



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

**ASSET MONITORING  
PROCEDURE IN PUTERI ISLAND  
RESORT**

**Prepared by:  
MUHAMMAD SHAHID BIN  
MUZAFAR  
2019443544**



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(PERAK)**

**(10<sup>th</sup> January 2022)**

It is recommended that the report of this practical training provided

**By**

**MUHAMMAD SHAHID BIN MUZAFAR  
2019443544**

**entitled**

**ASSET MONITORING PROCEDURE IN PUTERI ISLAND RESORT**

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

Report Supervisor : Dr. Hasni Suryani Binti Mat Hasan

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**(10<sup>th</sup> January 2022)**

**STUDENT'S DECLARATION**

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at Melaka State Development Corporation for duration of 20 weeks starting from 23 August 2021 and ended on 7 January 2022. 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 : MUHAMMAD SHAHID BIN MUZAFAR

UiTM ID No : 2019443544

Date :

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## **ABSTRACT**

Besides constructing a new building, existing buildings with various uses such as office, restaurant and more, play an important role in the development of a state. Existing buildings are also important to be monitored and maintained, therefore this report will discuss the method used called 'asset monitoring'. This method is used to ensure all company-owned buildings in good and optimal condition. The objectives of this report are to identify all the procedure of asset monitoring work and problems face in performing this work. The finding from this work is the issue found during performing the monitoring work such as hygiene issues, damage issues and loss issues. In performing this work, there are two methods used to obtain data and information. First, through observation. Observation has been made by visiting the buildings. Second, through interview. In this method, interviewed a person who is experienced in this work, to obtain more detailed information about the procedure. With performing this work, all the company-owned buildings will be maintained and always at an optimal level and can be used in the future without any problems.

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# CHAPTER 1

## INTRODUCTION

### 1.1 Background Of Study

Every country needs to be constantly evolving and the construction industry is a key aspect to the development of a country. In Malaysia, the construction industry is vibrant as there are many buildings construction projects in progress.

Apart from the construction of new buildings, existing buildings also need to be monitored to ensure that the condition of the building is always in good condition. The monitoring procedure has been made to ensure the asset condition always in optimum level. It is also to ensure the asset monitoring work is done systematically, efficiently and effectively. One way to check the condition of the building as well as all the existing assets in the building is by using the checklist form.

The checklist namely 'Asset Monitoring Form'. Monitoring work will be easier while using this checklist form. Any damage to the building or assets in the building needs to be maintained can be recorded easily.

### 1.2 Objectives

- i. To identify the asset monitoring procedure.
- ii. To identify the problems face in asset monitoring procedure.

### **1.3 Scope Of Study**

The scope of study was carried out at buildings that only owned by PKNM such as residential area, resorts, factories, industrial buildings and warehouse. The buildings are located throughout three districts in Melaka, which is Alor Gajah, Melaka Tengah and Jasin. This study focuses on a resort, namely Puteri Island Resort which located at Pulau Besar, Pernu, Melaka.

### **1.4 Methods Of Study**

- Observation

The method used for obtaining information is through observation method which is direct from the site or building. This method is done through visiting the buildings. The use of camera in this method can further facilitate the observations. The camera is used to take pictures at the buildings such as the assets and condition of the buildings. For example, photo of damaged ceiling or wall.

- Interview

The other method that used for obtaining information is through interview. Interview was conducted to obtain more detailed information and data that can be use. This method is done by interviewing officers who are responsible and experienced in asset monitoring works.

## CHAPTER 2

### COMPANY BACKGROUND

#### 2.1 Introduction

Company Name	:	Perbadanan Kemajuan Negeri Melaka (PKNM)
Date of Establishment	:	30 <sup>th</sup> April 1971
Company Address	:	Aras 4-11 Menara MITC, Jalan Konvensyen, Kompleks MITC, 75450 Ayer Keroh, Melaka
No. Tel	:	06 – 232 4433
No. Fax	:	06 – 232 4434
E-mail	:	<a href="mailto:info@pknm.gov.my">info@pknm.gov.my</a>
Type of Company	:	Statutory Body
Chief Executive Officer (C.E.O)	:	Y.B Datuk Haji Azmi bin Haji Hussain

## **2.2 Company Profile**

### **2.2.1 History of PKNM**

The historic of the PKNM began when the Federal Government urged each respective state in the country to set up a strategic development corporation to ascertain that the level of socio-economic development be increased. As a Statutory Body, at that time, each SEDC was responsible for implementing economic and social development efforts in their respective state. It is also in line with the government's goal of realizing the New Economic Policy (NEP), especially in ensuring that Bumiputera participation will be achieved.

