

**Student Details**

Internship Company	LLA Arkitek (Penang)
Student Full Name	Ong Ker Sin
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Phone No. Mobile	+6012-5263713
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Lakeside Campus  
No. 1  
Jalan Taylor's PJ 7/13  
47500 Subang Selangor  
Malaysia



School of Architecture, Building &amp; Design

**Lecturer Details**

Location	Name	Email	Office No.
<b>East Malaysia Region</b>			
Sarawak	Ian Ng	<a href="mailto:AikSoon.Ng@taylors.edu.my">AikSoon.Ng@taylors.edu.my</a>	603-5629 5000
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North: Ipoh, Kedah, Penang South: Malacca, Johor	Keith Tan Kay Hin Angus Lee Ching Hua	<a href="mailto:KeithKayhin.Tan@taylors.edu.my">KeithKayhin.Tan@taylors.edu.my</a> <a href="mailto:ChingHua.Lee@taylors.edu.my">ChingHua.Lee@taylors.edu.my</a>	603-5629 5252 603-5629 5251
Selangor	Sujatavani Gunasagaran Tamil Salvi Mari Sateerah Hassan Siti Balkish Roslan	<a href="mailto:Sujatavani.Gunasagaran@taylors.edu.my">Sujatavani.Gunasagaran@taylors.edu.my</a> <a href="mailto:TamilSalvi.Mari@taylors.edu.my">TamilSalvi.Mari@taylors.edu.my</a> <a href="mailto:Sateerah.Hassan@taylors.edu.my">Sateerah.Hassan@taylors.edu.my</a> <a href="mailto:SitiBalkish.Roslan@taylors.edu.my">SitiBalkish.Roslan@taylors.edu.my</a>	603-5629 5624 603-5629 5000 603-5629 5620 603-5629 5000
Kuala Lumpur	Prince Favis Isip Siti Balkish Roslan Zahari Zubir Sateerah Hassan Ian Ng Aik Soon Keith Tan	<a href="mailto:PrinceFavis.Isip@taylors.edu.my">PrinceFavis.Isip@taylors.edu.my</a> <a href="mailto:SitiBalkish.Roslan@taylors.edu.my">SitiBalkish.Roslan@taylors.edu.my</a> <a href="mailto:Zahari.Zubir@taylors.edu.my">Zahari.Zubir@taylors.edu.my</a> <a href="mailto:Sateerah.Hassan@taylors.edu.my">Sateerah.Hassan@taylors.edu.my</a> <a href="mailto:AikSoon.Ng@taylors.edu.my">AikSoon.Ng@taylors.edu.my</a> <a href="mailto:KeithKayhin.tan@taylors.edu.my">KeithKayhin.tan@taylors.edu.my</a>	603-5629 5395 603-5629 5000 603-5629 5000 603-5629 5620 603-5629 5000 603-5629 5252
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Brunei, Iran, Oman, Mauritius, Maldives, Sri Lanka			
Overseas (Skype/Visitation)	Angus Lee Ching Hua	<a href="mailto:ChingHua.Lee@taylors.edu.my">ChingHua.Lee@taylors.edu.my</a>	603-56295251
Taiwan, China, Japan			

10 MAR 2017



# LOG SHEET -WEEK 1

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	-	8.5	8.5	8.5	8.5	-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							
Total:	0.0	8.5	8.5	8.5	8.5	0.0	34.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

Each Log Sheet per week, total 8 weeks should be recorded all in the 8 Log Sheets tab prepared in this file

Lunch Break & Chinese New Year break should be excluded from this Log Sheets file. Public Holiday (PH)

A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

Mon 2/1 public holiday.



# LOG SHEET -WEEK 2

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	8.5	8.5	8.5	8.5	8.5	-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 8.5 8.5 8.5 8.5 8.5 0.0 42.5

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

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A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

# LOG SHEET -WEEK 3

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2	Aspen Vision City		
Site Location	Batu Kawan		
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	8.5	6.5	8.5	8.0	8.5	-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure		2.0					
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 8.5 8.5 8.5 8.0 8.5 0.0 42.0

#### NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:



# LOG SHEET -WEEK 4

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	8.5	8.5	8.5	8.0	-	-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 8.5 8.5 8.5 8.0 0.0 0.0 33.5

**NOTE:**

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

Each Log Sheet per week, total 8 weeks should be recorded all in the 8 Log Sheets tab prepared in this file

Lunch Break & Chinese New Year break should be excluded from this Log Sheets file. Public Holiday (PH)

A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

Fri 27/1 public holiday (Chinese New Year).



