

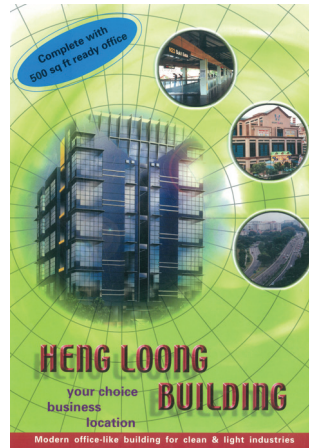
A special report on the management of Industrial Buildings

Maintenance on Existing Equipment – look for

1. Damages
2. Malfunctions
3. Missing Items
4. Wear And Tear
5. Rust And Corrosion
6. Faded Color Items
7. Noise Pollution
8. Air Pollution
9. Sewer Lines
10. Electrical Wiring

Consumer Switch Room

1. Single Line Drawing
2. Doors location
3. Interior Layout
4. Access Control
5. Water Seepage
6. Cracks On Walls And Floors
7. Auto-Switchover
8. Electrical License
9. Operation Steps
10. Term Service Provider and LEW



Water Tanks (P U B) – check on

1. Covers
2. Nettings
3. Water Leaks
4. Plumbing Works
5. Joint Connections
6. Rust
7. Sealant Membranes
8. Interior Layout
9. Pump Operations
10. Term Service Provider



Philip Motha
Founder



Vijayen Nair
Managing Director

Fire Safety Manager (FSM)

An FSM is required for an Industrial Buildings that has a floor or site area of more than 5000 square meters or more or has an occupant load of 1000 persons or more. The following are from the Singapore Civil Defence Force SCDF website and the main duties are:

- Compliance to fire safety requirements contained in the Fire Emergency Plan;
- supervise the maintenance of all fire safety works in the premises;
- occupant load of any part of any building not to exceed the capacity prescribed;
- conduct daily checks to ensure any fire hazards are removed from the premises;
- prepare a Fire Emergency Plan and conduct 2 fire drills annually;
- ensure that all occupants are familiar with the means of escape;
- prepare fire safety guidebooks for the occupants of the premises;
- train the occupants on first aid, fire fighting and evacuation;
- co-ordinate firefighting and evacuation in the event of fire or other emergencies;
- supervise the operation of the Fire Command Centre in the event of emergencies;
- conduct at least 2 Table-Top Exercises to evaluate effectiveness fire prevention;
- prepare and implement the Arson Prevention Plan for the premises;
- notify the Commissioner immediately upon the occurrence of any fire;
- organize campaigns and training courses to develop interest in fire prevention

CORPORATE PROFILE - Philip Motha Property Management Pte Ltd incorporated in 1989 by Philip Joseph Martin Motha B.Sc. Hons. (Cey.), M.Sc. Est. Man. (Lond.), FRICS, FSIS, Formerly Associate Professor and Head Department of Building & Estate Management and Vice-Dean, Faculty of Architecture, National University of Singapore. The current Managing Director is Mr. Vijayen Nair B.A. (Canada), M. Soc. Sc. (Hons) (New Zealand).

We provide Managing Agent's (MA) Service for Industrial Buildings in compliance with the Building Maintenance and Strata Management Act (2008) for strata-titled properties, individual investment properties, and private ownership or developers.

A Management Team that comprise of staff placement of Building Managers, Supervisors and Technicians supported by an admin and accounting team will attend to the day-to-day running of your estate.

The Company - The company has been managing private properties and investment portfolios with interests in commercial and industrial developments in Singapore for 24 years, is currently managing several management corporations.

Current Projects - Currently Philip Motha Property Management Pte Ltd is managing industrial buildings like the Alpha Industrial Building (with 88 Units), Heng Loong Industrial Building (with 44 units), Noble Logistics formerly known as Noble Warehouse (comprising of 36 units) etc and want to develop further this interest in industrial buildings.



Property Motha Property Management Pte Ltd

Reg. No. 198903384H (formed in 1989)

No. 1 Yuk Tong Avenue

#01-01 Chun Tin Court

Singapore 596306

Tel: 96774734/64661342 Fax: 64673711

e-mail: philipmotha@yahoo.com.sg

THE MANAGEMENT TEAM

Our responsibility lies in the daily operation of the industrial facilities by a management team who is the overall in charge of the building maintenance contracts and evaluate their performance when due for renewal.

Responsibilities involve overseeing the Security, Lifts, Fire Protection System, CCTV System, Generator and Air Con & Electrical System Services of the estate. They also assist in the calling of quotations and tender for repairs, replacement, upgrading and improvement work. They oversee the Cleaning and Landscaping of the estate and of the office units and common areas when renovation or minor upgrading works are carried out. They also liaise with government bodies, consultants, SCDF, BCA, URA, tenants, owners and main contractors with regards to building matters.