Hence, the Melaka State Government went on to declare that an agency be formed and to undertake the tasks and responsibilities of initiating economic and social development programmes with top priority given to the rural areas.

Therefore, through the enforcement of the PKNM Enactment, namely Enactment No.1 of 1971, PKNM was established on 30<sup>th</sup> April 1971.

The goal of State Government towards the establishment of PKNM at that time was to play a role in developing and advancing the state of Melaka in four main areas, namely, Tourism, Industry, Housing, and Commerce and Trade.

### **2.2.2 Vision and Mission**

- **Vision**

To be a Leading and Dynamic State Corporate Organisation in the Field of Socio-Economic Development in Melaka.

- **Mission**

To stir and instill the State Economic Growth via participation and drive in the field of Industrialization, Trading, Commerce and Entrepreneurial Development.

### 2.2.3 Appendix



Figure 2.1 Achievement certificate

Source: PKNM



**Figure 2.2 Certificate of appreciation**

**Source: PKNM**



**Figure 2.3 Certificate of achievement of quality management system.**

**Source: PKNM**





# CERTIFICATE OF ACCOMPLISHMENT



Malaysia Productivity Corporation hereby certifies that

**PERBADANAN KEMAJUAN NEGERI MELAKA**

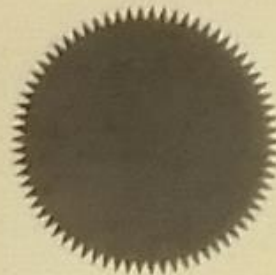
has implemented the standard requirements of  
Quality Environment Management System

Issue Date : 12 November 2020

Expiry Date : 10 November 2021

Certification No. : AC 7114

(Datib' Abdul Latiff Hj. Abu Seman)  
Director General  
Malaysia Productivity Corporation

