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FINAL YEAR PROJECT REPORT
ADVANCED DIPLOMA IN CIVIL ENGINEERING
SCHOOL OF ENGINEERING
MARA INSTITUTE OF TECHNOLOGY
SHAH ALAM, SELANGOR DARUL EHSAN

MAINTENANCE SYSTEM FOR AN INSTITUTION
OF HIGHER LEARNING - ITM CAMPUS

BY
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SYNOPSIS

This study is done with the intention to convince the top management the importance of maintenance by introducing a planned maintenance programme to come up with a system that can identify or to anticipate maintenance and repair problems of campus facilities.

The main objectives of the study are :

- to identify the problems faced by the Maintenance Department in carrying out the repair and maintenance of the facilities of the MARA Institute of Technology.
- to anticipate the problems to be encountered by Maintenance Department.

METHODS OF STUDY.

In this report, the study will be carried out by the following proposed methods :

- conducting interviews on a selected departments , schools and Hostels that had been chosen.
- research through articles, bulletins, journals .

CHAPTER 1

1.1 Definition of Maintenance.

Building maintenance is defined as " work undertaken in order to keep, restore or improve every facility, i.e. every part of a building, its services and surrounds, to a currently accepted standards and to sustain the utility and value of the facility ". [R & D Bulletin, HMSO, 1972]

BS 3811 defines maintenance as :

" the combination of all technical and associated administrative actions intended to retain an item in, or restore it to, a state which it can perform its required condition ". [BS 3811, 1984]

The definitions indicate two broad strategies for maintenance:

- i. the retain of a building and it facilities such as painting, cleaning etc.
- ii. the restoration or repair of a building part or its facilities and this may include upgrading and replacement.

For maintenance there are two main types of standards :

- i. quality standards.

An acceptable quality of maintenance work must be controlled by a supervisor or a technical staff. Any fault of workmanship can be the cause of complaint. The quality standards includes a high quality of standard of materials and