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TITLE OF DESSERTATION

**FACILITIES MANAGEMENT AT KEMAS
PRESCHOOL IN SELANGOR**

INTRODUCTION

- ❖ **Facilities Management (FM) is an influential facility information management system.**
- ❖ **It provides the capability to manage the whole facility and it is all about the way on how to manage and admin the functional of such building which includes its services and operational.**
- ❖ **The definition of FM provides by the (CEN) and ratified by BSI British Standard is ‘facilities management is the integration of process within an organization to maintain and develop the agreed services which support and improve the effectiveness of its primary activities’.**

DEFINITION

Facilities Management

Facility management is an interdisciplinary field primary devoted to the maintenance and care of large commercial or institutional buildings, such as hotels, resorts, schools, offices complexes, sports arenas or convention centers. Duties may include the care of air conditioning, electric power, plumbing and lighting system, cleaning, decoration, grounds keeping and security. Some or all of these duties can be assisted by computer programs.

Preschool

Preschool is a school for the education of very young children (generally five years of age and younger). These schools seek to prepare young children before enrolling to schools with formal education, they only provide childcare with little educational benefits. Preschool which focus on education generally teach early social skills including interpersonal interaction, being a part of a group of peers, and classroom skills such as following the instructions of a teacher.

SCOPE OF STUDY

- ❖ The main components that are taken in providing this research are the matters regarding the facilities in preschool.
- ❖ Basically, this research will focused only on preschool located at Selangor.
- ❖ The case study is selected randomly locates at Selangor.
- ❖ This research will focused only on KEMAS preschool located at Selangor

METHODOLOGY

PRIMARY DATA

Observation

The observation process is a source to get information about the physical condition of the preschool based and the surrounding

Interview

This process has been carried out with the Assistant Director (Operations) I, KEMAS Selangor

Questionnaire

Questionnaire will be distributed to (6) six respondents of each preschool chosen at random consisting of teacher, assistant preschool, and parents.

SECONDARY DATA

Secondary data is collecting and possibly processing data by people other than the researcher in question. Common sources of secondary data are Social science surveys and data from government agencies, including Local authority agency.

CASE STUDY

- ❖ **Establishment and management of KEMAS Preschool are through the responsibility and cooperation between KEMAS and society**
- ❖ **KEMAS preschool is divided into two types that is provided and managed entirely by the KEMAS and another one is rental or contribution from the society.**
- ❖ **As stated in the scope of study, case study is selected preschool located in Selangor. Six (6) case studies have been chosen for this dissertation.**

CASE STUDY



**KEMAS preschool Surau Sek 2,
Jalan Bunga Tanjung 2/16,
40000 Shah Alam.**

**KEMAS Preschool Sek 7, Blok 16,
Pangsapuri PKNS, Jalan Plumbum
7/96, Shah Alam.**



**KEMAS Preschool Nur Anggerik,
JKR (P) 3062, Jalan Liku 8/1, Sek
8, 40000 Shah Alam, Selangor**





**KEMAS preschool Baitul Hakim,
Bangunan Masyarakat, Sri
Pendamar, 42000, Pelabuhan Klang**

**KEMAS preschool Baitul Hakim,
Bangunan Masyarakat, Sri Pendamar,
42000, Pelabuhan Klang**



**KEMAS preschool Baitul Usmaniah B,
Pangsapuri Taman Botanik, 42000,
Pelabuhan Klang.**



OBJECTIVE

- ❖ **To identify the various type of facilities available and how they managed for preschool.**
- ❖ **To identify the satisfaction levels and problems towards facilities provided to comfortability of preschool.**
- ❖ **To proposed the solution for the problems that involved facilities at preschool.**

RESULT

OBJECTIVE 1

To identify the various type of facilities available and how they managed for preschool.

