



DEPARTMENT OF BUILT ENVIRONMENT STUDIES & TECHNOLOGY  
COLLEGE OF BUILT ENVIRONMENT  
UNIVERSITI TEKNOLOGI MARA  
PERAK BRANCH

**INTEGRATED FINAL PROJECT (BSR330)**  
**CASE STUDY:**  
**SIME DARBY PROPERTY BERHAD, ARA DAMANSARA**

PREPARED BY:

FATIN HUMAIRA BINTI HAIRUL ANUAR	2021472804
NURIN IRDINA BINTI SHAFRIMAN	2021828754
MUHAMMAD FARHAN ANIQ BIN NAZMAN	2021825886
MUHAMMAD IKHWAN BIN AMIRUDIN	2021815072

DIPLOMA IN BUILDING SURVEYING

SEMESTER  
OCTOBER 2023 – FEBRUARY 2024

## **ACKNOWLEDGEMENT**

First and foremost, we would want to thank and worship the All-Powerful God for His blessing and for providing us with strength. We eventually succeeded in finishing this task. We wouldn't have come this far if it weren't for his blessing. Also, without the work and cooperation of our group members, Nurin Irdina, Fatin Humaira, Muhammad Ikhwan and Muhammad Farhan Aniq this assignment cannot be completed. We always put in a lot of work to make sure our assignments are good, and we take full responsibility for it.

Furthermore, we would also like to acknowledge with most appreciation the crucial role of the staff of Sime Darby Property Berhad, especially to Muhammad Farhan bin Samsudin who is the head of Engineer, Building Technical and Sustainability also the operation manager, En. Nashrul Husni who gave the permission to us to get all the information and all required materials such as documents, data, and other files to complete the task and case study. Much obliged goes to our teammate, who help to assemble the parts and gave suggestions about all the chapter. Last but not least, many thanks go to the other technician and chargemen directly or indirectly, whose have invested their full effort in guiding our team in achieving the objective. We appreciate the guidance given by other supervisor as well as the panels especially in our project presentation that has improved our presentation skills, based on their comment and advice.

As a result, we would like to express our gratitude to our supervisor Madam Noorazlina Binti Kamarulzaman for supervise and the advice in completing this assignment and Dr.Sr. Hasnan Bin Hashim for the lectures. Without their guidance, our assignment could not have been completed in such a thorough manner. They always offer encouragement and advice on how to do our tasks to get the best results. They gave us a lot of motivation to work on this task.

In conclusion, we would like to thank Sime Darby Property Berhad for allowing us to conduct a site visit to their facility for our assignment report. A special thanks goes out to our friends and family for their encouragement and willingness to spend their time with us during our presentation.

## TABLE OF CONTENTS

<b>CHAPTER 1: THE DETAILS OF PROPERTY .....</b>	<b>1</b>
1.1 INTRODUCTIONS AND ORGANIZATIONS BACKGROUND .....	2
1.2 BUILDING BACKGROUND .....	3
1.2.1 BUILDING HISTORY .....	3
1.2.3 BUILDING ORIENTATION .....	5
1.2.4 PUBLIC UTILITY .....	6
1.2.5 ADJACENT BUILDING .....	8
1.2.6 KEY PLAN .....	10
1.2.7 LOCATION PLAN.....	10
1.2.8 SITE PLAN .....	10
1.2.9 BUILDING ELEVATION .....	11
1.3 PROJECT TEAM .....	12
1.4 LIST OF MAJOR OCCUPANTS AND TENANCES.....	13
1.4.1 DEFINITION OF GFA, MFA, EFA, NLA & AFA BY RISM .....	13
1.4.2 MAJOR OCCUPANT .....	16
1.5 FACILITIES AND BUILDING SERVICES.....	18
1.5.1 LIST OF FACILTIES.....	18
1.5.3. BUILDING AMENITIES.....	21
1.5.4 LIST OF SERVICES .....	23
1.6 SUMMARY.....	26
<b>CHAPTER 2: MAINTENANCE MANAGEMENT ORGANIZATION.....</b>	<b>27</b>
2.1 INTRODUCTION.....	28
2.2 ORGANIZATION OBJECTIVES.....	29
2.3 ORGANIZATION STRUCTURE.....	30
2.3.1 AZMI & CO SDN BHD MAINTENANCE COMPANY– ORGANIZATION CHART SITE.....	30
2.3.2 PROJECT ORGANIZATION CHART .....	31
2.3.3 SCHINDLER ORGANIZATION STRUCTURE .....	32
2.4 SCOPE AND RESPONSIBILITY .....	33
2.5 SUMMARY.....	39
<b>CHAPTER 3: MAINTENANCE POLICY AND PLANNING.....</b>	<b>40</b>
3.1 INTRODUCTION.....	41
3.2 ORGANIZATION MAINTENANCE DIVISION, MISSION AND OBJECTIVE .....	42
3.2.1 VISION .....	42

## **ABSTRACT**

This report consists of the interpretation of all activities that we have been learn and observe during the trip to our case study Sime Darby Property Berhad located at Ara Damansara, Selangor. This study covers the topic that we have learn throughout the semesters but mainly focusing on the maintenance of this building in terms of the management, operation and financial.

The content of this report is based on the requirements which all information and data are collected to fulfil all the required chapters. Based on the requirement, it must be including the study of detail of property, maintenance management organization, maintenance policy and planning, building design and structural design, building condition assessment, maintenance strategy, legal aspect, financial aspect and the problem and recommendation. The report will be ended with the conclusion on overall study. All the writing on the analysis, explanation and classification are from the point of view of us students of Diploma in Building Surveying.

The data presented are from the primary source from the maintenance department, internet and on our observations of Sime Darby Property Berhad. The maintenance management is considered as a vital of every building to ensure the quality of any aspect related to the building will be reserved to the best condition, extend the building life cycle, minimize inconvenience and to provide the comfort, safety and security for the tenants and users. We are hoping for the explanation on the overall contents in this report will satisfy the reader.

## 1.1 INTRODUCTIONS AND ORGANIZATIONS BACKGROUND



Figure 1: Sime Darby Logo

ORGANIZATION NAME:	Sime Darby Property Berhad
ADDRESS:	Block G, No, 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor

Table 1: Organization and Address

Sime Darby is a Malaysian multinational conglomerate that has operations in the plantations, property, healthcare, energy and utilities sectors. It was founded in 1910 by two British businessmen involved in the rubber industry, and later encompassed the oil palm and cocoa business as well. As a diversified multinational company with a staff of more than 100,000, operating in 23 countries, Sime Darby plays a key role in the Malaysian economy. Its plantation division is the world's largest producer of palm oil, accounting for about 2.47 million tons, or 5% of global crude palm oil, annually.

Sime Darby Plantation operates upstream and downstream businesses, turning palm oil into consumer products such as cooking oil and detergents. The division owns about 8,600 sq. km of plantation land -- 12 times the size of Singapore -- in Malaysia, Indonesia and Liberia.

The group has dealerships to distribute heavy industry equipment and luxury marques such as BMW, Rolls-Royce and Porsche in the Asia Pacific region. In property development, Sime Darby builds townships in Malaysia and abroad. Mohd Bakke Salleh has been the president of the company since 2010. He formerly worked with state fund Permodalan Nasional, Sime Darby's major shareholder.