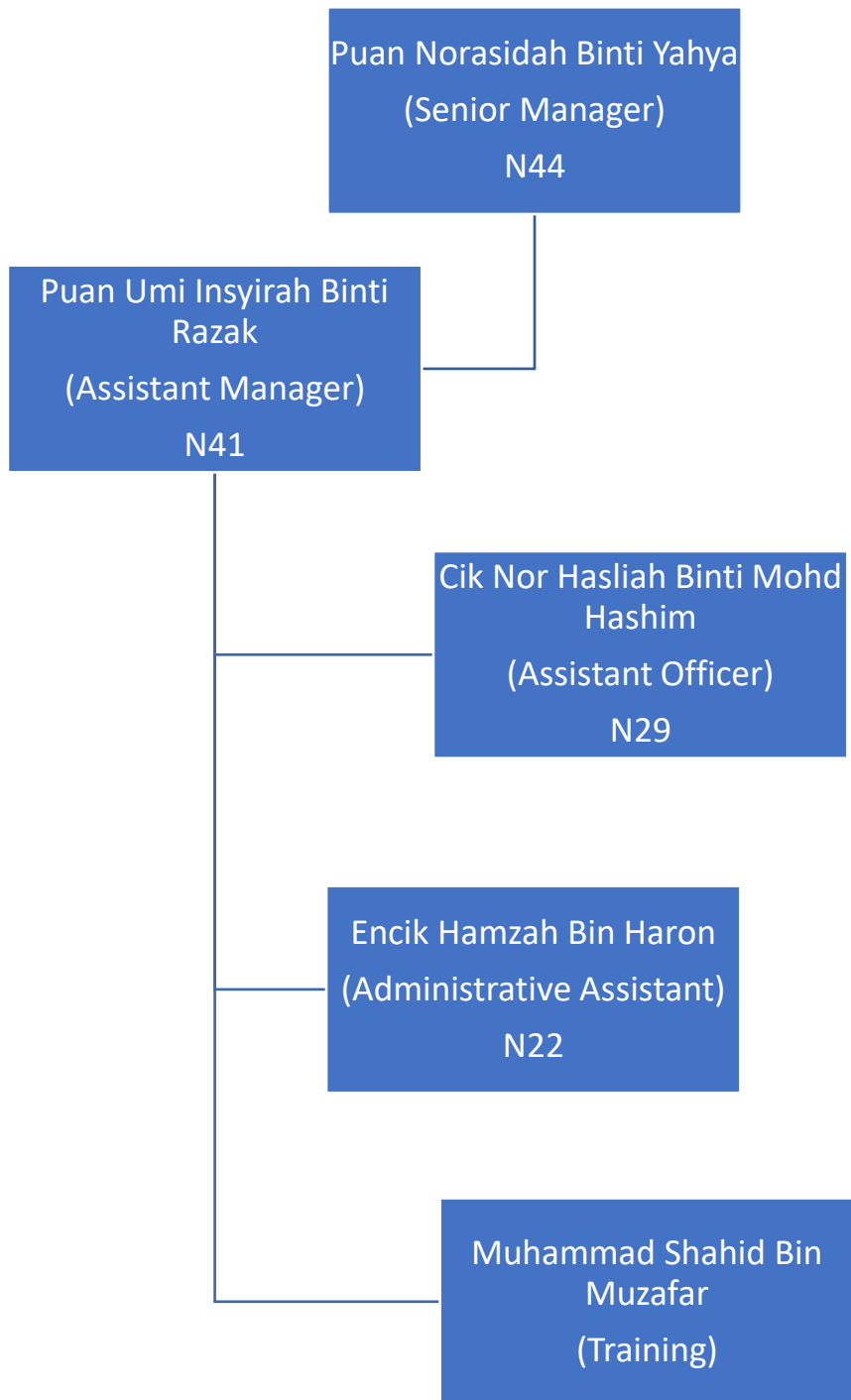


The Organisation agrees to maintain its Quality Environment Management System and use the Approved Certificate in accordance with the Standard Requirements.

**Figure 2.4 Certificate from Malaysia Productivity Corporation**

**Source: PKNM**

### 2.3 Organization Chart



## 2.4 List of Project

### 2.4.1 Completed Project

**Table 2.1** List of completed project

No.	Project
1.	Construction of R&R Centre, Sungai Rambai
2.	Revised Development at Pulau Melaka
3.	Renovation works at Pantai Siring Jetty
4.	Renovation works at Merlimau Jetty
5.	Construction of R&R Centre at Rembia, Alor Gajah

### 2.4.2 Project in Progress

**Table 2.2** List of current project

No.	Project
1.	Renovation for Kompleks Ayer Panas Gadek
2.	Road construction at Bukit Baru
3.	Mosque construction at Tambak Paya
4.	Renovation in Taman Mini Malaysia

### 2.4.1.1 Completed Project

1. Proposed to build a rest & recreation centre at Lebu AMJ, 77400 Sungai Rambai, Melaka.



**Figure 2.5 Front view of R&R Sungai Rambai.**

2. Revised Development Project at Pulau Melaka.



**Figure 2.6 Building refurbishment works at Pulau Melaka.**



**Figure 2.7 Building refurbishment works at Pulau Melaka.**

3. Renovation works at Pantai Siring Jetty



**Figure 2.8 Sea reclamation work.**



4. Renovation works at Merlimau Jetty



**Figure 2.9 Renovation works at Merlimau Jetty**

5. Proposed to build a rest& recreation centre at Rembia, Alor Gajah.



**Figure 2.10 Front view of Rembia rest & recreation area.**

## **CHAPTER 3**

### **ASSET MONITORING PROCEDURE IN PUTERI ISLAND RESORT**

#### **3.1 Introduction to Case Study**

This case study describes the whole procedure for the asset monitoring works. The procedure is divided into three parts, which is procedure before works, procedure during works and procedure after the works has been done. There are many buildings owned by PKNM that exist in three districts in Melaka, but in this study only focused on this resort which is located on Pulau Besar, Melaka. Monitoring work was done in every building that exist in the resort. For example, office, chalet, swimming pool, restaurants, and public toilets. Puteri Island Resort was built on lot no PT 722, Pulau Besar, Pernu. The construction of the resort was completed on 20<sup>th</sup> June 1995 with an area of 44039.98 M<sup>2</sup> . The overall construction cost of this resort is RM 1,323,000. The plan such as key plan, site plan, drawing plan for each building in this resort was drawn by the PKNM's architect in the architectural unit. The resort is used for business purposes and is leased till now by the same company, which is Tropika Selesa Sdn. Bhd. In addition, this case study also focuses on the problems face in the asset monitoring procedure.