NO	TYPES OF FACILITIES	PRESCHOOL					
		SEK 2	SEK 7	SEK 8	B. HAKIM	B. IMAN	B. USMANIAH
	TOILET						
1	Level of Toilet Cleanliness	/	/	/	/	/	/
2	Toilet Facilities						
	i) Toilet Bowl	/	/	/	/	/	/
	ii) Water Tap	/	/	/	/	/	/
	iii) Soap form	/	/	/	x	x	x
	iv) Wash Basin	x	/	/	x	/	x
	v) Mirror	x	/	/	x	/	x
3	Cleanliness of Water Supply	/	/	/	/	/	/
4	Smoothness of Water Supply	/	/	/	/	/	/
5	Pressure of Water Supply	/	/	/	/	/	/

	NOURISHMENT	SEK 2	SEK 7	SEK 8	B. HAKIM	B. IMAN	B. USMANIAH
6	Cleanliness of Nourishment	/	/	/	/	/	/
7	Quantity of Nourishment	/	/	/	/	/	/
8	Nutrition	/	/	/	/	/	/
9	Equipment	/	/	/	/	/	/
	BUILDING EXTERIOR'S						
10	Building Exterior Facilities						
	i) Fencing	/	x	/	/	/	x
	ii)3 unit of Flag Pole	x	/	/	/	/	x
	iii) Parking Space	/	x	/	x	/	x
	iv) Garbage House / Dustbin	/	/	/	/	/	x
	v) Drainage	/	/	/	/	/	/
	vi) Entrance	/	/	/	/	/	/
11	Attractive Landscape	x	x	/	x	/	x

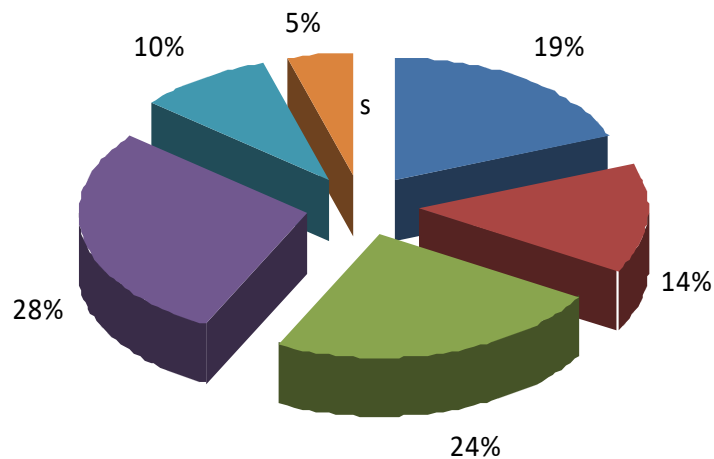
	BUILDING INTERIOR'S	SEK 2	SEK 7	SEK 8	B. HAKIM	B. IMAN	B. USMANIAH
12	Learning Space	/	/	/	/	/	/
13	Facilities						
	i) Book Cupboard	/	/	/	/	/	/
	ii) Cabinet	/	/	/	/	/	/
	iii) Student's Chair and Desk	/	/	/	/	/	x
	iv) Teacher's Chair and Table	/	/	/	/	/	/
	v) Lamp	/	/	/	/	/	/
	vi) Fan	/	/	/	/	/	/
	vii) Socket	/	/	/	/	/	x
	viii) Television	/	/	/	/	/	x
	ix) Computer	/	/	/	/	/	x
	x) First Aid Box	/	/	/	/	/	/
	xi) Fire Extinguisher	/	/	/	/	/	/
14	Store						
	i) Toys	x	x	/	/	/	x
	ii) Food	x	x	/	/	/	x
15	Kitchen						
	i) Cabinet	/	/	/	/	/	x
	ii) Cooking Space	/	/	/	/	/	/
16	Building Cleanliness	/	/	/	/	/	/

OBJECTIVE 2

To identify the satisfaction levels and problems towards facilities provided to comfortability of preschool.

