHUBAASH ENTERPRISE

Email: shan.bosh@yahoo.com

No. 111504

M/s: KENWINGSTON

Address: HAURE

H/P No.: B119 H163

Invoice Cash Sale

Bill No. :

Date In :

Date Out : 11/11/19


QUANTITY	DESCRIPTION	SELECTION	U. PRICE	AMOUNT	
				RM	SEN
	2 FT	<input type="checkbox"/>			
	2 ½ FT	<input type="checkbox"/>			
	3 ½ FT	<input type="checkbox"/>			
	4 FT	<input checked="" type="checkbox"/>			
	5 FT	<input type="checkbox"/>			
	6 FT	<input type="checkbox"/>			

Remark : 84 OUT .

Issued By :

Received By :

I/We Agree and Under
Hirer's Name and Sign



Date : 15/11/19

Figure 3.7

An invoice is a document issued by a supplier to a purchaser, setting out the products or services that they have purchased with payable amount within terms that both parties have agreed with. Invoices can be sent before or after the delivery of products or services, and typically include a payment due date. An invoice can also be sent after a purchase order has been agreed. Once it has been agreed, the invoice is now a legally-binding document, detailing a debt owed by the purchaser to the supplier. Invoice may be received from supplier when the delivery of the ordered item being made or received from headquarters account department through email.

When an invoice is received, a grand summary of invoice need to be made to sum up all of the invoices from various supplier of items and material that has been delivered on site. The completed grand summary will be sent to Headquarters for them to make payments to the suppliers.

SHUBAASH ENTERPRISE (001798525-V)
 No 50A Jalan Kinrara Seksyen 4/5
 Taman Kinrara 47100 Puchong Selangor
 Office Tel / Fax
 Email Id : shan.bosh@yahoo.com

INVOICE

DATE:	30/11/2019
INVOICE NUM:	SE0529
YOUR P.O NUM:	

TO: KENWINGSTON SDN BHD
 No 82 Jalan Wangsa Delima 6
 Pusat Bandar Wangsa Maju (KLCC)
 Seksyen 5 Wangsa Maju 53300 Kuala Lumpur
 Email: kenwingstongroup@gmail.com
 PERSON INCHARGES: SAFETY DIRECTOR: HAIDHAR
 PROJECT: THE HAVRE BUKIT JALIL

N O	DATE	INVOICE	TONG(IN /OUT)
1	1/11/2019		
2	2/11/2019	111504/111505	2
3	4/11/2019	111506	1
4	5/11/2019	111507/111508	2
5	7/11/2019	111509/111510/111511/111512	4
6	8/11/2019	111513/111514/111515/111516/111517	5
7	9/11/2019	111518/111519/111520/111521	4
8	12/11/2019	111522	1
9	13/11/2019	111540/111539/111538/111537/111536	5
10	14/11/2019	111535/111534	2
11	15/11/2019	111533/111532/111531/111530	4
12	16/11/2019	111529/111528	2
13	18/11/2019	111527/111526/111525/111524/111523	5
14	19/11/2019	111541/111542/111543/111544/111545/111546	6
15	20/11/2019	111547/111548/111549/	3
16	21/11/2019	111550/111651/111652/111653	4
17	23/11/2019	111654/111655/111656/111657/111658/	5
18	25/11/2019	111659/111660/111661/111662	4
19	26/11/2019	111716/111717/111718/111719	4
20	27/11/2019	111720/111721	2
21	28/11/2019	111722/111723/111724/111725/111726	5
22	29/11/2019	111727/111728	2
23	30/11/2019	111729	1
		111730/111731/111732/111733	4
		TOTAL TONG (IN/OUT)	2FT 43 X RM 180 – RM7,740 4FT 34 X RM 210 – RM7,140
		Total Amount	RM14,880.00

Kindly make the payment of **(RM 14,880.00)** to SHUBAASH ENTERPRISE
 MAYBANK ACCOUNT NUMBER (5148 3340 1159)
 THANK YOU WE LOOK FORWARD TO BEING OF SERVICE TO YOU AGAIN.

AUTHORISED SIGNATURE
 SHUBAASH ENTERPRISE
 (001798525-V)
 NO 50A JALAN 4/5,
 TAMAN KINRARA SEK 4,
 BATU 8, 47100 PUCHONG S.D.E.

CUSTOMER SIGNATURE

Figure 3.8

3.3 Filing and Documentation

A well-developed filing system is important for a good construction project management. By having a manageable filing and documentation system, letters, Architect Instruction, deliverables and deadlines will not be a fuss and able to be tracked its whereabouts.