**Figure 3.1: Site plan for Puteri Island Resort located at Pulau Besar.**

**Source: Architect Unit of PKNM (2006)**



## **3.2 Asset Monitoring Procedure**

The work procedure is divided into three parts, which is procedure before work, during work and after work has been done.

### **3.2.1 Procedure Before Monitoring Works**

At an early stage or prior procedure, the procedure is the responsibility the asset monitoring unit, senior manager of real estate, senior manager of business and senior manager of industry.

- 1) The asset monitoring unit**
  - Prepare the monitoring asset schedule.
- 2) Senior manager of real estate**
  - Verify the monitoring schedule prepared by the assistant manager of asset monitoring unit and inform the senior manager of business / industry.
- 3) Senior manager of business / industry**
  - Inform the tenant regarding the monitoring and provide the keys for the vacant lot within 3 working days.
- 4) Senior manager of real estate**
  - Inform the representatives of the appointed superintendent or the representatives of the division.
- 5) Division representative & superintendent officers**
  - Perform asset monitoring using asset monitoring forms.
  - Take pictures of the current state of the premises.
- 6) The asset monitoring unit**
  - Prepare the asset monitoring report and upload the action report into the SPD (within 7 working days from the date of monitoring).
- 7) Senior manager of real estate**
  - Verify the monitoring report prepared by the assistant manager of asset monitoring unit.