FINDING FROM ANALYSIS QUESTIONNAIRE SET 2

■ SEK.2 ■ SEK.7 ■ SEK.8
■ BAITUL IMAN ■ BAITUL HAKIM ■ BAITUL USMANIAH



KEMAS Preschool Baitul Iman and Sek 8 have the highest percentage in the provision and satisfaction towards the facilities provided. Two (2) units preschool that management under KEMAS entirely, this has been proven that preschool under KEMAS management have the provision and satisfaction towards facilities is very good.

Different with four (4) units of preschool is KEMAS Preschool Sek 2, Sek 7, Baitul Hakim and Baitul Usmaniah, Preschools management of this preschool is managed by society, so the provision and satisfaction towards facilities rather limited. Problems also arise because of inadequate financial allocation for the preparation of a comfortable and safe facility



OBJECTIVE 3

To proposed the solution for the problems that involved facilities at preschool.

INTERVIEW

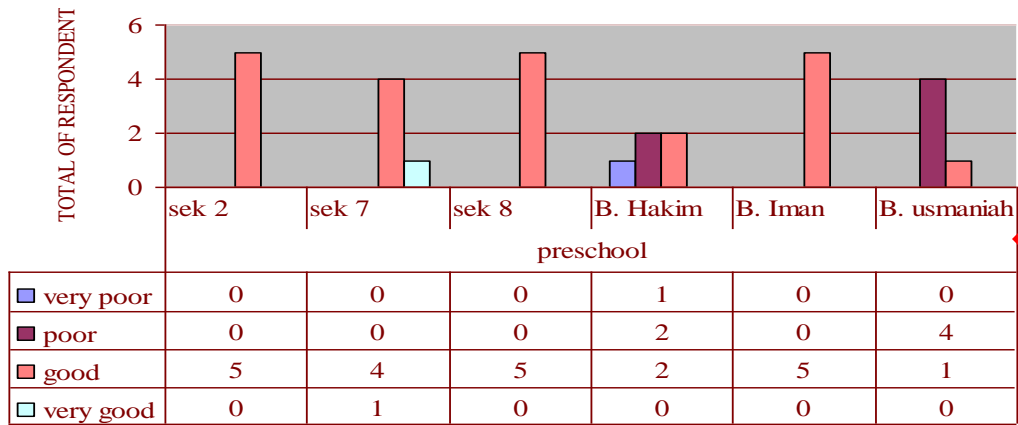
Recommendation based on interview session that has been done is within five (5) years, is recommended to set up a special allocation to manage the replacement facilities has been damaged, dilapidated and unsafe from procurement or supply to new classes.

QUESTIONNAIRE

Recommendation by the respondent is the facilities management services are required at each Preschool especially in terms of facilities management and manager, particularly in the preschool management handled by society. They suggest engaging the facilities managers that are competent and qualified in each of preschool to operate facilities provided and to complete the facilities that have not been enough.

