



CENTER OF STUDIES FOR BUILDING SURVEYING
DEPARTMENT OF BUILT ENVIRONMENT STUDIES & TECNOLOGY
UNIVERSITI TEKNOLOGY MARA
SERI ISKANDAR

**RENOVATION AND MAINTENANCE PROJECT AT
PERTUBUHAN PELADANG KAWASAN PADANG
RENGAS FERTILIZER STORE**

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Bachelor of Building Surveying (Hons.)

Practical Training Report

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**CENTER OF STUDIES IN BUILDING SURVEYING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA
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JANUARY 2022

This practical training report is fulfilment of the practical training course

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CHAPTER 1

INTRODUCTION

1.1 INTRODUCTION

Industrial training refers to the placement of students in an organization to undertake supervised practical training in a selected industry, either abroad or within the country, within a specified period of time before they are awarded a recognized Certificate or Degree. It is a mandatory course for all degree students of Building Surveying Department. It is a requirement to fulfil the course in order to complete the degree as well as graduate from the university.

Practical training or industrial training is a compulsory course for all undergraduate students of the Building Surveying Department. It is a requirement to meet the course requirements to complete the degree so that students can graduate from university. With this industrial training, it can increase the level of work ability of graduates as well as be able to expand the opportunities of students in the world of work to receive experience. This is because, the graduates must have relevant and up to date knowledge, practical experience, soft skills as well as a positive attitude to equip the graduates before facing the challenges of the real career situation.

In this chapter, it tells in detail about the company that the students have chosen for this industrial training placement. All placements have been selected based on the requirements set by the university and lecturers. This company must have a scope of work related to the student course such as project management, maintenance and so on.

Next, the information that will be told in this chapter includes profile and general information about the selected company background. It includes the organization of the company starting from the header until the staff. Where these things will be information related to the company.

1.2 COMPANY BACKGROUND

1.2.1 INTRODUCTION



Company Name : Pertubuhan Peladang Kawasan
Padang Rengas

Company Address : Jalan Besar Taiping, 33700
Padang Rengas, Perak

Office Number : 05-7584301

Fax : 05-7583689

Email : ppkpr789@gmail.com



Figure 1.1: PPK Padang Rengas Building

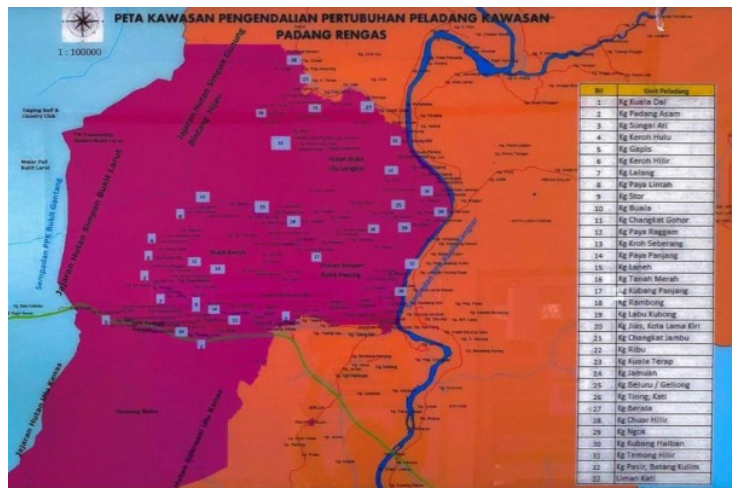


Figure 1.2: PPK Padang Rengas Operating Area

Farmers Organization or better known as Pertubuhan Peladang (PP) were established under the Pertubuhan Peladang Act 1973 (Act 109). This PP is under the supervision of Lembaga Pertubuhan Peladang (LPP) which involves Pertubuhan Peladang Kebangsaan (NAFAS), Pertubuhan Peladang Negeri (PPN) and Pertubuhan Peladang Kawasan (PPK). For PPK Padang Rengas, it is a government company that was established on 24 June 1974 and the first PPK in Malaysia. It operates three mukims, which is Kampung Buai, Lubuk Merbau and Kota Lama Kiri with an area of 26,000 square hectares.

The company has a total of 3,192 members as well as 30 units of farmers and 4 agro based cooperatives.



Figure 1.3: One Stop Centre stall

Padang Rengas Farmers Organization has a Corporate Project crop which consists of fertigation crops such as chilli and cucumber. In addition, they also have three units of One Stop Centre stalls, which is a market, a sewing shop, and a barber shop. These stalls are rented to local residents to conduct business or services that can benefit the surrounding residents. The rental of the One Stop Centre stall is one of the revenue results for PPKPR. In addition, PPKPR has an Input Shop where this shop generates financial revenue by selling various types of fertilizers and pesticides that related and involve to the Federal Government Paddy Fertilizer Scheme (SBPKP) project.

1.3 LOGO OF AGENCY



- The word PELADANG in dark red means “Peladang Kebangsaan” or National Farmers.
- The dark red circle symbolizes the unity of the members' struggle.
- 14 golden yellow vertical lines symbolize 13 states and federations.
- The golden yellow rice grains symbolize a lucrative income.
- Two dark green hands symbolize an agricultural enterprise.
- The white background colour symbolizes purity and purity.

1.4 VISION, MISSION & OBJECTIVE

1.1.1 Vision

To be a leader in the transformation of the Farmers' Organization and Progressive Farmers in the agricultural sector.

1.1.2 Mission

To develop Farmers' Organizations as effective service providers to produce progressive farmers.

1.1.3 Objective

The objective of the establishment of PPK is to improve economic and social standards, increase knowledge and skills, increase revenue and income, and improve the way of life of members as well as create a progressive, independent, prosperous, and united farming community.

