

Course Outline

Course Code : RE2707
Course Title : Asset and Property Management
Semester : Semester 2, Academic Year 2023/2024
Faculty : Dr Wong Khei Mie, Grace
Department : Real Estate
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Overview

This course 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 course, 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

Course Prerequisite(s)

RE1706

Course Preclusion(s)

Nil

General Guide & Reading

- Atkin, B. & Brooks, A. (2015). **Total Facilities Management. 4th Edition**. Chichester, UK: Wiley-Blackwell.
- Levitt, J. (2013). **Facilities Management: Managing Maintenance for Buildings and Facilities**. New York: Momentum Press.

- Roper, K.O. & Payant, R.P. (2014). **The Facility Management Handbook. 4th Edition.** New York: American Management Association. DOI: <http://www.jstor.org/stable/j.ctt1d2dpsk>
- Scarrett, D. (2011). **Property Asset Management. 3rd Edition.** New York: Routledge.
- Wiggins, J.M. (2014). **Facilities Manager's Desk Reference. 2nd Edition.** West Sussex, UK: John Wiley & Sons. DOI: 10.1002/9781118785386

Tentative Schedule & Outline

Week	Date	Topic	Activity
1	15 – 19 Jan	Introduction to Asset & Property Management	
2	22 – 26 Jan	Facility Management	
3	29 Jan – 2 Feb	Lease Management	Tutorial 1
4	5 – 9 Feb <i>CNY: 10 – 11 Feb. Following Monday is a PH.</i>	Space Planning & Management	Tutorial 1
5	12 – 16 Feb <i>12 Feb PH (see above)</i>	Maintenance Management	Tutorial 2
6	19 – 23 Feb	Group Project Brief & Group Formation	Tutorial 2
	24 Feb – 3 Mar	RECESS WEEK	
7	4 – 9 Mar	Fire Safety Management	Tutorial 3
8	11 – 15 Mar	Building Maintenance & Strata Management	Tutorial 3
9	18 – 22 Mar	Asset Enhancement Initiatives	Tutorial 4
10	25 – 29 Mar <i>28 Mar: NUS Well-Being Day 29 Mar: Good Friday</i>	Risk Management	Tutorial 4
11	1 – 5 Apr	Revision	Tutorial 5
12	8 – 12 Apr <i>10 Apr: Hari Raya Puasa</i>	Site Visit	Tutorial 5
13	15 – 19 Apr	Course review (wrap-up)	Group Project submission
	20 – 26 Apr	READING WEEK	
	27 Apr – 11 May <i>1 May: Labour Day</i>	EXAMINATION (2 WEEKS)	

Assessment

Assessment Components	Weightage (%)
• Tutorial discussion	25
• Group Project submission	25
• E-exam (open book)	50
Total	100

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’ 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.