A construction project filing system requires a methodology, such as whether to organize files by source or subject, an identification system and a designated department or person responsible for managing it. Most often, the strategy is one the construction company creates only once and adopts as part of its standard operating procedures. A project meeting, normally held before the construction project begins, communicates the standards and procedures for managing and maintaining files that transfer between the office and the job site or between the contractor and subcontractors or project consultants over the course of the project.

Filing and organizing work are important to ensure all documents, data and drawings are being stored systematically. This will ease the process of finding and referring data or anything that are needed to be checked again. With a systematic and fully working organized document filing system, there will be no problem of retrieving documents that are issued months back for reference.

Z O N E

Master Planning | Architecture | Interiors a r c h i t e c t

Job No. ZA2015-91/BktJali-2 (HAVRE)/Kewngston
 Serial No. AJ/196
 Date of Issue 14th May 2019

To KENWINGSTON SDN BHD
 NO. 82, JALAN WANGSA DELIMA 6,
 PUSAT BANDAR WANGSA MAJU (KLSC)
 SEKSYEN 5, WANGSA MAJU, 53300 KUALA LUMPUR

Project CADANGAN PEMBANGUNAN 2102 UNIT PANGSAPURI YANG MENGANUNGI :

1) FASA 1- 2 BLOK PANGSAPURI MAMPU MILIK, (1050 UNIT) YANG TERDIRI DARIPADA :

a) BLOK A - 39 TINGKAT (525 UNIT)
 b) BLOK B - 39 TINGKAT (525 UNIT)
 TERMASUK 8 TINGKAT PODIUM TEMPAT LETAK KERETA BESERTA KEMUDAHAN PENDUDUK, PENCAWANG ELEKTRIK, KEBUK SAMPAH DAN PONDOK PENGAWAL.

2) FASA 2- 2 BLOK PANGSAPURI (1052 UNIT) YANG TERDIRI DARIPADA :

a) BLOK A - 34 TINGKAT (509 UNIT)
 b) BLOK B - 34 TINGKAT (543 UNIT)
 c) 6 TINGKAT PODIUM TEMPAT LETAK KERETA
 d) 3 TINGKAT ARAS BAWAH TANAH TEMPAT LETAK KERETA
 e) 1 TINGKAT KEMUDAHAN PENDUDUK DI TINGKAT 41 ("SKY GARDEN", DEWAN SERBAGUNA & BILIK PERMAINAN)
 f) 1 TINGKAT REKREASI DI TINGKAT 41 ("SKY GARDEN", DEWAN SERBAGUNA & BILIK PERMAINAN)
 TERMASUK PENCAWANG ELEKTRIK, KEBUK SAMPAH DAN PONDOK PENGAWAL.

DI ATAS LOT PT 15252, SELUAS 6.847 EKAR, LEBUHRAYA BUKIT JALIL, BUKIT JALIL, MUKIM PETALING, DAERAH KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR UNTUK TETUAN SINERJUTA SDN. BHD.

ARCHITECT'S INSTRUCTION NO.196

Under the conditions of contract, we hereby issue the following Architect's instructions. You are required to comply with the instructions within seven (7) days after receipt.

Contract	BQ or Specification	Instructions:
		<p>You are hereby instructed to :</p> <p>1. Supply & Install Additional 900mm x 2100mm x 4mm thk Aluminium Door Panel with Powder Coated Finish (Door Code: D13) at the following areas :</p> <p>Phase 2</p> <p>a) Staircase 7 – Level 6 b) Staircase 3A – Level 40 c) Staircase 3B – Level 40</p> <p>Please refer attached drawings :</p> <ul style="list-style-type: none"> - ZA/2015/091/SJSB/P2/CD/610-7.04 (Rev. 2) - ZA/2015/091/SJSB/P2/CD/610-3A.05 (Rev. 5) - ZA/2015/091/SJSB/P2/CD/610-3B.06 (Rev. 5) - ZA/2015/91/SJSB/P2/CD/620-1.05 (Rev. 7) <p>2. Submit Shop Drawings for Architect's approval before proceed works on site</p>

- [x] 1 This is an instruction to submit quotation for the above mentioned work within 7 days. Actual work is not to commence until written instruction is received from the Architect.
- [/] 2 This is an instruction to carry out the above mentioned work immediately. A quotation / credit must be submitted within 7 days.
- [x] 3 Proceed immediately. This is an instruction to carry out the above mentioned work and /or correct the above mentioned complaints. No price variation will be considered for this works. No Variation Order.
- [x] 4 Proceed immediately. This is an instruction to expend the above PC Sum.
- / applicable
 x not applicable