1.5 ORGANIZATION CHART

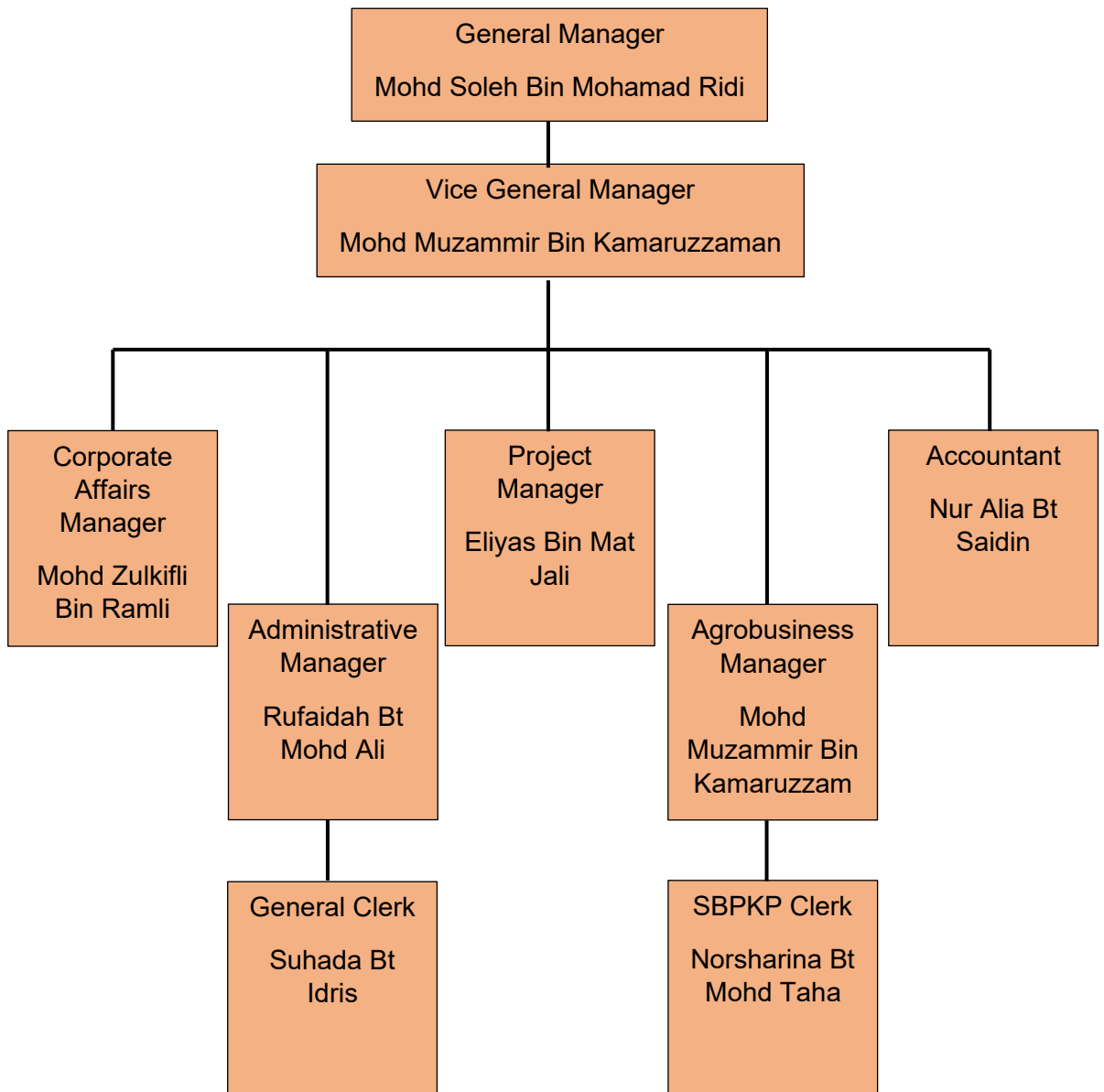


Figure 1.4: Organization Chart of PPKPR

The picture above shows the organization chart of PPK Padang Rengas. Based on the picture above, there are five departments in PPK Padang Rengas. Among the departments are Corporate Affairs Manager, Project Manager, Accountant, Agrobusiness Manager and Administrative Manager. The department in PPK Padang Rengas is not many because it is a unit that only manages three mukim districts.

1.6 LOCATION PLAN



Figure 1.5: Key Plan

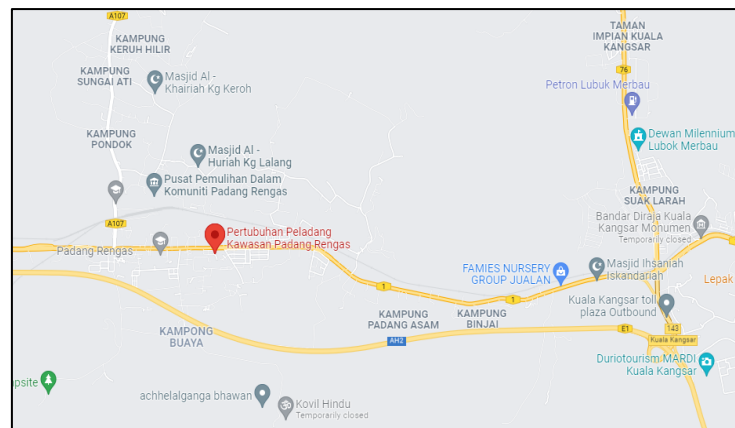


Figure 1.6: Location Plan

The location of PPK Padang Rengas is very strategic because it is close to various service centers, industries, and settlements. There are health clinics, factories, schools, organizational offices, grocery stores, petrol stations, housing estates, colleges and so on. It is also close to the town of Padang Rengas and only 11km from the town of Kuala Kangsar.

1.7 SCOPE OF WORK & RESPONSIBILITIES

During the internship at PPK Padang Rengas which started on 11 October 2021 until 30 January 2022, there were several scopes of work that were given which were either related or not related to Building Survey such as project management, corporate affairs and so on. This is because due to the current pandemic, the company does not have much scope of work related to building surveys. Therefore, students have been exposed and given a lot of another knowledge that is able to help during this internship.

For work related to building surveys, students were exposed to the process of making tenders and quotation letters for existing projects. In addition, site visits to the project site also need to be covered in order to update the progress report of the project. For example, this progress will be given to the audit management to check the specifications and ensure that the project runs according to the set instructions. Table below show the scope of works given during the internship.

No	Scope of Work
1	Made a land lease agreement between Pertubuhan Peladang Kawasan Padang Rengas as the “Owner” and Fadli Bakhtiar as the “Tenant”. This agreement is made to ensure that any problems or misunderstandings between the owner and tenant may occur in the future.
2	Make a quotation letter for supply and deliver agriculture equipment and equipment allocation of cash crop (tanaman kontan) program B40 phase 4-year 2021 to PPK Gerik.
3	Make a quotation letter for the maintenance and repair of toilets at Kuala Kangsar District Agriculture Office as well as the repair of walls and drainage systems for the men’s and women’s toilets.
4	Made a quotation letter for the renovation of the old AHU room to the driver’s room in the LPP Perak office building.
5	Site visit to kelulut project in Kampung Tanjung Pondok, Taiping for auditing work by LPP. This audit is done to ensure that the supply that has been supplied is fully used and the project is running as required.
6	Site visit to Taman Ratu Kelulut in Tanah Merah, Kuala Kangsar, and fertigation for vegetables in Padang Rengas with LPP members to see the progress of the project. This is to ensure that the allocation given is used in accordance with the progress of the project.

Table 1.1: Scope of work

1.8 SUMMARY

Practical training is a very important subject for students. This is because with this subject it can provide an overview and extensive experience to students in going through the world of work after this which is more challenging.

In addition, PP is a government company that plays a role in helping Bumiputera in improving their living standards and income. By undergoing practical training at PP, students can learn a variety of knowledge that is less known by outsiders where it provides benefits and advantages to students.

CHAPTER 2

LITERATURE REVIEW

2.1 Introduction

Renovation of an existing structure is a profitable segment of the construction industry since it allows construction stakeholders to diversify their financial portfolios (Pope et al., 2016). The structural and technical restoration or modernisation of one or more floors, or perhaps an entire existing structure, is referred to as building renovation (Jensen et al., 2018). On the one hand, it can concentrate on routine maintenance, but it can also address flaws or partial renovation.

Building owners are frequently faced with the decision of whether to construct a new structure or renovate an existing one to attain their desired scope (Pope et al., 2016). The scope of work for renovation work depends on the needs of the owner or user of the building which is usually to adapt to the current needs of users of space in the building and it includes some or all elements of the building except the main structure.

Further, maintenance can be defined as any work that needs to be done to preserve or restore each part of a building to acceptable standards and the building should be given serious attention before (design stage), during and after a building is completed (Zakaria et al., 2010). The involvement of the authorities in ensuring the smooth maintenance of this building is very necessary because it is able to prevent bad things from happening.

Building maintenance is important not only for preserving the built environment, but it also has a substantial economic value in terms of employment and cost (RICS, 2009). Building maintenance management should assist in keeping the property in good condition through effective resource management as well as getting high profits from the construction investments that have been made (Pope et al., 2016). When the building that is occupied or owned is in good condition and safe, it is able to provide comfort to the occupants. From there many opportunities will arise for example many buyers who will be interested in buying the housing. When the demand to buy housing increases then profits will also increase, and some companies will be able to expand further.