# LOG SHEET -WEEK 5

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	-	8.5	8.5	8.5	8.5	-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 0.0 8.5 8.5 8.5 8.5 0.0 34.0

NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

Each Log Sheet per week, total 8 weeks should be recorded all in the 8 Log Sheets tab prepared in this file

Lunch Break & Chinese New Year break should be excluded from this Log Sheets file. Public Holiday (PH)

A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

Mon 30/1 public holiday (Chinese New Year).

# LOG SHEET -WEEK 6

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2			
Site Location			
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	8.5	8.5	8.5	-	8.5	-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants							
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 8.5 8.5 8.5 0.0 8.5 0.0 34.0

**NOTE:**

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

Each Log Sheet per week, total 8 weeks should be recorded all in the 8 Log Sheets tab prepared in this file

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A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

Thurs 9/2 public holiday (Thaipusam).



# LOG SHEET -WEEK 7

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y Choy		
Site Location	Georgetown, Penang.		
Project 2	Penang Hill (Phase 3)		
Site Location	Air Itam, Penang.		
Project 3			
Site Location			

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	8.5	8.5	6.5	8.5	8.5	-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants			2.0				
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 8.5 8.5 8.5 8.5 8.5 0.0 42.5

**NOTE:**

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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Remark:

# LOG SHEET -WEEK 8

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2	UAB Building		
Site Location	Georgetown, Penang.		
Project 3	G.C.L		
Site Location	Georgetown, Penang.		

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	6.5	8.5	10.0	8.5	8.5	6.0	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants	2.5						
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 9.0 8.5 10.0 8.5 8.5 6.0 50.5

**NOTE:**

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Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

# LOG SHEET -WEEK 9

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2	UAB Building		
Site Location	Georgetown, Penang.		
Project 3	G.C.L		
Site Location	Georgetown, Penang.		

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	8.5	8.5	8.5	8.5	6.5	-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies							
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants					2.0		
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 8.5 8.5 8.5 8.5 8.5 0.0 42.5

#### NOTE:

You might involve multiple projects per week, record the project details accordingly (top of this Log Sheet)

Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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A valid reason or explanation is require for any day of absence, please write in the 'remark' blank below

Remark:

# LOG SHEET -WEEK 10

Company Name	LLA Penang	Student	Ong Ker Sin
Supervising Architect	Safuan	Stu.No	0321719
Project 1	C.Y. Choy		
Site Location	Georgetown, Penang.		
Project 2	UAB Building		
Site Location	Georgetown, Penang.		
Project 3	G.C.L		
Site Location	Georgetown, Penang.		

Stages	DAY						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>Schematic Design</b>							
Sketching, 3D modeling and Rendering	6.5	8.5	4.0			-	-
Prepare presentation drawings							
Aware of site conditions: Site Visit, Study and Measure							
Prepare preliminary project evaluations, programs and feasibility studies			4.5	8.5	4.5		
OTHER:							
<b>Permit Application</b>							
Aware of different local authorities							
Observe OR Assess regulatory context: Building By-law, Set back, Fire escape requirement							
Establish requirements for, and co-ordinate, specialists							
Participate in permit application							
OTHER:							
<b>Contract Documentation</b>							
Prepare architectural drawings with regard to location, building elements, finishes, fittings and							
Participate or co-ordinate meetings with consultants	2.0						
Establish requirements for, and co-ordinate, consultants, specialists, product suppliers							
Prepare for tender documents OR participate in the process							
OTHER:							
<b>Contract Administration</b>							
Aware of OR observe a standard form of construction contract							
OTHER:							

Total: 8.5 8.5 8.5 8.5 4.5 0.0 38.5

#### NOTE:

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Record your hour/hours in the 'grey box'. Examples 0.5, 1, 2, 3...1.5, 2.5, 3.5...etc

You might involve multiple stages per day, record the hour/hours accordingly

Do not record Saturday and Sunday if is not applicable to you

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Remark:

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