

Analysis Of Work Diary Sheets For Students in Building Surveying Programme

Note: Write total hrs per day/week work on certain area.

STUDENT NAME: _____ Matrix no: **BEB** _____

| AREA OF APPROVED INDUSTRIAL TRAINING EXPERIENCE | Code of training area | Training Weeks | | | | Total for 4 weeks | Training Weeks | | | | Total for 4 weeks | Training Weeks | | | | Total for 4 weeks | Grand Total |
|---|-----------------------|----------------|---|---|---|-------------------|----------------|---|---|---|-------------------|----------------|---|---|---|-------------------|-------------|
| | | 1 | 2 | 3 | 4 | | 1 | 2 | 3 | 4 | | 1 | 2 | 3 | 4 | | |
| BUILDING CONTROL | 1.1 | | | | | | | | | | | | | | | | |
| Inspection of requirement and registration of plan submission | 1.1.1 | | | | | | | | | | | | | | | | |
| Plan checking | 1.1.2 | | | | | | | | | | | | | | | | |
| Health and Safety Inspection | 1.1.3 | | | | | | | | | | | | | | | | |
| Periodical inspection on site | 1.1.4 | | | | | | | | | | | | | | | | |
| Final inspection of building and facilities | 1.1.5 | | | | | | | | | | | | | | | | |
| Process issuance of C.F.O / C.C.C | 1.1.6 | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | | |
| BUILDING INSPECTION | 1.2 | | | | | | | | | | | | | | | | |
| Negotiation and contract | 1.2.1 | | | | | | | | | | | | | | | | |
| Data search and documentation | 1.2.2 | | | | | | | | | | | | | | | | |
| Organizing of work task and equipments | 1.2.3 | | | | | | | | | | | | | | | | |
| Building condition assessment | 1.2.4 | | | | | | | | | | | | | | | | |
| Data entry and analysis | 1.2.5 | | | | | | | | | | | | | | | | |
| Preparation of plans / drawings | 1.2.6 | | | | | | | | | | | | | | | | |
| Specification writing | 1.2.7 | | | | | | | | | | | | | | | | |
| Costing and listing of repair works | 1.2.8 | | | | | | | | | | | | | | | | |
| Report writing | 1.2.9 | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | | |
| BUILDING MAINTENANCE | 1.3 | | | | | | | | | | | | | | | | |
| Inspection of defects | 1.3.1 | | | | | | | | | | | | | | | | |
| Costing and estimation | 1.3.2 | | | | | | | | | | | | | | | | |
| Specification writing and contract administration | 1.3.3 | | | | | | | | | | | | | | | | |
| Supervision of maintenance works | 1.3.4 | | | | | | | | | | | | | | | | |
| M & E maintenance works | 1.3.5 | | | | | | | | | | | | | | | | |
| Civil works | 1.3.6 | | | | | | | | | | | | | | | | |
| Plumbing and building services works | 1.3.7 | | | | | | | | | | | | | | | | |
| Maintenance monitoring and application | 1.3.8 | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | | |

Analysis Of Work Diary Sheets For Students in Building Surveying Programme (cont'd)

Note: Write total hrs per day/week work on certain area.

STUDENT NAME: _____ Matrix no: **BEB** _____

| AREA OF APPROVED INDUSTRIAL TRAINING EXPERIENCE | Code of training area | Training Weeks | | | | Total for 4 weeks | Training Weeks | | | | Total for 4 weeks | Training Weeks | | | | Total for 4 weeks | Grand Total |
|---|-----------------------|----------------|---|---|---|-------------------|----------------|---|---|---|-------------------|----------------|---|---|---|-------------------|-------------|
| | | 1 | 2 | 3 | 4 | | 1 | 2 | 3 | 4 | | 1 | 2 | 3 | 4 | | |
| CONSTRUCTION MANAGEMENT | 1.4 | | | | | | | | | | | | | | | | |
| Project planning | 1.4.1 | | | | | | | | | | | | | | | | |
| Coasting and tendering process | 1.4.2 | | | | | | | | | | | | | | | | |
| Supervision and work condition | 1.4.3 | | | | | | | | | | | | | | | | |
| Process of claims, V.O and extension of time | 1.4.4 | | | | | | | | | | | | | | | | |
| Proper hand-over | 1.4.5 | | | | | | | | | | | | | | | | |
| Remedial works during D.L period | 1.4.6 | | | | | | | | | | | | | | | | |
| Project completion and C.F.O | 1.4.7 | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | | |
| BUILDING INSURANCE | 1.5 | | | | | | | | | | | | | | | | |
| Insurance assessment methods | 1.5.1 | | | | | | | | | | | | | | | | |
| Risk management | 1.5.2 | | | | | | | | | | | | | | | | |
| Inspection of damages and procedural | 1.5.3 | | | | | | | | | | | | | | | | |
| Negotiation and procurement methods | 1.5.4 | | | | | | | | | | | | | | | | |
| Site inspection and assessment process | 1.5.5 | | | | | | | | | | | | | | | | |
| Analysis of damages | 1.5.6 | | | | | | | | | | | | | | | | |
| Appointment of consultants | 1.5.7 | | | | | | | | | | | | | | | | |
| Report writing | 1.5.8 | | | | | | | | | | | | | | | | |
| Method of claims and payments | 1.5.9 | | | | | | | | | | | | | | | | |
| Other specialization (students to specify specialization below :) | | | | | | | | | | | | | | | | | |
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| TOTAL | | | | | | | | | | | | | | | | | |

EXAMPLE of FILLED LOG BOOK

WEEK NO: DATE: 7-05-2007 to 12-05-2007.

Diary Log Sheet

| Date | Time | | Nature Of Professional Work Carried Out | Code Of Training Area | Remarks/Comments |
|---------------------------------|---------|---------|--|--|------------------|
| 7-05-2007 | 8.30am | 10.30am | Site visit to Damansara Project site | 1.4.3 | |
| | 11.30am | 1.00pm | Assessing additional works for Damansara project. | 1.2.8 | |
| | 2.30pm | 6.30pm | Preparing list of material on site for Damansara Project | 1.4.2 | |
| 8-05-2007 | 8.30am | 1.00pm | Site visit | 1.5.5 | |
| | 2.00pm | 6.00pm | Estimation for Kementerian Pertahanan Project. | 1.3.2 | |
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| Supervisor's /Employer's Remark | | | | Supervisor's/Employer's Name and Signature | |
| | | | | Students Signature | |