2.2 Building Renovation

As is well known, this renovation work requires careful planning in the procurement of equipment and materials as such work usually needs to be done in a limited environment. During renovation work a limited environment is capable of providing many avoidable and unavoidable obstacles.

2.2.1 Factors that need to be taken

To ensure that this work runs smoothly despite the obstacles there are several factors that need to be taken to ensure it runs smoothly.

a) Demolition Work

- The equipment used in the demolition work shall be appropriate to the physical condition of the part or adjacent element.
- Methods of taking out rubbish especially for renovation work of occupied buildings. Among the commonly used methods such as pushcart garbage chute and others. It includes identifying routes with adequate directions to facilitate the work of unloading garbage.
- Special equipment such as braces and scaffolding to support adjacent structures or parts or elements of buildings during demolition work
- Temporary or permanent transition to existing service elements such as water pipes, cable conduits and others.

b) New Construction Work

- Material delivery should be carefully planned to avoid duplicate handling, excessive wastage and reduce storage problems.

2.2.2 Work Programme

Work program is a work implementation planning schedule implemented in a predetermined period which includes aspects of scheduling and arranging work activities according to priority and dependence between them that cause a work activity can only begin when the previous work is completed. As is known, usually a bar chart that will be used for each work activity where it contains information such as the start date, completion, and dependence of an activity. Usually, it is submitted by the contractor in the form of a bar chart supported by a Critical Path Method (CPM) diagram. It describes the relationship of interdependent activities and the duration of each activity involved in the work, along with the overall contract time. During the planning stage, a detailed work program and method statement will be created.

2.2.2.1 Work Schedule

Work schedule is an arrangement of work activities in the form of a schedule that has three main elements, namely the arrangement of work activities according to priority, time allocation for each activity and a description of the duration of activities in the form of bars. The contractor must take into account the date placed in this Work Schedule because the date will be used as a reference to indicate the time of ordering and delivery of equipment and construction site materials. Therefore, this work schedule is very important as it can ensure that equipment and materials can be obtained on time and project activities are not disrupted. There are three important parts in this work schedule which is: -

a) Scope of work

To build and complete a project, the scope of work is very important because it involves all

activities. This scope of work will result in more comprehensive equipment and material requirements when it is divided into more specific work activities.

b) Working period

Work period is an estimate of the completion period of a work activity where the estimated time will be made based on the number of labours. The greater the number of labour then the less time it takes to complete a project. In addition, the contractor must also take seriously when ordering equipment and materials to take into account the delivery period. This is because such things can avoid project delays.

c) Work order

Work order is an arrangement of work activities in order of priority. The order of this work will be arranged in a schedule and the time taken for each activity will be described through bar charts or diagrams. It will affect the procurement priorities of equipment and materials. Therefore, the contractor should emphasize the work arrangement so that the smooth construction work and work arrangement can be achieved.

2.3 Building Maintenance

Maintenance is the combination of all technical and related administrative actions is intended to keep the item in, or return it to, in circumstances where it can perform the required functions (BSI, 1984). This suggests that there are two processes to consider first is 'retaining', which is work done in front of failure, and second is 'restoring', which is work done after failure. The former is known as 'preventive maintenance', while the latter is known as 'corrective maintenance' (RICS, 2009). From this definition maintenance involves repairing and maintaining work. Repair activities refer to repairing or replacing damaged elements and components while preserving is more focused on preventing damage from occurring.

Next, maintenance work also involves services including routine maintenance and preventive work in ensuring the building, utilities, and courtyards are at a satisfactory level as well as safe operating conditions. Maintenance is divided into two main parts of maintenance through its management and program, which is planned maintenance and unplanned maintenance (BSI, 1984). Each of these categorized plans is very important because without the actual plan the maintenance work may face any problems or obstacles. Besides that, it can also make the maintenance work run smoothly so that there is no delay that can cause additional maintenance costs.

Building maintenance should be given serious focus before it is at the design stage, during and after a building is completed (Zakaria et al., 2010). But the overall involvement of building maintenance is at the stage after the building is completed and while the building is in operation. This is because the maintenance of the building after it is completed should be able to help in maintaining the property so that it is in good condition through effective resource management. Not only that, but it is also able to provide high returns from construction investments that have been released previously.

The main function of building maintenance is not only to ensure that the building, system or equipment operates at maximum efficiency but also to ensure that the building always meets the needs of the occupants and legislation as follows (Zakaria et al., 2010):-

- a) Ensuring the building is in a safe condition
- b) Ensuring the building is conducive
- c) Ensuring the building is usable
- d) Ensuring the building meets all legal requirements
- e) Maintaining the quality and physical value of assets for building investment

2.3.1 Types of Building Maintenance

There are various types of maintenance, and they are classified into two main categories, namely planned maintenance and unplanned maintenance as discussed earlier.

2.3.1.1 Planned Maintenance

Planned maintenance is maintenance that has been arranged and carried out in a planned manner based on the control and use of records for each planning that has been determined (BSI, 1984). The purpose is to increase the effectiveness of operating equipment, in terms of improving reliability, maintenance and performance and reducing equipment maintenance and failure costs, through scheduled maintenance tasks (Productive & Rev, 2014).

It is a systematic maintenance work and is developed in detail. The implementation design and maintenance planning should be demonstrated either through drawings, charts, records, or computer programs where each of its data has been recorded and allocated for each implementation cost. This type of maintenance is usually applied at the beginning of the construction process and continues to be maintained from time to time.

Apart from that, this planned maintenance is also categorized into two other types which is: -

a) Preventative Maintenance

Preventive maintenance is encompassed by all the activities that necessary to keep facilities in good operating condition (Ab-Samat et al., 2013). In addition, it is done before damage occurs to the system or equipment to prevent failure or damage, or to maintain a facility to extend its life (Zakaria et al., 2010). In other words, preventive maintenance is a periodic activity carried out according to a certain period to ensure that each equipment supplied is in good and optimal condition. Factors that influence this maintenance are through the time and circumstances of the asset. Therefore, this maintenance is divided into two other categories to support the operation, namely schedule maintenance and condition-based maintenance (Productive & Rev, 2014).

- **Schedule Maintenance**

This schedule maintenance is carried out based on the set interval, number of operations and mileage (Zakaria et al., 2010). It requires routine control and inspection of any failure and damage of elements in building equipment. In addition, it is also done according to the schedule that has been set although the equipment can still operate well. Through this maintenance, a tool operation, time period, size, and frequency of failure or malfunction of a functional system can be anticipated earlier and systematically.

- **Condition-based Maintenance**

Condition based maintenance is performed in response to significant deterioration of a facility (Zakaria et al., 2010). It is a maintenance that must be carried out with good knowledge and understanding in relation to the conditions and criteria for a tool or a system in a building. Routine inspection of the condition of a tool or system will be carried out to determine the selection of appropriate methods and materials according to the situation to overcome the problem of defects and damage.

b) Corrective Maintenance

Corrective maintenance is the process of repairing or replacing equipment that has been damaged (Zakaria et al., 2010). Corrective maintenance also a maintenance that must be carried out after the occurrence of damage or failure aimed at preventing the problem of failure or damage from getting worse. It involves the work of repairing and repairing a damaged or damaged device or system that is not working properly.

