

Module Outline

Module Code : RE2707
Module Title : Asset and Property Management
Semester : Semester 2, Academic Year 2022/2023
Faculty : Dr Wong Khei Mie, Grace
Department : Real Estate
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Overview

This module discusses asset and property management concepts including aspects such as fire and risk management, maintenance management, lease management and investment management. It will also discuss the role and functions of facility management including design, benchmarking and space planning, building services management, building conservation, etc in relation to the business goals of real estate firms. The management of high-rise private developments, including the Land Titles Strata Act, responsibilities of management corporations and managing agents are also discussed.

Learning Outcomes

Through this module, students will be able:

- To define asset and property management, its importance and skills required
- To understand the role of facility management to maintain real estate and challenges involved
- To identify strategies required for lease management, including tenant selection and retention
- To determine the various types of spaces and the changing profile of corporate real estate
- To learn about the importance of maintenance management, and the planning for preventive and predictive maintenance
- To comprehend the importance of fire safety management, and the various measures to prevent fires and safe evacuation in buildings
- To explain the provisions in the Building Maintenance and Strata Management Act, and the governance requirements
- To recognize the life cycle of a property and the various asset enhancement options available
- To appreciate the evaluation of risks and the measures taken to minimize risks in buildings
- To relate theories & concepts to empirical case studies

Module Prerequisite(s)

RE1706

Module Preclusion(s)

Nil

General Guide & Reading

1. Redlein, A. (eds), (2020), **Modern Facility and Workplace Management**, Springer.
2. Atkin, B. & Brooks, A. (2015), **Total Facilities Management, 4th Edition**, Wiley-Blackwell.

Tentative Schedule & Outline

Lesson/ Week	Topic	Activity (preparation / cases & assignments / follow-up readings & resources)
1	Introduction to Asset & Property Management	Tutorial 1
2	Facility Management	Tutorial 1
3	Group Project Brief	Tutorial 2
4	Lease Management	Tutorial 2
5	Space Planning & Management	Tutorial 3
6	Maintenance Management	Tutorial 3
Recess Week		
7	Fire Safety Management	Tutorial 4
8	Building Maintenance & Strata Management	Tutorial 4
9	Asset Enhancement Initiatives	Tutorial 5
10	Risk Management	Tutorial 5
11	Group Project Presentation (Groups 1 - 10)	Tutorial 6
12	Group Project Presentation (Groups 11 - 20)	Tutorial 6
13	Revision	Group Project Submission
Recess Week		
Examination Week (2 weeks)		

Assessment

Assessment Components	Weightage (%)
Tutorial Participation	25
Group Project Deliverables	20
Peer Review & Reflection	5
Open Book Exam	50
Total	100

For group project, students will be divided into teams with 6 students each. Each team will submit the project deliverables as well as a peer review and reflection. For tutorial participation, students are expected to prepare the tutorial questions and participate actively in class discussions. No written reports are required. Participation in class may include answering questions posed and asking constructive questions. Regular attendance during tutorials or questions seeking clarifications do not constitute participation.

Academic Honesty & Plagiarism

Academic integrity and honesty is essential for the pursuit and acquisition of knowledge. The University and School expect every student to uphold academic integrity & honesty at all times. Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources.

Plagiarism is “the practice of taking someone else’s work or ideas and passing them off as one’s own” (The New Oxford Dictionary of English). The University and School will not condone plagiarism. Students should adopt this rule – You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. In case of any doubt, you should consult your instructor.

Additional guidance is available at:

- <http://www.nus.edu.sg/registrar/administrative-policies-procedures/acceptance-record#NUSCodeofStudentConduct>
- <http://nus.edu.sg/osa/resources/code-of-student-conduct>

About me

Grace K.M. WONG is a Senior Lecturer at the School of Business, National University of Singapore. Her academic qualifications include B.Sc. (Estate Management) (Honours) and M.Sc. (Property & Maintenance Management) at NUS, as well as MPhil (Housing Economics) and PhD (Housing Economics) at University of Cambridge, UK. Since 1989 when she first joined NUS, Dr. Wong has taught a wide range of core, elective and GEM modules, and has won numerous teaching awards including NUS Annual Teaching Excellence Awards, School of Design & Environment Teaching Excellence Awards as well as GEM and SS Incentive Scheme Awards. Dr. Wong is a Fellow of the NUS Teaching Academy as well as Member of the School of Business Teaching Excellence Council. Her teaching research publications, which focus on her pedagogical initiatives, are featured in *Ideas on Teaching*, *CDTL Brief*, *CDTLink*, *Teaching Connections* as well as in conferences for teaching and learning in higher education.