These include liaising with vendors for purchasing replacement parts for maintenance work and in the installation and repairs of equipment and facilities. They will assist the Fire Safety Manager in any fire safety drills and in the enforcement of duties to include checking of unit that is used for illegal dormitory to house foreign workers and ensure that tenants and owners do not leave fire hazard materials onto the common areas and corridors.

Extra effort is made to ensure that new tenants and owners comply with SCDF and BCA authority regulations when they do renovation works. We also attend to tenant's and owners complaints and follow up with action. We prepare monthly Building Management and Maintenance Reports during council meetings and present a financial report and budget forecast for the Council's approval.

Security Guards, Cleaners and Car Park Attendants are supervised and checked regularly to ensure that they are doing their job. Planning preventive maintenance schedule for the technician and keeping track of their follow up can be vital. Sometimes we assist technician to troubleshoot electrical equipment, minor plumbing works and building repair works. We perform general admin and accounts work together with the management team for the estate.

GUIDELINES ON OPERATIONAL PROCEDURES FOR INDUSTRIAL BUILDINGS

Evaluation & Identify space availability for Vehicle Parking, Container Parking, Loading/Unloading

Vehicles size differs and parking lots for 8/10/20 or 40 footer Containers with high cube height ceilings requires height clearance. Some logistics hub are well-designed and provide specific head-rooms and defined routes to enter the warehousing lots whereas Mixed development carterers for a wide range of industries with loading and unloading facilities closer to the entrance of the building.

1. Identify Strategic Entry And Exit Points
2. Survey Users' Requirements
3. Evaluate Parking Lots
4. Identify Suitable System For Manual, Automation or Both
5. Evaluate Revenue Generation
6. Evaluate Traffic Flow Estimates suitable for which system
7. Select Traffic Installation Equipment
8. Upgrade Traffic Equipment From Existing To Modernization
9. Interviewing Process For Vendors Of Various Systems
10. Check on suitability of Guard and Car Park Attendant's Roles

Maintenance of Building Equipment and Installations

1. Regular Inspections of Common Property and Recommend Any Works
2. Prepare, Call, Evaluate And Administer Tenders For Routine Maintenance Works
3. Ensure Works Are Carried Out Properly
4. Certify Completion Of Works Undertaken
5. Coordinate Applications To Authorities For Licenses And Permits
6. Prepare, Convene And Conduct Maintenance Meetings
7. Supervising Redecoration, Improvements and Upgrading Works
8. Draw up Consumable and Non-Consumable Maintenance Item Inventory
9. Evaluate costs to be incurred before Approved Works is carried out
10. Decide on types of Insurance Coverage

Inspections on Cleanliness of Common Areas

1. Supervision of Contractor Workers
2. Supervision of Term Service Providers
3. Evaluate Suggestions and Complaints From Feedback Box
4. Cleaning Wet Areas for Safety
5. Break up the inspection of area for the whole Project
6. Weekend Inspections
7. Check on Stock Inventory
8. Review CCTV Camera Surveillance of Cleaning done

9. Keep Photographic Record of un-cleaned areas
10. Evaluate Progress Chart on level of Cleanliness

Secretarial and Administration

1. Attend To Correspondence On Behalf Of MC
2. Deal With Complaints, Queries And Suggestions
3. Arrange Insurance Policies
4. Manage And Maintain Proper Records And Correspondence
5. Maintain Strata Roll
6. Inform MC Of Notices From Authorities
7. Control And Manage the Use Of Common Property
8. Give Notice To Person To Comply With By-Laws
9. Prepare, Convene And Conduct AGMs
10. Record And Circulate Minutes

Finance and Accounts

1. Prepare Monthly Statement Of Accounts
2. Ensure Petty Cash Adequacy
3. Maintain And Manage Funds Of MC
4. Liaise With Auditors For Audit
5. Accounts to be a Fair and True View Without Irregularities
6. Assist MC To File Tax Returns
7. Provide Budget Forecasts
8. Work On Forecasts
9. Apportion for Sinking Fund usage
10. Manage the Maintenance Funds carefully

Emergency Maintenance

1. Emergency Response Plan
2. Keep a Licence Record of all Flammable Material
3. Identify Main Areas Where Hazards Are Present
4. Description Of Possible Scenarios
5. Compile a Reporting of Alerting Agencies required for the estate
6. Where there is a Shutdown, monitor all equipment shutdown where people use it
7. Transport Requirements for emergencies
8. Tracking Device Vide CCTV Surveillance
9. Arson Awareness
10. Bomb Threat Awareness

Security on Vehicle Identification

1. Access Cards
2. Transponders
3. Lift Access Cards
4. Car Parking Labels
5. Car Parking By-Laws
6. Charges For Defective Cards
7. Renewal Procedure Of Cards
8. Deposit Requirements
9. Entitlement Control
10. Vendor Monitoring Vide Nets System