2.3.1.2 Unplanned Maintenance

Unplanned maintenance is maintenance work that is done without the need for a specific plan or preliminary planning as planned maintenance (Productive & Rev, 2014). Unplanned maintenance includes maintenance work carried out without any prior planning as planned. This is because there are some damages and defects that are difficult to predict when such failure occurs. Unplanned

maintenance also has a type known as emergency maintenance.

- **Emergency Maintenance**

Emergency maintenance is a maintenance action that must be performed immediately to restore service or prevent worse events from occurring as a result of damage (Zakaria et al., 2010). It is done in an instant, that is, within 24 hours. In addition, emergency maintenance depends on a number of questions that arise such as whether the damage will pose a danger to the user and whether it is detrimental to the health of the occupants and the structure of the building.

2.4 Procurement

Construction procurement is frequently constructed through a complicated network of relationships including clients, consultants, and construction companies in order to complete a building project (UBLM78-15-M, 2016). Alternative procurement methods such as partnership and alliancing have been promoted in order to reduce the occurrence of time and cost overruns, the resulting disputes, and the likelihood of project success (Davis et al., 2008).

In other words, the procurement method in the construction industry is similar to the type of contract system used for project implementation. There are various types of procurement methods but in general they can be categorized into three main methods namely traditional or conventional approach, design and build and management. This procurement category varies because it has its own advantages and disadvantages in terms of time, price, quality, and risks that need to be faced. At the planning stage of the project, the suitable form of contract or procurement technique will be chosen based on the client's requirements.

2.4.1 Selection of Procurement Method

In terms of maintenance, a complete maintenance procurement plan must include a contract strategy that addresses all aspects of building maintenance (RICS, 2009). Based on the time, quality, cost, and risk that have been known, project management needs to choose the procurement method that will be used to implement a project.

Furthermore, this procurement method is able to help in avoiding the occurrence of increased project costs, delays and more. Factors that need to be considered when deciding on the method of procurement or type of contract should also be taken into account to ensure the smooth running of the project in the future.

a) Time

Most project must be completed within a certain amount of time. It is important to allow enough time for design, especially if the design must be completed before the construction of the building is done (Davis et al., 2008). Therefore, time is a very critical aspect because every planning for a project and project related matters will be related to time. If the selection of an initial completion is wrong then various things will happen such as overlapping activities. This will cause more time or delay that needs to be faced and additional costs also need to be borne.

b) Risk

Risk is something that can be detected and often times most people are unaware that the risk exists. If this risk exists in the project, then it can affect certain sources of revenue. For example, for people who are inexperienced and new to the field of construction they have the potential to face significant difficulties in understanding the nature of the construction industry.

c) Budget

Budget or cost is a significant consideration for all clients, as well as an assessment of the client's requirement for price certainty (Davis et al., 2008). It should be undertaken considering that there is a time delay from the initial estimate to when tenders are received. If the client makes additions to the design of the building that has been completed then it will involve additional costs not only that the contractor will also have problems with the work schedule that has been set.

2.4.2 Types of Procurement Method

2.4.2.1 Traditional Procurement

The consultant was recruited for design, cost management, and contract admiration in traditional techniques, while the contractor completed the work (UBLM78-15-M, 2016). The employer understands that design work will normally be separated from construction, that design and cost control consultants will be hired, and that the contractor will be in charge of completing the work (Davis et al., 2008). This means that for the traditional method, the employer's job involves the implementation of the project, including the handling of subcontractors and suppliers. The employer will also appoint a project management team to work on a project being handled. In addition, most projects that use traditional methods often use a competitive tendering process for the process of selecting a suitable contractor. There are three types of traditional procurement methods that are often used, among them are (Davis et al., 2008):-

a) Lump sum contracts

The contract total is set prior to the start of construction and the amount is written into the contract. Usually, this contract can be found in specifications and drawings.

b) Measurement contracts

The contract sum is known precisely at the time of completion and after re-measurement to a pre-determined basis.

c) Cost reimbursement

The contract total is calculated using actual labour, plant, and material costs, plus a fee to cover overheads and profit. For this method it is used for projects that the client wants to complete with the expected quality.

2.4.2.2 Design and Build Procurement

A contractor assumes responsibility for some or all of the design in a design and build contract (Davis et al., 2008). There will be cost and time certainty since the contractor will be informed of current market conditions and will be able to ensure that the contract runs smoothly, efficiently, and economically (UBLM78-15-M, 2016).

Design and construct methods provide contract sum certainty and cost savings (Davis et al., 2008). In addition, design and construction methods are able to give contractors the freedom to use their purchasing power and market knowledge. In addition, it is also effective by enabling provision to customers at competitive prices.

2.4.2.3 Management Procurement

The management contractor is chosen through a tendering and interview process and is compensated based on the planned services, prime cost, and management fee (UBLM78-15-M, 2016). It is also used in complex projects where several management contractors will be appointed according to the scale of the project, and the project will be divided into several types. The contractor is in charge of the project, which requires a high level of faith and trust (Davis et al., 2008). For all subcontractors they will be managed and supervised by the management contractor and the customers will only communicate with the management

contractor, and in turn the risk of the customer will be transferred to the management contractor.

2.5 Site Safety Policy

Safety management is the process of identifying health and safety hazards and taking steps to reduce the likelihood of a risk materialising as well as to mitigate or eliminate the potential effects of such risks (SAEED, 2017). Safety rules are a matter that must be taken into account because all risks will always exist at the construction site, and it can cause danger and threats to employees and people around.

To ensure the implementation of a project can be carried out properly, factors related to safety and health must be given serious emphasis by the contractor. All parties must comply with all regulations set by the authorities such as Occupational Safety Health (OSHA), Department of Occupational Safety and Health (DOSH), Department of Environment (DOE) and so on.

In addition, manuals and procedures related to safety and health should be used as a reference to the contractor when carrying out work on site. This manual covers all aspects of safety which are described in detail so that the contractor understands them. There are several acts that are often mentioned in the manual such as:

i. Occupational Safety and Health Act (OSHA) – 1994

Occupational Safety and Health Act (OSHA) or better known as Act 514 must be complied with by all parties involved in any employment activity it also includes work involving construction sites. Sections 15 and 24 of OSHA describe it as the responsibility of employers and employees to comply with the occupational safety and health regulations established under those sections (OSHA, 2015). If it is violated then it can result in the employer and also the employee being subject to action in accordance with the provisions that have been set under this act.

ii. Environmental Quality Act (EQA) – 1974

In this act it emphasizes on regulations related to pollution and noise. The Act deals with the permissible level of noise of an operation, liquid wastes discharged into drainage (EQA, 2011). The contractor must take certain measures to ensure that the quality of the environment is in a state that is not polluted as a result of the implementation of the project.

Workers must be provided with personal protective equipment as self-protection while at the tile site to ensure personal safety. When this PPE is used the probability for an injury to occur can be avoided not only that in the event of an injury it can also reduce the effects of the injury from becoming more serious such as loss of life.

Finally, the contractor ensures that the level of cleanliness on the site is always maintained so that it is a safe place for employees and the public. These aspects of hygiene include layout, storage of hazardous items, location of storage and waste disposal. This is very important because any situation that can be the cause of the existence of a dangerous disease should be avoided because legal action will be taken by the authorities if this happens.

2.5.1 Personal Protective Equipment (PPE)

The construction site is an area full of various types of hazards such as sharp edges, falling objects, flying sparks, chemicals, noise and more. If work practices and administrative controls cannot be implemented or do not provide adequate protection, employers must provide personal protective equipment (PPE) to their employees and ensure their use (Jacob et al., 2015).