Level of Facilities Management Services at Preschool

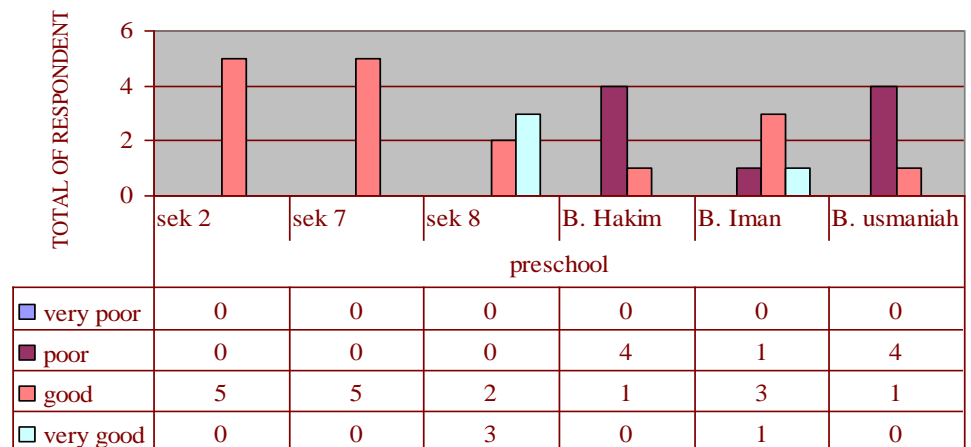
PLANNING AND MANAGEMENT OF ALLOCATION



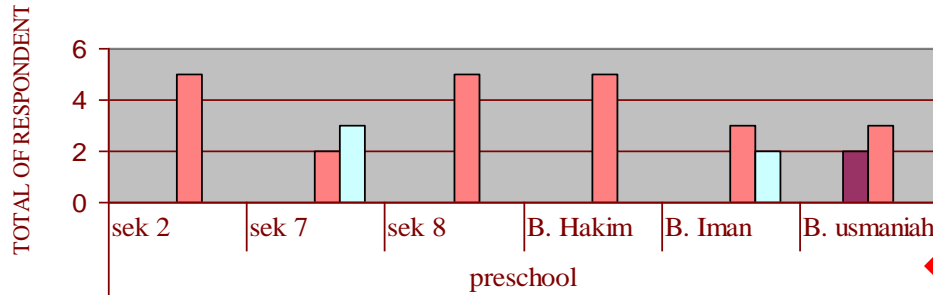
Majority of respondent from each case study said that planning and management of allocation is good except KEMAS Preschool Baitul Usmaniah and Baitul Hakim

KEMAS Preschool Sek 2, Sek 7 and Baitul Iman, majority of respondent opined on sufficient of facilities provided is good and the majority of respondent in KEMAS Preschool Sek 8 opined it was very good. Majority of respondent in KEMAS Preschool Baitul Usmaniah and Baitul Hakim considers sufficient of facilities provided is poor.

SUFFICIENT OF FACILITIES PROVIDED



SAFETY OF FACILITIES PROVIDED

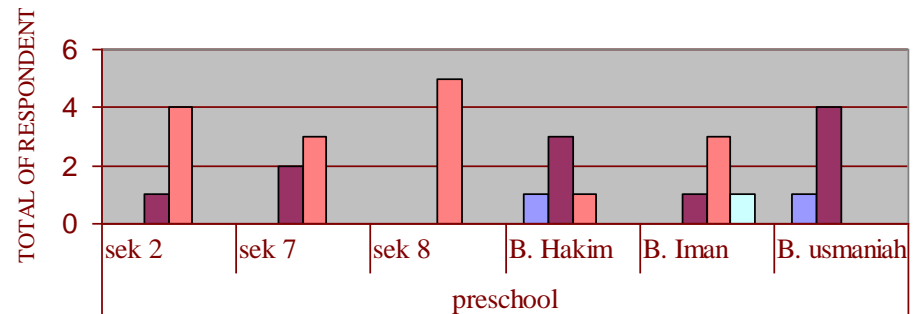


	sek 2	sek 7	sek 8	B. Hakim	B. Iman	B. usmaniah
very poor	0	0	0	0	0	0
poor	0	0	0	0	0	2
good	5	2	5	5	3	3
very good	0	3	0	0	2	0

Majority of respondent in each preschool opined safety of facilities provided were good except KEMAS Preschool Sek 7. Majority of respondent in this preschool opined it is very good because has a committee that is concerned about the safety of students and teachers. This preschool is equipped with facilities that according the guideline set up by KEMAS

KEMAS Preschool Sek 8, all of the respondent considers strategy for up-to-date facilities are good, while different from two other preschools that are KEMAS Preschool Baitul Hakim and Baitul Usmaniah. Majority of respondent's opinion towards strategy for up-to-date facilities are poor.

