



UNIVERSITI TEKNOLOGI MARA

BSS657: MAINTENANCE AND FACILITIES MANAGEMENT

Course Name (English)	MAINTENANCE AND FACILITIES MANAGEMENT APPROVED
Course Code	BSS657
MQF Credit	3
Course Description	The module establishes the need for and the requirements of a maintenance policy. It deals with the role of management and the methods adopted to monitor methods and control of maintenance of fabric, services and facilities in buildings, including IT applications. Also to the management role and policy related to non-core facilities of the organization.
Transferable Skills	Management in maintenance, facilities in building
Teaching Methodologies	Lectures, Tutorial
CLO	CLO1 acquire skills in analyzing and managing functions and workforce concerned with the maintenance of old and new buildings. CLO2 apply management functions related to Facilities Management.
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to Maintenance: 1.1) Ecological criteria impact to building maintenance 1.2) Liability in Property development and building design to maintenance	
2. Maintenance 2.1) • Definition 2.2) • Economic of maintenance 2.3) • Types and implementation of maintenance 2.4) • Emergency systems 2.5) • Safety and health requirements 2.6) • Fire precautions 2.7) • Security and risk	
3. Management & Organisation Structure 3.1) • Role of Maintenance Organisation 3.2) • Planning & control 3.3) • Structure of department 3.4) • Assessment and procedures 3.5) • Strategy, policy, criteria 3.6) • Financial and budgeting, specification 3.7) • Maintenance Performance 3.8) • Maintenance through Contractors 3.9) • Design maintenance 3.10) • Domestic , commercial and factory 3.11) • Green building 3.12) • Intelligent building/ Retrofitting Building	
4. Methods and procedures 4.1) • Schedules and manuals , audit 4.2) • Plan maintenance program 4.3) • Deferred maintenance 4.4) • Computerised maintenance management Information technology system (CMMS) 4.5) • Intelligent Buildings maintenance system 4.6) • Retrofit building 4.7) • Evaluation of Maintenance management systems 4.8) • Skill and Evaluation for effective systems	

4.9) • Skill and Evaluation for effective maintenance management in house and outsource 4.10) • Post occupancy evaluation 4.11) • Current research in maintenance development
5. Facilities management, Risk management and Value management 5.1) • Introduction and concept 5.2) • Scope and responsibilities
6. Test 6.1) n/a
7. Examination 7.1) n/a

Assessment Breakdown	%
Continuous Assessment	30.00%
Final Assessment	70.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	n/a	10%	CLO1
	Assignment	n/a	10%	CLO2
	Test	n/a	10%	CLO1 , CLO2

Reading List	Recommended Text	<ul style="list-style-type: none"> • RICS 1992, <i>Building Maintenance – Guidance Notes</i>, RICS Books London • Chartered B & Swallow P 1996, <i>Building Maintenance Management</i>, Blackwell Science Oxford.
	Reference Book Resources	<ul style="list-style-type: none"> • Hollis 2000, <i>Surveying Building (4th Ed)</i>, 4th Ed Ed., RICS Books London • Baker & Steemers 1991, <i>Energy and Environment in Architectural</i>, E & FN Spon London • RICS 1992, <i>Building Surveys and Inspection of Commercial and Industrial Properties</i>, RICS Books London • Edington 1993, <i>Property Management</i>, McMillan London • Griffith A & Watson P 2004, <i>Construction Management</i>, Mc Millan London • CIOB 1990, <i>Maintenance Management CIOB</i>, Englemere London • Barrett P. & Baldry D 2003, <i>Facilities Management : Towards Best Practice</i>, 2nd Ed Ed., Blackwell Science Oxford
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	