Personal protective equipment (PPE) is used to create a protective barrier between workers and hazards in the workplace. The use of PPE can help employees to avoid any injuries while performing tasks, but employees often avoid using it. It is the responsibility of management to set policies and regulations in the application of PPE as well as encourage them to use it. Therefore, the employer must supply this PPE equipment to all employees and

also a periodic inspection must be made to ensure that each equipment works and is in a safe condition to use.

There are different types of PPE depending on the needs of its use. This PPE can be categorized according to the risk and also the part of the body you want to protect. There are several types of PPE like head protection, hearing protection, foot protection, eye protection, hand protection, body protection, fall protection and respiratory protection.

2.6 Summary

Renovation and maintenance work has various factors which will be the cause for a work to be carried out. Not only that, to carry out this renovation work, a work program needs to be done so that the work can be done smoothly and efficiently. Building maintenance is a method of building management that must be applied to ensure the longevity of a building. There are various types of maintenance available according to the suitability of the condition of the building.

In addition, to ensure that the renovation and maintenance work runs smoothly, procurement must be provided so that any problems or misunderstandings between contractors, clients or third parties do not occur. Site safety policy as stipulated in the existing acts must be complied with and implemented. This is because any violation of the law will be subject to action or fines to the parties involved. Therefore, as employers who are responsible for maintaining the safety of construction sites, employees and the public around them must provide safety equipment and emphasize the safety of construction sites to ensure the safety of everyone.

CHAPTER 3

CASE STUDY

3.1 Introduction



Figure 3.1: Site Area



Figure 3.2: Adjacent of the building

This fertilizer store is a one storey building owned by PPK Padang Rengas with an area of 11052 mm (L) x 7400 mm (W). It is located next to the PPK Padang Rengas office located at Jalan Besar Taiping, 33700 Padang Rengas, Perak. This store is used by the PPK Padang Rengas for the storage of paddy fertilizers that have been supplied by Pertubuhan Peladang Kebangsaan (NAFAS). These fertilizers will be kept in the store before being distributed to farmers.

Before the renovation and maintenance work was done, the PPK management from the agrobusiness department which acts as the

responsible party for the distribution and storage of fertilizers has prepared a proposal paper to NAFAS to apply for allocation for renovation and maintenance projects. This application is made to ensure the process of storage and distribution of fertilizer to be smoother and more efficient in the future.

The renovation work was handled by a contractor appointed by the PPK Padang Rengas which is Hanim Mikhail Enterprise and construction started on 25 November 2021 and was fully completed on 4 December 2021. A total of five employees were involved in this renovation and maintenance process. The total cost of this project is RM 20,000.00 where this cost is the allocation provided by Pertubuhan Peladang Kebangsaan (NAFAS).

The appointed contractor has prepared a list of quotations according to the budget set by the PPK Padang Rengas. In addition, they have also prepared specifications and types of materials that will be used according to the budget that has been set. After everything is agreed, the contractor and the PPK Padang Rengas will sign all agreements and the construction process will begin according to the date that has been set.

3.2 Location Plan

3.2.1 Key Plan



Figure 3.3: Key Plan

This building is located in the Padang Rengas district where it is 5.8 km (6 minutes) from the Kuala Kangsar toll plaza and 16.2km (20 minutes) from the Changkat Jering toll road, Taiping.

3.2.2 Location Plan

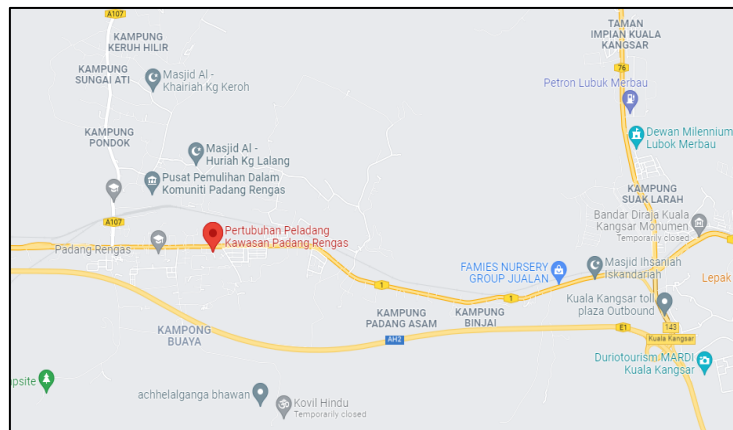


Figure 3.4: Location Plan

This building is located in the Padang Rengas district where it is 5.8 km (10 minutes) from the Kuala Kangsar town and it is located close to several villages such as Kampung Padang Asam and Kampung Buaya.

3.2.3 Site Plan



Figure 3.5: Site Plan

The project building is located next to the PPK PR office and there are several adjacent buildings such as Petronas's petrol stations, Petron petrol stations and housing estates (Taman Seri Permai). The store building is also adjacent to the PPK building, PPK input shop, salon shop, stall, and market.

3.3 The Process of Procurement

The procurement process for the renovation and maintenance project of the PPK Padang Rengas fertilizer store is done to obtain a requirement from a third party, which is Pertubuhan Peladang Kebangsaan (NAFAS) by using the money that has been allocated and in accordance with the laws and guidelines that have been set. There are five procurement processes carried out by the PPK to ensure the project runs smoothly and is desired.

3.3.1 Proposal Paper for Renovation and Maintenance Works

The proposal paper is an initial plan for procurement where it is prepared for the purpose of notification to the head of the agency. This proposal paper will be submitted to the head of the agency where for this project the head of the agency is the director of NAFAS. In addition, there are several lists and categories that need to be included in this proposal paper such as:

a) Purpose of Paper Work

For this section will explain about the purpose of this proposal paper. For example, for this PPK project, the purpose of doing this proposal paper is to apply for an allocation from NAFAS to do a fertilizer store renovation project. The total allocation requested is RM 20 000 where the purpose is to ensure the smooth service and distribution of fertilizer.

b) Project Background and Problems

The background of the project and the problems encountered should be described in this section so that third parties can understand and know the situation or problems encountered. For this case study project, the problem they face is that the activity of receiving and distributing fertilizer is limited where there are some damaged elements such as the roof that has leaked and the

main door which is the place of entrance and exit activity is too small.

c) Applicant's Background

The background of the applicant must be listed correctly so that the parties involved can know whether it is a fake or valid application. In addition, it also makes it easier for the parties involved to know the general information of the applicant. The PPK has listed important basic information such as agency name, address, registration number and activities performed. This has facilitated the work of the parties involved not only that it can also open opportunities for applicants to be accepted.

d) Project Objectives

In this section it describes the main objectives of the project. For PPK, their objective for this project is to facilitate the distribution and storage of fertilizer, increase profitability, improve in terms of storage of fertilizer in stores more systematically and efficiently, reduce problems and increase buyer's trust for PPK.

e) Project Cost

For the cost part of this project, each specification must be stated in detail, including in terms of number, size and so on. The estimated cost of the project must be stated according to the current market price. For this renovation and maintenance project, the estimated cost stated is RM 20,000.

f) Justification and Benefits of the Project

The justification and benefits of the project will be explained on the advantages if the project is done regardless of the benefits that will be obtained now or in the future. For example, for PPK,

they stated about the advantages they received such as being able to provide facilities in terms of distribution services, storage and in the future, it can provide satisfaction and increase productivity.

g) Conclusion

The conclusion of this proposal paper is about the benefits and things gained from the project that will be carried out regardless of the agency or the client.

