



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

SOP MAINTENANCE OPERATIONS MANAGEMENT

AHMAD RIDUAN FAQIH BIN ROKIMAN

(2012254692)

DIPLOMA IN BUILDING SURVEYING

PRACTICAL TRAINING REPORT

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DECLARATION:

I hereby admit that this report is the result of my own efforts, except for the certain parts that are attached from sources that specified in reference chapter.

Prepared By:

.....
(AHMAD RIDUAN FAQIH BIN ROKIMAN)
Date:

Approved By:

.....
(EN. NOR AMIN BIN MOHD RADZUAN)

Date:



ACKNOWLEDGEMENT

In the name of ALLAH WBT, the Most Gracious, the Most Merciful, I like to raise my palm to show my faith and gratefulness towards HIS upon, divine patience strength and great determination in completing this task.

I would like to thanks to my beloved Building Survey Lecturer and my supervisor that guide me in completing my task with a lot of love, trust and respect, Sr. Nor Amin Bin Mohd Radzuan

With the deepest gratitude, I would like to thank every person who has come into my life and inspired, touched and illuminated me through their presence.

For generously sharing their wisdom, I pay homage to Mr Sr. Abdul Mutalib Bin Aman Shah, and all staffs in AMAS FM Consultant for their kindness to lead and showing the correct way of doing all the works related to this report and without hesitation giving information needed.

My precious friends for the stressful yet exciting brainstorming and knowledge sharing sessions and also others who involved directly and indirectly making this report a success. From my bottom of my heart, I thank everyone who involved from the beginning until the end and hopefully this report can be a reference for those who needed.

Thank you very much.



ABSTRACT

There are many type of work that I have done while I'm in AMAS FM Consultant at Klang such as key in inventory data UiTM Raub in microsoft excel, check and edit SOP Maintenance Operation Management report, check and edit SOP Space Management report key in water billing in UBS System

During the four months of practical training at AMAS FM Consultant, I have learned how theory and practical can be combined together in useful ways and how remarkable and enjoyable practical training could be. While deadlines and skills are highly demanded, creativity is not limited and true innovation occurs throughout my practical training at AMAS FM Consultant. As a result, I gained more knowledge and learned new things and most importantly I experienced the real working environment all by myself.

In term of relationship, I was lucky enough to work with a group of enthusiastic and communicative people, who for whatever reason willing to share their knowledge and experience of what they are doing.



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