**JADUAL PEMANTAUAN ASET Q4 FASA B TAHUN 2021**

BULAN	OKT				NOV				DIS			
	M1	M2	M3	M4	M1	M2	M3	M4	M1	M2	M3	M4
	4 - 8 OKT	11 - 15 OKT	18 - 22 OKT	25 - 29 OKT	1 - 5 NOV	8 - 12 NOV	15 - 19 NOV	22 - 26 NOV	4 - 10 DIS	13 - 17 DIS	20 - 24 DIS	27 - 31 DIS
ASET	IKS MELAKA PINDAH PLOT 1 1.32 EK.	IKS NYALAS PONDOK BATANG	IKS PATA RUMPUT	TANAH PEKAN KLEBANG SEKSYEN I	GERAI PULAU BESAR	IKS PULAU SEBANG MENARA RINGGIT	MINERAL PORT	ASRAMA PEKERJA MERLIMAU LOT 143	IKS MELAKA HALAL HUB FASA 1	IKS SUNGAI PETAI	PRD SUNGAI RAMBAI	ASRAMA LONDANG MASJID TANAH
TARIKH	5/10/2021	12-04-21	19-04-21	26/10/2021	2/11/2021	9-Nov-21	16-Nov-21	23-Nov-21	29/12/2021	14/12/2021	21/12/2021	28/12/2021
ASET	ASRAMA PEKERJA MERLIMAU LOT 7130	IKS NYALAS PONDOK BATANG (STP)	RUMAH KEDAI PERUMAHAN AWAM PATA RUMPUT	R&R REMBA	KOLAM PENAKUNGAN AIR PULAU BESAR I	IKS PULAU SEBANG II LOT 431	IKS SELANDAR I	RUMAH KEDAI TAMAN PANGLIMA (SEMPANG MERLIMAU)	IKS PULAU	RUMAH KEDAI TAMAN PERKUNA SUNGAI UDANG	P & R SUNGAI RAMBAI PLOT A	KAWASAN PERINDUSTRIAN MASJID TANAH
TARIKH	7/10/2021	12-04-21	19-04-21	28/10/2021	2/11/2021	9-Nov-21	16/11/2021	23-Nov-21	29/12/2021	16/12/2021	23/12/2021	30/12/2021
ASET	IKS MERLIMAU TIMUR	RUMAH KEDAI NYALAS	BANGUNAN KILANG INDUSTRI HICOM PEGOH		KOLAM PENAKUNGAN AIR PULAU BESAR I	IKS PULAU SEBANG II LOT 432	RUMAH KEDAI SELANDAR	RUMAH KEDAI TAMAN PANGLIMA PAKI (SEMPANG MERLIMAU)	KAWASAN PERINDUSTRIAN SERKAM 1		TANAH MUKIM SUNGAI BARU ILIR	TANAH MUKIM SUNGAI BARU TENGAH
TARIKH	7/10/2021	12-04-21	21-04-21		2/11/2021	9-Nov-21	16/11/2021	23-Nov-21	29/12/2021		23/12/2021	30/12/2021
ASET		IKS PADANG TEMU	LOT BANGLO D A FAMOSA		MAHAJAH TAHFIZ PULAU BESAR	IKS PULAU SEBANG II PT 4410		TANAH MUKIM SEMPAANG	MELAKA HALAL HUB FASA 1		KAWASAN PERINDUSTRIAN TELOK GONG (SEBILU LOT 1318)	TANAH MUKIM FAROH NANNING
TARIKH		14/10/2021	21-04-21		2/11/2021	9-Nov-21		23-Nov-21	29/12/2021		23/12/2021	30/12/2021
ASET					MEDAN KAN BAKAR PERNU	RUMAH KEDAI TAMAN MESRA, RM		GERAI BUDUT KEPOK	IKS MELAKA HALAL HUB FASA 2		KAWASAN PERINDUSTRIAN TELOK GONG PLOT A	
TARIKH					2/11/2021	16/11/2021		25/11/2021	29/12/2021		23/12/2021	
ASET					PULAU LALANG				KLANG TERES MELAKA HALAL HUB (VENDOR)		KAWASAN PERINDUSTRIAN TELOK GONG PLOT B	
TARIKH					2/11/2021				29/12/2021		23/12/2021	
ASET					PUTERI ISLAND RESORT				KOMPLEKS VENDOR MHH		KAWASAN PERINDUSTRIAN TELOK GONG PLOT C	
TARIKH					2/11/2021				29/12/2021		23/12/2021	
ASET					PUTERI ISLAND RESORT				MELAKA WORLD SOLAR VALLEY		KAWASAN PERINDUSTRIAN TELOK GONG PLOT D	
TARIKH					2/11/2021				31/12/2021		23/12/2021	
ASET					TAPAK BANGUNAN PELANCONGAN PULAU BESAR						KAWASAN PERINDUSTRIAN TELOK GONG PLOT E	
TARIKH					2/11/2021						23/12/2021	
ASET					TAPAK BANGUNAN PERNIAGAAN PULAU BESAR I						KAWASAN PERINDUSTRIAN TELOK GONG PLOT F	
TARIKH					2/11/2021						23/12/2021	

**Figure 3.2: Example of asset monitoring schedule.**

**Source: Asset Monitoring Unit (2021)**

### **3.2.2 Procedure During Monitoring Works**

In this part, the procedure is the responsibility of appointed superintendent officers, facility technical officers and division representatives. During practical training, I was assigned to do monitoring work together with the superintendent officers.

**1) Go to the building to be checked based on the schedule.**

- To go to the building or land, the official vehicle belonging to the company were used, along with the official driver of the company.

**2) Dealing with tenants.**

- Before the monitoring work can begin, permission from the tenant is essential to enter the premises, even the tenant has been informed by the senior manager of business / industry.

**3) Do monitoring work in the building with the officers.**

- Visit and monitor all buildings that exist in the resort.
- This monitoring work is more focused on immovable and existing assets.
- This work is done using an asset monitoring form.
- For a more efficient work process, start the monitoring work from the outside, then inside and next until finished.
- The identified assets shall be recorded into the form according to the space in the building such as main room, toilets and more.
- Immoveable assets can be categorized into two, which is space dividers and embedded assets.
- Example of space dividers are door and window. There are many types of doors and window that exist in the building. While example of the embedded assets are lamp and fan. There are also many types of lamps that used in the buildings.
- The condition of the asset will be recorded in the form whether it is in a good condition or damaged.


**4) Take a picture of the current condition of the assets / premises.**

- Officers need to take a picture of all assets that have been identified and recorded in the form.