3.3.2 Letter of Application for Renovation and Maintenance Works

The application letter for the proposal paper must be given to a third party, namely the director of the NAFAS agency. In the letter, the matters to be discussed with third parties are stated.

3.3.3 Paper Work for Renovation and Maintenance Works

The paper is very important because it will be used as a reference for a project. In this paper various matters will be discussed, and recommendations will be presented. In general, this paper aims to state the reasons or evidence that can be given to obtain something such as approval for a financial allocation or approval to carry out a project and so on.

The working paper provided by the PPK to NAFAS includes a report on the description of the damage found in the fertilizer store. The type of damage, photos and evidence are also stated for the understanding and evidence of the parties involved. In addition, the estimated cost of expenditure is also stated in terms of details, quantity, unit price and estimated amount for the project.

3.3.4 Quotation Letter by the Contractor

A quotation is an offer given by a supplier to submit the price of equipment and materials. The reasonableness of the offer such

as price, delivery period and quality must meet the terms and conditions of the quotation because it will be the criteria in making a decision. The best quotation document must contain detailed details of the equipment specifications, materials, size, place of delivery as well as the terms and conditions that have been set.

Next, the PPK has selected two contractors to carry out this project, which is Hanim Mikhail Enterprise and MHR Satria Enterprise. The PPK has made an application to the contractor to pay in half in advance as a consideration because the allocation received is not fully received but will be received half in advance. After researching based on the application made by the PPK, Mikhail Enterprise who has been selected as the contractor for this project. This is because only Mikhail Enterprise is able to receive payment in half.

3.3.5 Contractor Appointment Letter

Once a contractor is selected for the project then a letter of appointment needs to be made to the contractor responsible for notification to them. In addition, the scope of work that has been agreed must also be stated in this letter as stated in the quotation.

3.4 Process of Renovation

3.4.1 Wall Demolition



Figure 3.6: Demolition of wall

The process of demolishing the exterior wall of the store is done for the installation of new store doors. This exterior wall demolition work needs to be done because the installation of new door to facilitate the work of distribution and service of fertilizer.

Firstly, workers marked the new door size (12 'x 10') on the original wall. This marking process is done so that there is no mistake on the wall size during the installation of a new door. If the size of the wall does not match the size of the door, then the demolition work needs to be done again. This will cause a delay in terms of time for the setup process.

Next, the demolition work of the wall is done by using the manual method by using an electric demolition jack hammer. Fragments of the broken walls will be collected and placed on the truck. The process of collecting wall debris is to ensure the cleanliness of the project area and prevent injuries to employees and the public.

3.4.2 Door Installation



Figure 3.7: New door for the store

The replacement of the store entrance is done to facilitate the distribution activities and fertilizer service by distributors and buyers. First of all, after the wall demolition work for the new door is done, the door installation work needs to be done. This installation process needs to be done correctly because if not installed correctly the door will not level and it cannot be opened or closed properly. The new door used is a 12 'x 10' iron type sliding door.

Next, the installation of the door frame needs to be done based on the location that has been marked and fixed with the wall. Finally, after it is ready to be placed, the door needs to be tested to see if it opens and closes correctly.

3.4.3 Roof Replacement



Figure 3.8: Condition of the roof during replacement work



Figure 3.9: Roof removal process



Figure 3.10: Roof removal process

As the existing roof of this fertilizer store is leaking and worn, it needs to be replaced with a new roof so that the fertilizer storage activity runs smoothly and is not exposed to light and water. This is to ensure the quality of the fertilizer can be maintained.

The type of roof that will be used during this project is the metal deck type. The first process of roof replacement is by removing the old roof. Workers will remove the old roof and lower the roof to make space for the new roof.

Next a new roof installation will be done. where it will be placed according to the existing roof deck. Finally, cleaning work and final inspection were done to ensure that the area had no garbage that could cause injuries and threaten the lives of the surrounding residents.

3.5 Summary

In this chapter he describes the process of how this renovation and maintenance project is carried out. There are two processes described in this chapter, namely the procurement process and the renovation and maintenance works process. These processes are very important because they are able to prevent the occurrence of problems such as misunderstandings and delays that can affect the increase in project costs.

The procurement process describes from beginning to end about the contracts that need to be in place to carry out this project. It includes proposal papers, applications, working papers, quotations and up to the appointment of a contractor. While for renovation and maintenance works process describes the process done by workers for wall demolition work, door installation and roof replacement.

Lastly, from what has been seen and studied for this case study project there are several things that can lead to problems. Such as work processes that do not comply with the safety and health policies set by the authorities.

CHAPTER 4

ISSUE & PROBLEMS

4.1 Introduction

In this section it will describe the problems and issues that exist in the case study construction site. As we know, the construction site is very vulnerable to various dangers and threats that can have a very severe impact on the surrounding residents and the workforce there.

Various problems have been identified based on observations during the renovation and maintenance project at the PPK store. Most of these issues involve the safety and health of employees and surrounding residents where each of these problems will be encountered with appropriate solutions. Each of these problems must be prevented to ensure that no accidents occur because it is very dangerous that can involve loss of life.

4.2 Issues and Problems at Case Study

4.2.1 Workers Safety and PPE



Figure 4.1: Process of moving the old roof

Accident issues on construction sites that often occur due to workers not complying with the rules on construction sites by neglecting the proper and safe aspects of PPE application. Based on the observations that have been done during the renovation and maintenance work carried out in this PPK store, some employees do not wear PPE. Some of these workers are not provided with PPE while doing renovation work such as doing roof clearing work without wearing gloves, safety hats and safety boots. They should be provided with adequate safety equipment so that their safety is guaranteed, but the opposite is happening.

4.2.2 Dust Pollution

The main problem to be faced by the PPK is dust pollution caused by wall demolition works. This problem arises when workers carry out the process of demolition of walls without any barriers and warning notices. The contractor should inform the occupants around the building to reduce the spread of dust into the surrounding building. They

should also put barriers so that the spread of dust can be reduced to ensure the health of the surrounding residents. The spread of this dust should be taken seriously because it will cause various diseases and pollution that can have a negative impact on the occupants around the building. It is best that the contractor can place a barrier during the demolition work of the wall because it only involves the door part of the building or give an early warning to the occupants to close each of their doors and windows to reduce the spread of dust into their space.

CHAPTER 5

RECOMMENDATION &

CONCLUSION

5.1 Recommendation and Conclusion

In conclusion, the renovation and maintenance of the building is not a job that should be underestimated because of the various rules that need to be followed. This is because each of these rules is able to give a positive impact on the project and able to smooth the work process. Not only that, but these regulations can also guarantee the safety and health of employees and residents around. In terms of compliance with these safety rules, it can prevent the occurrence of death or serious accidents that can affect the work process.

Based on the issues that have been identified at the project site previously, some appropriate recommendations will be applied to overcome and reduce these problems in the future.

a) Hire a contractor who has workers under the safety department

The proposal to hire a contractor who has employees under the safety department is an initiative to avoid any problems that occur without involving other parties. For example, if an accident occurs due to the negligence of the employer for not providing safety equipment such as PPE to their employees cannot blame the client because this is under the responsibility of the employer.

In addition, it is the duty of the employer to provide the necessary information, instruction, training, and supervision on safe practices including legal requirements. Employers need to conduct specific training for their organizations with an emphasis on processes that involve specific hazards. This can further strengthen the work process where any delays can be avoided, and costs can also be saved.

b) Improve working quality

The client's first impression of the contractor is how the project they want is done as best as possible or carelessly. If the project they

receive is carried out in an orderly manner and according to the rules then the client will be satisfied and will use their services in the future.

