



**APPLIED TECHNOLOGY**  
GROUP OF COMPANIES  
Australia • New Zealand • Hong Kong • Malaysia • Singapore

**Applied Technology Group Sdn Bhd (1012178-W)**

W-8-1, Subang Square Business Centre, Jalan SS15/4G,

47500 Subang Jaya, Selangor, Malaysia.

Tel: (+603) 5634 7905 Fax: (+603) 5637 9945

Email: [admin@apptechgroups.net](mailto:admin@apptechgroups.net) Website: [www.apptechgroups.net](http://www.apptechgroups.net)

*Course On*

# Building Safety, Compliance and Maintenance

Date : 3-4 April 2019  
Time : 9.00 am to 5.00 pm  
Venue : Armada Hotel, Petaling Jaya

## SYNOPSIS

Fire safety management forms half the content of this course and reflects the increasing concern of building owners and occupiers since the horrific fires in Malaysia, London, Australia and Dubai during the past year. Major changes are being introduced in the UK in specifying materials such as cladding, building project management, building byelaws and codes, enforcement, maintenance and management.

This course covers best practice in identify fire hazards and managing risk, together with compliance with all other aspects of health, safety and wellbeing of building occupants, visitors, users, maintenance staff and contactors. Detailed guidance is presented on servicing and maintaining all types of property to counter threats to health and safety.

## LEARNING OBJECTIVES

This 2 days course will provide you with :

- An understanding of the importance of planned maintenance within an asset management approach and the tools and techniques required.
- An understanding of building structures, design detailing and common building defects.
- An appreciation of the strategies required to prevent building defects from occurring and mitigating their effects once signs of failure are identified.
- Guidance on smart ways of procuring repair and maintenance work efficiently, including tips on project managing contracts.
- Examples of good practice in planned building maintenance from the UK, New Zealand and other countries.

### Special Discount

Early Bird Discount RM100

*Register for course and pay before 3 March 2019*

***Claimable under HRDF SBL scheme subject to max limit allowed.  
CIDB CCD Points (Application In Progress)***

# Building Safety, Compliance and Maintenance

## SPEAKER PROFILE



### **Mr. Malcolm Thomas**

BSc(Hons), DipTP, FRICS, MIFSM  
Chartered Building Surveyor and Town Planner

Malcolm has 40 years' experience in construction, property and estate management in the UK, New Zealand, South East Asia and Spain. He has broad experience in maintenance and repairs, refurbishment, retrofit and professional work. His specialist knowledge and interests are in property asset management, planned building maintenance, building defect investigation and related software applications. Malcolm has building project and surveying experience in retail, commercial property, education and the public sector.

Malcolm is a Chartered Building Surveyor, qualified and experienced asbestos surveyor, fire risk assessor, accessibility advisor, and energy efficiency auditor. He is also a qualified Town Planner and Member of the Institute of Fire Safety Managers (UK).

He has written and delivered numerous workshops and seminars on property asset management, maintenance management and building defects, sustainable building maintenance and energy efficiency in Malaysia, Hong Kong, Singapore, Brunei, Australia and New Zealand. Malcolm has also written and delivered workshops, seminars and on-line live interactive material for various companies and professional institutes in the UK. He has written and produced training videos and DVDs.

# Building Safety, Compliance and Maintenance

## WHO SHOULD ATTEND

This course is designed for people who own, manage and maintain property. You may be in the public or private sector and responsible for national property portfolios or a substantial individual property. The course content will also benefit consultant property and facility managers as well as academics. The content draws on case study material from all types of buildings, including residential, retail, offices, leisure, hotels, industrial, commercial, schools and colleges.

- property managers
- condominium managing agents
- facility managers
- estates managers
- building surveyors
- Councils
- school principals

## WHY SHOULD PEOPLE ATTEND?

Well maintained, fit for purpose and compliant property assets are critical to the delivery of core business in all organisations; all businesses and public sector organisations need reliable, efficient and safe buildings to operate from. Unfortunately many public and commercial sector organisations continue to fail to ensure that building assets are maintained to provide satisfactory levels of performance and safety.

This course will equip you with :

- Current good practice examples in hazard identification and risk assessment
- Train you how to carry out risk assessments and inspections and equip you with the right tools for the job
- Provide you with fresh ideas on how to manage compliance and maintenance
- Demonstrate new technologies and tools to make life easier for the building and facility manager

As the owner or manager of building assets it is essential to adopt a proactive approach to managing fire safety, health and safety compliance and planned maintenance. This course is built around case studies and you will find it a stimulating source of information for your professional development.