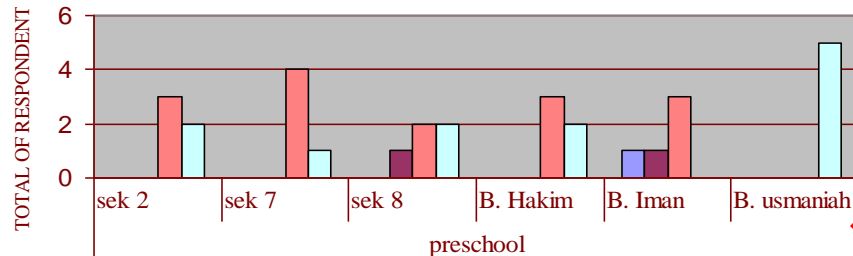
STRATEGY FOR UP TO DATE FACILITIES



	sek 2	sek 7	sek 8	B. Hakim	B. Iman	B. usmaniah
very poor	0	0	0	1	0	1
poor	1	2	0	3	1	4
good	4	3	5	1	3	0
very good	0	0	0	0	1	0

Respondent Opinions Towards The Facilities Management Services.

FACILITIES MANAGEMENT

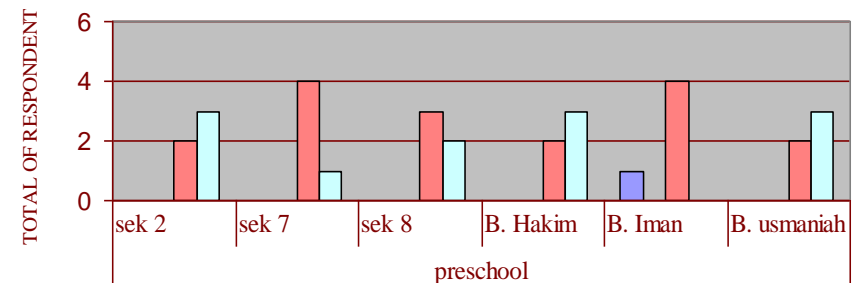


	sek 2	sek 7	sek 8	B. Hakim	B. Iman	B. usmaniah
very unnecessary	0	0	0	0	1	0
unnecessary	0	0	1	0	1	0
necessary	3	4	2	3	3	0
very necessary	2	1	2	2	0	5

Majority of respondent opined facilities management in each preschool is a necessary but differ to KEMAS Preschool Baitul Usmaniah. All of the respondent in this preschool opined facilities management is very necessary because to the condition of preschool is a relatively poor

Majority of respondent in KEMAS Preschool Baitul Iman and Sek 7 considers it necessary, while in KEMAS Preschool Baitul Usmaniah, Baitul Hakim and Sek 2 because for the three preschool is under the management of society.

FACILITIES MANAGER



	sek 2	sek 7	sek 8	B. Hakim	B. Iman	B. usmaniah
very unnecessary	0	0	0	0	1	0
unnecessary	0	0	0	0	0	0
necessary	2	4	3	2	4	2
very necessary	3	1	2	3	0	3

PROPOSED SOLUTION

- ❖ KEMAS should outline to set up level of benchmark of each preschool to achieve high level of effectiveness for total facilities management by facilities provided at preschool. KEMAS the need to continuously monitoring the facilities available at each Preschool to ensure that each preschool has adequate facilities as well as a complaint or report from preschool management.
- ❖ KEMAS also should be ensure before each establishment application for new preschool under the society management approved, facilities provided must meet the stipulated guideline. If the facilities provided are inadequate and not as guideline set, then the establishment of a preschool will not be approved by the KEMAS.
- ❖ Some of unsatisfied facilities were influenced by lack of maintenance by management. The routine maintenance, preventive maintenance should be plan by maintenance schedule to achieve goal of facilities management. The aim should be provide real time support to occupant such as increase the maintenance crew from KEMAS.



THANK YOU