Copies to /
 Sinerjuta Sdn Bhd
 SNA Consult Sdn Bhd

Vescope Sdn Bhd
 Jurutera Perunding WTA

Clerk-of-Works
 Architect's file

Associate Offices

Ho Chi Minh
 Abu Dhabi
 Singapore

Ar. Jeffery Cheah B.Sc. (Arch), B.Arch (Hons), APAM, MSA

D6-3A-13A, Level 3A, Bangunan Perdana Putra, Jalan Persekutuan, Putrajaya, 51000 Kuala Lumpur, Malaysia



Figure 3.9

Our ref.: KSB/HAVRE/SUBCON/CD/2019/192
Date : 26th October 2019

CERIA KEMBANGAN SDN. BHD.
No D-G-4, Ground Floor, Block D,
Pangsapuri Bayu, Jalan Mawar,
Taman Bukit Serdang,
43300 Seri Kembangan,
Selangor Darul Ehsan.
Email: ceriakembangan.ck@gmail.com

Attn: Mr. Bee Kan Wing Hoong (H/P: 012-306 1973)

Dear Sir,

CADANGAN PEMBANGUNAN 2102 UNIT PANGSAPURI (FASA 1 & FASA 2) DI ATAS LOT PT 15252, SELUAS 6.847 EKAR, LEBUHRAYA BUKIT JALIL, BUKIT JALIL, MUKIM PETALING, DAERAH KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR UNTUK TETUAN SINERJUTA SDN. BHD.

RE: DEBIT NOTE FOR TILING OUTSTANDING AND DEFECTIVE WORKS (PERIOD: 01/09/2019 TO 30/09/2019)

With reference to the above mentioned and further to our previous letters reference as followings:-

- 1) Letter ref.: KSB/HAVRE/SUBCON/CD/2019/121, dated on 25th May 2019.
- 2) Letter ref.: KSB/HAVRE/SUBCON/CD/2019/126, dated on 3rd June 2019.
- 3) Letter ref.: KSB/HAVRE/SUBCON/CD/2019/128, dated on 10th June 2019.
- 4) Letter ref.: KSB/HAVRE/SUBCON/CD/2019/131, dated on 15th June 2019.
- 5) Letter ref.: KSB/HAVRE/SUBCON/CD/2019/133, dated on 22nd June 2019.
- 6) Letter ref.: KSB/HAVRE/SUBCON/CD/2019/138, dated on 29th June 2019.
- 7) Letter ref.: KSB/HAVRE/SUBCON/CD/2019/143, dated on 6th July 2019.
- 8) Letter ref.: KSB/HAVRE/SUBCON/CD/2019/156 (R1), dated on 1st August 2019.

Referring to above, we had been highlighted and complaints you with several times that your workforce on September 2019 period was short of workers and fail to comply our Client requirement to settle on defective units and make goods within 14 days.

Hence, we would like to inform you that we had instructed third parties to carry out all your tiling outstanding and defective works from 1st September 2019 to 30th September 2019 with amounting to **RM19,951.20** as shown in summary list and kong card as enclosed for your reference and record. Therefore, the overall debit note amount been incurred on your progress payment certificate with amounting of **RM41,737.20** as stated in final summary page.

Your attention and immediately action to the above is highly appreciated.

Thank you.

Yours faithfully,
For **KENWINGSTON SDN BHD**

LEW KOK SIN
PROJECT DIRECTOR

Cc: HQ Office - Attn: Dato' Lovis Lam / Ms. Man

Figure 3.1

CHAPTER 4.0

CONCLUSION

4.1 Conclusion

This experience of undergoing for industrial training for 20 weeks at Kenwingston Sdn Bhd has given the insight of real working on site life and gained useful knowledge of the construction field. This particular training really helps the author to prepare themselves before stepping into the real work environment in the future. With that, the author hope that the implication of the industrial training will help provide the picture of real-life situation on construction site, solving the task given easily and understanding the responsibility of the person and their job on site. Having such opertunirt could produce reliable and increases the intrest of a student to contribute and further their involvement in this industry.

REFERENCES

1. Wai Kiong Chong, Sui Pheng Low (2006) Latent Building Defects: Causes and Design Strategy To Prevent Them, Journal of Performance of Constructed Facilities (ASCE) August 2006.
2. Olli Ilveskoski, Seppo Niittymaki (2015) Construction Management Study Book, Home University of Applied Science
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