# Building Safety, Compliance and Maintenance

## COURSE SCHEDULE

### DAY 1

|                       |   |
|-----------------------|---|
| 9.00am - 10.30am      | <b>Session 1: Main causes of fire and how it spreads</b> <ul style="list-style-type: none"><li>a. Identifying fire hazards and people at risk</li><li>b. Evaluate, remove, reduce and protect from risk</li><li>c. Record keeping and training</li><li>d. Reviewing policy, strategy and procedures</li></ul>   |
| 10.30am - 10.45am     | <i>MORNING TEA BREAK</i>  |
| 10.45am - 12.30pm     | <b>Session 2: Fire safety measures - quality assurance and performance</b> <ul style="list-style-type: none"><li>a. Escape routes, compartmentation and fire stopping</li><li>b. Fire detection, warning and emergency lighting</li><li>c. Fire fighting equipment and facilities</li><li>d. Signage and notice</li></ul>                                   |
| 12.30pm - 2.00pm      | <i>LUNCH</i>  |
| 2.00pm - 3.30pm       | <b>Session 3: The essentials of fire risk assessments</b> <ul style="list-style-type: none"><li>a. Principles and scope of fire risk assessments</li><li>b. Assessing the adequacy of existing fire precautions and fire safety management</li><li>c. Fire safety organisation in a building</li><li>d. A methodology and tool for assessing risk</li></ul> |
| 3.30pm - 3.45pm       | <i>TEA BREAK</i>  |
| 3.45pm - 5.00pm       | <b>Session 4: Undertaking and documenting fire risk assessments</b> <ul style="list-style-type: none"><li>a. Inspecting the building</li><li>b. A template for recording inspection findings</li><li>c. Preparing an action plan</li><li>d. A simple risk level estimator</li></ul>   |
| <i>END OF DAY ONE</i> |   |

# Building Safety, Compliance and Maintenance

## COURSE SCHEDULE

### DAY 2

|                       |  |
|-----------------------|--|
| 9.00am - 10.30am      | <b>Session 5: Lessons learned from UK and Australia from recent fires</b> <ul style="list-style-type: none"><li>a. Outcome of post fire inquiries and reviews</li><li>b. Changes to regulations and enforcement</li><li>c. Quality assurance and building products</li><li>d. Impact on property management</li></ul>  |
| 10.30am - 10.45am     | <i>MORNING TEA BREAK</i>   |
| 10.45am - 12.30pm     | <b>Session 6: Health, safety and wellbeing compliance with best practise</b> <ul style="list-style-type: none"><li>a. Harmful substances and materials in buildings</li><li>b. Managing risk - electrical, gas and water safety</li><li>c. Hazard and managing risk from slips, trips, falls and working at height</li><li>d. Maintaining buildings safely</li></ul> |
| 12.30pm - 2.00pm      | <i>LUNCH</i>   |
| 2.00pm - 3.30pm       | <b>Session 7: Building safety and maintenance</b> <ul style="list-style-type: none"><li>a. Strategies for prevention and mitigation of defects</li><li>b. Internal air quality</li><li>c. Water, drainage and flood risk</li><li>d. Servicing inspections and maintenance planning</li></ul>   |
| 3.30pm - 3.45pm       | <i>TEA BREAK</i>   |
| 3.45pm - 5.00pm       | <b>Session 8: Designing for maintenance</b> <ul style="list-style-type: none"><li>a. Making a building easier to maintain - interior and building services</li><li>b. Making a building easier to maintain - external</li><li>c. Selecting and specifying safe materials</li><li>d. Software update for maintenance and health and safety</li></ul>                  |
| <i>END OF DAY TWO</i> |  |



## COURSE REGISTRATION FORM

**Course title:**  
**Building Safety, Compliance  
 and Maintenance**

(✓ Please tick)

**3-4 April 2019**

*Petaling Jaya, Armada Hotel*

### Company Information

|                  |  |
|------------------|--|
| Company:         |  |
| Address:         |  |
| State/ Province: |  |
| Zip/Postal Code: |  |
| Country:         |  |
| Contact Person:  |  |
| Email:           |  |
| Phone:           |  |

### Attendee Information

|                |  |
|----------------|--|
| Name (1)       |  |
| Job title:     |  |
| E-mail:        |  |
| Mobile/Tel No: |  |
| Name (2)       |  |
| Job title:     |  |
| E-mail:        |  |
| Mobile/Tel No: |  |
| Name (3)       |  |
| Job title:     |  |
| E-mail:        |  |
| Mobile/Tel No: |  |

### Registration Fee

|   | Fee     |
|---|---------|
| <b>Individual Fee</b>                     | RM2,000 |
| <b>Group Fee</b><br>(3 or more delegates) | RM1,800 |

**Closing date:** 1<sup>st</sup> April 2019. An early bird discount of RM100 for payment received before 3<sup>rd</sup> March 2019.

### Payment

Payment is to make payable to:

**Applied Technology Group Sdn Bhd**

**Public Bank Berhad (Malaysia)**

Account no: 3178247302

GST Registration Number: 000641294336

### Payment terms:

Payment is required before the event. Once received your place is automatically reserved. Registration fee includes lunch, refreshments and full training documentation as specified. Delegates may be refused admission if payment is not received prior to the event. The fee does not include hotel accommodations.

### Cancellation Policy

All cancellation of registration must be made in writing.

If you are unable to attend:

- A substitute delegate is welcomed at no additional charge.
- Your registration can be credited to a future event.
- You will receive a full refund less 10% administration charge if cancellation is received in writing more than 14 days before the event.
- No cancellations will be accepted within 14 days before the event start date. Full course documentation will however be sent to the delegate.

### Course Schedule

Course starts at 9.00am and ends at 5.00pm daily. Please arrive at 8.30am on day one to allow time to register and receive course materials.

### Please send completed form to:

Fax to: **+603 5637 9945**

or Email to : [admin@apptechgroups.net](mailto:admin@apptechgroups.net)

For enquiry, please call: +603 5634 7905

Or refer to our website [www.apptechgroups.net](http://www.apptechgroups.net)

**Applied Technology Group Sdn Bhd**  
 W-8-1, Subang Square Business Centre,  
 Jalan SS15/4G,  
 47500 Subang Jaya, Selangor, Malaysia.