For the second issue of this case study, the contractor should ensure that the demolition work is equipped with protective measures such as using plastic sheeting to build an enclosure around the work area. Not only that, but they can also use other methods such as giving notice to the surrounding residents about the demolition work will be done so to ensure they are avoided from dust then they need to close every door and window to prevent dust from entering their building.

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APPENDIX

1. Proposal Paper for Renovation and Maintenance Works



KERTAS CADANGAN PEMBAIKAN NAIK TARAF STOR BAJA PADI SEDIA ADA PERTUBUHAN PELADANG KAWASAN PADANG RENGAS

1. PENDAHULUAN

1.1 Tujuan Kertas Kerja

- a. Memohon Peruntukan daripada Pertubuhan Peladang Kenagsaan (NAFAS) bagi memohon pembaikan Stor Baja Padi Pertubuhan Peladang Kawasan (PPK) Padang Rengas untuk melaksanakan aktiviti penyimpanan dan pengedaran baja padi dengan lebih baik dan efisien.
- b. Memohon Peruntukan Naik Taraf Stor Baja Padi Sedia Ada yang berjumlah RM 20,000.00.
- c. Aktiviti pengedaran baja padi SBPKP adalah satu aktiviti perkhidmatan di PPK yang memberikan perkhidmatan terus kepada pesawah-pesawah di kawasan Padang Rengas.

1.2 Latarbelakang Projek/Masalah

- a. Memastikan kerja-kerja penerimaan dan pengedaran baja SBPKP di laksanakan dengan baik.
- b. Meningkatkan keyakinan ahli dan pesawah kepada Pertubuhan Peladang Kawasan (PPK) melalui perkhidmatan yang diberikan secara menyeluruh.

2. LATAR BELAKANG PEMOHON (PPK PADANG RENGAS)

2.1 MaklumatAsas

- | | | | |
|----|---------------------------|---|---|
| a. | Nama PPK | : | PPK Padang Rengas |
| b. | Alamat | : | Jalan Besar Taiping, 33700 Padang Rengas, |
| c. | No. Pendaftaran | : | PPK 008 |
| d. | Luas Kawasan Pengendalian | : | 5287.90 Hektar |
| e. | Luas Kawasan Padi | : | 308.1151 Hektar |

f.	Unit Peladang	:	30 Unit
g.	Saham Ahli	:	RM 311,569.35
h.	Bil Ahli	:	3126
i.	Bil Anggota Pengurusan	:	8 Orang

2.2 **Aktiviti**

- a. Bekalan Input Pertanian
- b. Perkhidmatan Kredit/Simpanan
- c. Pengedaran Baja Padi di bawah skim SBPKP
- d. Kegiatan Sosial dan Kebajikan
- e. Program Usahawan Peladang
- f. Sewaan Tapak / Bangunan

3. **OBJEKTIF PROJEK**

- 3.1 Menyediakan kemudahan dalam pengurusan pengedaran dan penyimpanan baja SBPKP di stor baja akan dapat membantu PPK :
 - i) Meningkatkan kecekapan pengedaran baja padi di bawah skim SBPKP
 - ii) Mengurangkan masalah mengambil baja dan menurunkan baja di stor baja Padi (SBPKP).
 - iii) Meningkatkan kepercayaan pesawah terhadap PPK dalam urusan pengedaran baja padi (SBPKP).
- 3.2 Meningkatkan pertambahan isipadu dan keuntungan PPK
- 3.3 Menambahbaik dari segi penyimpanan baja di stor baja padi dengan sistematik dan efisien serta memudahkan proses penurunan baja padi dari lori ke stor

4. KOS PROJEK

BIL	PERKARA	KOS (RM)
1.	Membina Satu unit Pintu besi gelunsur berukuran 10' x 10' setor baja	5,000.00
2.	Membaiki dan menukar bumbung setor	12,000.00
3.	Memasang ekzos fan (1 Unit) dan wairing	500.00
4.	Membaiki wairing setor	2,000.00
5.	Memasang Kipas (1 Unit) dan wairing	500.00
	JUMLAH BESAR	20,000.00

6 JUSTIFIKASI PROJEK DAN FAEDAH

a) Justifikasi

- i Projek ini dapat memberikan kemudahan perkhidmatan kepada pesawah dan ahli peladang bagi melaksanakan aktiviti pengedaran baja padi.
- ii Cadangan pembaikan stor baja ini bagi memudahkan penyimpanan baja teratur dan memudahkan kerja-kerja pemunggahan baja dari lori ke dalam stor.
- iii Aktiviti projek pengedaran baja padi dijangka dapat ditingkatkan dan seterusnya memberi kepuasan kepada pesawah dan ahli peladang.

7 KESIMPULAN

- a. Penambahbaikan Stor Baja Padi ini akan dapat meningkatkan keupayaan dan kecukupan PPK dalam urusan pengedaran dan penyimpanan baja padi. Ianya juga dapat menambahbaik lagi cara susun atur penyimpanan baja dengan lebih teratur. Selain itu ahli-ahli serta pesawah juga akan memperolehi kemudahan kerana masalah-masalah dalam urusan pengedaran baja seperti kesukaran pesawah mengambil baja jauh dari lori untuk di muatkan ke dalam lori mereka dapat diatasi melalui stor baja padi yang lebih baik..
- b. Selain daripada penyimpanan baja padi yang teratur, faktor utama adalah perkhidmatan PPK kepada pesawah dan ahli dalam bidang pertanian yang merupakan peranan utama PPK.

PPK PADANG RENGAS, PERAK

- c. Penambahbaikan yang dipohon ini dapat melancarkan perjalanan aktiviti PPK dengan peningkatan perkhidmatan dari segi pengedaran dan penyimpanan baja padi.
- d. Maka, pihak PPK Padang Rengas berharap permohonan ini dapat dipertimbangkan dan seterusnya diluluskan.

Disediakan oleh,

**PENGURUS BAHAGIAN
PPK PADANG RENGAS, PERAK**



MOHD MUZAMMIR BIN KAMARUZZAMAN
Pengurus Perniagaan Tani
PPK Padang Rengas
840520-08-5477

Disemak oleh,

**PENGURUS BESAR
PPK PADANG RENGAS, PERAK**



MOHD SOLEH BIN MOHAMAD RIDI
Pengurus Besar
PPK Padang Rengas
770405-08-6879

2. Letter of Application for Renovation and Maintenance Works



Bil Surat Kami : PPK.PR.(F) 1 / 1 Jld. 3 ()
Tarikh : 10 Sept 2021

Kepada :

Pengarah,
Lembaga Pertubuhan Peladang
Negeri Perak,
Ipoh

(U/P : Bahagian Skim Baja Padi Kerajaan Persekutuan)

Tuan/Puan,

PERMOHONAN KERTAS CADANGAN PEMBAIKAN NAIK TARAF STOR BAJA PADI SEDIA ADA PPK PADANG RENGAS

Dengan segala hormatnya merujuk kepada perkara diatas, bersama-sama ini disertakan kertas cadangan pembaikan naik taraf stor baja padi sedia ada bagi PPK Padang Rengas.

Segala kerjasama daripada pihak tuan/puan didahulukan dengan ucapan terima kasih.

" WAWASAN KEMAKMURAN BERSAMA 2030 "

Tema Hari Peladang, Penternak Dan Nelayan Kebangsaan (HPPNK) 2019
"MAKANAN KITA MASA DEPAN KITA"

Saya yang menjalankan amanah,

(MOHD SOLEH BI MOHAMAD RIDI)
Pengurus Besar.