**BORANG PEMANTAUAN / PEMERIKSAAN ASET (PREMIS)**

Lot : \_\_\_\_\_  
 Lokasi : \_\_\_\_\_  
 Tarikh : \_\_\_\_\_  
 Pengisian :  Sewa  
                    Kosong

Nama Penyewa : \_\_\_\_\_  
 Penyewa PKNM :  Ya  
                            Tidak (Nyatakan): \_\_\_\_\_



Bil.	Item-item yang Diperiksa	Baik	Tidak Digunakan	Rosak	Perlu Pembaikan	Hilang	Catatan
<b>A</b>	<b>Infra:</b>						
1	Longkang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Pagar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Jalan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Landskap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Pembentungan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Pintu pagar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B</b>	<b>Struktur:</b>						
1	Dinding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Lantai	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Bumbung	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Tiang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Kunci premis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Tangga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Hand railing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Kolam (Ayer Panas Gadek & Banglo A Famosa)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C</b>	<b>M&amp;E:</b>						
1	Kitchen hood (Hud dapur)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Grease trap (Perangkap minyak)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Fire fighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Internal wiring (Pendawaian dalaman)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Lampu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Kipas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Suis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Soket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Distribution board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Exit sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Booster pump (Melaka Halal Hub)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Emergency light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Air-conditioner (PKD Sg Rambai & R&R Sg Rambai)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Bilik transformer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Bilik MSB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Bilik switchgear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	CCTV (PKD Sg Rambai & R&R Sg Rambai)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D</b>	<b>Arkitek:</b>						
1	Siling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Cat bangunan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Jubin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Gutter (Salur air hujan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Pintu / Roller shutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Tingkap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Signboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Kerusi / Meja	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Sistem perpaipan dalaman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Pili air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Tangki air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Toilet bowl (Mangkuk tandas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Sinki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Shower head (Kepala paip)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Toilet cistern (Pam tandas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Wakaf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Cermin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Table top	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Figure 3.3 Example of asset monitoring form.**

**Source: Asset monitoring unit (2021)**

### **3.2.3 Procedure After Monitoring Work**

In this stage, most of procedures are the responsibility and actions of superiors. However, during practical training, I was given the task of making a report based on the monitoring work at the resort.

**1) Division representatives**

- Make a report based on monitoring work at the resort.

**2) The asset monitoring unit**

- Assistant manager updates the actions of the division and the tenant in the report. The report then submitted to the senior manager of real estate to be checked and verified.

**3) Deputy chief executive officer / Senior manager of real estate**

- Held asset monitoring meetings chaired by the deputy chief executive officer or the senior manager of real estate once in two months.

**4) Senior manager of real estate**

- Present the asset monitoring reports in government asset management committee (JKPAK) meetings 4 times a year.




BORANG PEMANTAUAN / PEMERIKSAAN ASET (PREMIS)						
Lot : Bilik 103 (Super Deluxe)		Pengisian :		SEWA		
Lokasi : Puteri Island Resort		Nama Penyewa :		Tropika Selesa Sdn. Bhd.		
Tarikh : 23.9.2021		Penyewa PKNM :		<input type="checkbox"/> Ya <input type="checkbox"/> Tidak (Nyatakan)		
Bil.	Aset Lekapan	Kuantiti	Status Aset			Catatan
			A	B	C	
<b>Bahagian Dalam</b>						
1	Pintu	2	/			
2	Suis 2 Gang	1	/			
3	Kipas Dinding	1	/			
4	Lampu Bulat	2	/			
5	Soket	3	/			
6	Distribution Board	2	/			
7	Air Cond	1	/			
8	Tingkap Naco	4	/			
9	Suis 3 Gang	2	/			
10	Suis 1 Gang	1	/			
<b>Tandas</b>						
1	Pintu Plastik	2	/			
2	Lampu Pendek	2	/			
3	Tingkap Naco	2	/			
4	Sinki Set	2	/			
5	Tandas Duduk	2	/			
6	Shower Head	2	/			
7	Pili Air	2	/			
8	Floor Trap	2	/			
9	Outdoor Air Cond	1	/			
<b>Bahagian Luar</b>						
1	Outdoor Air Cond	1	/			
<p><b>Nota:</b></p> <ul style="list-style-type: none"> <li>✓ Status Aset: Tandakan ✓ pada yang berkenaan.</li> <li>✓ A - Baik</li> <li>✓ B - Tiada</li> <li>✓ C - Rosak</li> <li>✓ Catatan: Apa-apa maklumat tambahan berkenaan aset tersebut</li> </ul>						

Figure 3.4: Asset monitoring form for chalet at Puteri Island Resort.