S.k - Pegawai Penyelia Daerah Wilayah Perak Tengah

Fail

"BERGERAK MAJU BERSAMA PELADANG"

3. Paper Work for Renovation and Maintenance Works



BSA/PPBP/UP/001
TARIKH :
RUJUKAN NAFAS :



1. LAPORAN GAMBAR KEROSAKAN STOR

BIL	JENIS KEROSAKAN	KETERANGAN	GAMBAR DI LAMPIRAN
1	FIZIKAL STOR	Atap bocor /dinding retak/ pintu dan tingkap pecah atau patah/ pagar stor rosak/ lantai pecah/ roller shutter tidak bergerak atau tersekat	A
2	PALET	Palet dalam keadaan reput/ retak/patah/tajam dan membahayakan semasa pengendalian beg baja.	B
3	FASILITI	Sistem pendawaian elektrik yang rosak / sistem jana elektrik rosak /saluran air atau longkang tersumbat/exhaust fan rosak dan tidak berfungsi.	C

PEMOHON (PPK)		DISAHKAN OLEH	KEGUNAAN NAFAS
DISEDIAKAN OLEH	DISEMAK OLEH PENGURUS BESAR	LPP NEGERI/IBUPEJABAT MADA/KADA/JABATAN PERTANIAN SARAWAK	DISEMAK OLEH
NAMA : MOHD MUZAMMIR BIN KAMARUZZAMAN	NAMA : MOHD SOLEH BIN MOHAMAD RIDI	NAMA	NAMA
TARIKH	TARIKH	TARIKH	TARIKH
NOTA PENTING			
a. Semua gambar kerosakan hendaklah diisi pada lampiran yang berasingan mengikut kod yang telah ditetapkan b. Pastikan setiap gambar yang dihantar adalah jelas dan disahkan oleh Pengurus Besar bagi setiap lampiran.			



BSA/PPBP/UP/002

TARIKH :

RUJUKAN NAFAS :

2. ANGGARAN KOS PERBELANJAAN PEMBAIKAN STOR

BIL	BUTIRAN KERJA	KUANTITI	HARGA SEUNIT	JUMLAH (RM)
1	Membina satu unit pintu besi gelundur bersaiz 10' x 10'	1	5,000.00	5,000.00
2	Membaiki dan menukar bumbung stor	LSM	12,000.00	12,000.00
3	Memasang Ekos Fan dan wairing	1	500.00	500.00
4	Membaiki Wairing Stor	LSM	2,000.00	2,000.00
5	Memasang kipas dan wairing	1	500.00	500.00
6	Awning	LSM	5,000.00	5,000.00
7				
JUMLAH ANGGARAN KESELURUHAN (RM)				25,000.00

PEMOHON (PPK)		DISAHKAN OLEH	KEGUNAAN NAFAS
DISEDIAKAN OLEH	DISAHKAN OLEH PENGURUS BESAR	LPP NEGERI/IBUPEJABAT MADA/KADA/JABATAN PERTANIAN SARAWAK	DISEMAK OLEH
NAMA : MOHD MUZAMMIR BIN KAMARUZZAMAN	NAMA : MOHD SOLEH BIN MOHAMAD RIDI	NAMA	NAMA
TARIKH	TARIKH	TARIKH	TARIKH

NOTA PENTING

- Anggaran kos ini hendaklah diisi dengan maklumat yang tepat untuk mengelakkan sebarang masalah.
- Pihak NAFAS mempunyai hak dalam meminda/memotong atau membatalkan mana-mana kos yang tidak mengikut skop bantuan




Gambar Keadaan Stor Baja PPK Padang Rengas





4. Quotation Letter by the Contractor



HANIM MIKHAIL ENTEPRISE
 (TP0529742 - V)
 No 2 Tingkat Bawah Kedai MDKK, 33700 Padang Rengas
 Perak Darul Ridzuan
 Tel : 011- 16484538 Email : shaharuj@yahoo.com

QUOTATION

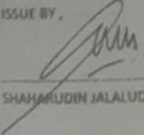
TO: PERTUBUHAN PELADANG KAWASAN
 PADANG RENGAS
 33700 PADANG RENGAS
 PERAK
 (U/P : YANG BERKENAAN)

DATE : 3/11/2021
 INV NO : PPK-PR(19/2021)

RE: KERJA - KERJA MENAIKTARAF & PENYELENGGARAAN STOR SIMPANAN BAJA

NO	DATE	REF NO	DESCRIPTION	UNIT	QUANTITY	PRICE (RM)	AMOUNT (RM)
1	3/11/2021	1.0	BAIKPULIH BUMBUNG STOR Kerja -kerja Membuka & memasang bumbung jenis metal deck gred G28	ft	2,800		
		2.0	PINTU BESI SLIDING 12 X 10 Kerja - kerja membina & memasang pintu besi termasuk peralatan & tenaga kerja	ft	120		
		3.0	KIPAS DINDING & EKHAUST FAN INDUSTRI Membekal & memasang termasuk "wiring", tenaga kerja & binaan - Kipas dinding industri 26" - exhaust fan heavy duty 24"	Nos Nos	1 1		20,000.00
		4.0	Membersihkan kawasan tapak kerja selepas selesai pembinaan				
TOTAL							20,000.00

Note :
 1. Kindly please acknowledge receive for this quotation.

ISSUE BY ,

 SHAHARUDIN JALALUDDIN

RECEIVE BY ,

THANK YOU FOR YOUR BUSINESS

5. Contractor Appointment Letter



PERTUBUHAN PELADANG KAWASAN PADANG RENGAS, PERAK

Didaftarkan Dibawah Akta Pertubuhan Peladang 1973 No. Pendaftaran : PPK008

Jalan Besar Taiping,
33700 Padang Rengas,
Perak

05-7584301

05-7583689

ppk.prngas@lpp.gov.my

Rujukan Kami : PPK PR (F) 30/2
Tarikh : 03 November 2021

HANIM MIKHAIL ENTEPRISE

No.2, Tingkat Kedai MBDKK,
33700 Padang Rengas,
Perak Darul Ridzuan.

Tuan,

SURAT PELANTIKAN SEBAGAI KONTRAKTOR BAGI KERJA-KERJA MENAIKTARAF & PENYELENGGARAAN STOR SIMPANAN BAJA PPK PADANG RENGAS

Dengan segala hormatnya berhubung dengan perkara di atas adalah dirujuk.

2. Sukacitanya dimaklumkan bahawa PPK Padang Rengas dengan ini melantik **Hanim Mikhail Enterprise** sebagai kontraktor bertanggungjawab untuk kerja- kerja yang tersebut di atas.
3. Skop kerja yang terlibat ialah menaiktaraf dan penyelenggaraan yang telah dibincangkan semasa lawatan ke tapak dan yang terdapat di dalam sebutharga oleh syarikat tuan.
4. Segala kerjasama dari pihak tuan kami sudahi dengan ucapan ribuan terima kasih.

Tema Hari Peladang, Penternak dan Nelayan Kebangsaan (HPPNK) 2019
"WAWASAN KEMAKMURAN BERSAMA 2030"

Saya yang menjalankan amanah,

(MOHD MUZAMMIR BIN KAMARUZZAMAN)
Tim. Pengurus Besar,
Pertubuhan Peladang Kawasan Padang Rengas

sk File

"BERGERAK MAJU BERSAMA PELADANG"