### **3.3 Problems Face in Asset Monitoring Procedure**

As discussed above, there are many procedures that need to be followed and done to perform the monitoring work. However, there will inevitably be problems that occur throughout the procedure whether in pre-work procedures and the during-work procedures.

#### **3.3.1 Problems in pre-work procedure**

There are some problems that occur when pre-work procedures are being implemented. The biggest and most common problem that often occurs in pre-work procedures is cooperation between divisions. As in the pre-work procedures above, the senior manager of the division involved should inform the tenants under their management about the monitoring work within 3 working days. They need to ask if the tenants are having any problems for the superintendent officers to perform the asset monitoring work in their premises. It is better if the tenants open their shop when the officers are about to come to their premises for monitoring work. Next, they should inform the tenants that it is necessary in the asset monitoring work to visit and enter each room or space in the premises. If tenants are not informed about the monitoring work, they will not be prepared and will not allow the officers to enter their premises to perform asset monitoring work.

The other problem that occurs during pre-work procedures involving division cooperation is the preparation of keys for vacant lots in the area. Not all store lots have tenants. However, the store lots are still necessary to be monitored like the other lots as well. Therefore, it is important for the involved division to cooperate in this procedure. Keys for all vacant lot are kept by separate divisions. When the responsible division does not prepare the keys for vacant lot, there will be a lot that cannot be enter to be monitored by the officers.

### **3.3.2 Problems in procedures during work**

Apart from the problems that occurred in the pre-work procedures, there were also some common problems that occurred during performing the asset monitoring work at the buildings. One of the problems that rarely occurred was the trip to the resort. As is generally known, this Puteri Island Resort is located at Pulau Besar, where the trip to the island is by sea and it is necessary to use a boat. Moreover, there are many considerations that need to be made before embarking on a boat trip to go to the island. For example, considering that the weather in Melaka is unpredictable lately and it can rain at any time. It is dangerous to take a boat during rainy weather due to the rough sea conditions. Thus, the monitoring work had to be postponed to another day.

Next, the problem faced in during-work procedure is cooperation between tenants. Tenants are encouraged to cooperate to make the monitoring work procedure easier and went smoothly. For instance, tenants should prepare the key for each room and buildings. This is because the officers must enter each building and room. Tenants need to move along with and accompany the officers, to show directions and opens the locked room or buildings. If tenant is unable to attend on the day, they need to send the person in charge as a representative to attend and move together with the officer.

Last but not least, the problem faced during monitoring work is damage problem. This is a common problem for any building, since the resort has been in operation for a long time because it was built in the 90s. There are two types of damage problem, which is minor damage and major damage. Example of minor damage is non-structures such as broken doors, windows and leaking ceilings. While the example of major damage is severe structural damage such as perforated roofs, broken walls and perforated floors. Minor damage problems do not have a significant impact on monitoring work procedure. However, major damage problems will affect the work procedures as the officers cannot enter the damaged building to perform monitoring work due to safety factors.





**Figure 3.5 Damaged chalet roof because of fallen tree due to storm.**





**Figure 3.6 A total loss chalet.**

## **CHAPTER 4**

### **CONCLUSION**

In conclusion, this report is about asset monitoring procedure in Puteri Island Resort that located at Pulau Besar, Pernu, Melaka for business purposes. The objective of this report is to identify the procedure of asset monitoring work and the problems face in asset monitoring procedure. As mentioned in chapter 3, the procedure is divided into three, starting from pre-work procedure, during-work procedure and post-work procedure. In addition, the procedure used is the most up-to-date procedure. Next, this report describes the problems faced in asset monitoring procedure as well. Problems in pre-work procedure are cooperation between involved division and preparation of keys for vacant lots. While the problems in procedures during work are weather conditions, tenant cooperation to be in-charge and damaged building problems. There are some problems that can be solved immediately and there are also problems that cannot be avoided. After the work has been done, there are some findings from the work that has been done such as hygiene issues at the food outlets and public toilets, also damage issues at the chalets. Through the building visits, it can be easier to perform the work and collect data in the most efficient way with the procedures.

## **REFERENCES**

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