



SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS  
PROPERTY MANAGEMENT AND MAINTENANCE COURSE – 01 / 2012 INTAKE

LECTURE	PART ONE - TOPICS	DATE
01	Introduction LT(S) Act – BMSM Act 2004 – Strata Management Legislation	16 MAR 12 (FRI)
02	LT(S) Act & BMSM Act – Share Value & Subsidiary Proprietor	23 MAR 12 (FRI)
03	LT(S) Act & BMSM Act – Developer, Management Corporation & Management Council	30 MAR 12 (FRI)
04	LT(S) Act & BMSM Act – Managing Agent & Bye-Laws	06 APR 12 (FRI)
05	Town Councils in Singapore	13 APR 12 (FRI)
06	Town Councils Legal Framework	20 APR 12 (FRI)
07	Other Legislation Governing Property Management I	27 APR 12 (FRI)
08	Other Legislation Governing Property Management II	04 MAY 12 (FRI)
Dates of Examination : 11 MAY 12 (FRI), 15 MAY 12 (TUE) AND 18 MAY 12 (FRI)		

LECTURE	PART TWO - TOPICS	DATE
01	Property Maintenance Management I	25 May 12 (FRI)
02	Property Maintenance Management II	01 Jun 12 (FRI)
03	Property Maintenance Management III	08 Jun 12 (FRI)
04	Common Building Defects I	15 Jun 12 (FRI)
05	Common Building Defects II	22 Jun 12 (FRI)
06	Facilities Maintenance	29 Jun 12 (FRI)
07	Maintenance Support Services	06 Jul 12 (FRI)
08	Fire Safety for Buildings	13 Jul 12 (FRI)
Dates of Examination: 11 May 12 (FRI), 15 May 12 (TUE) and 18 May 12(FRI)		

LECTURE	PART THREE - TOPICS	DATE
01	Accounting for Property Management	03 Aug 12 (FRI)
02	Maintenance of Information System	07 Aug 12 (TUE)
03	Insurance for Property	17 Aug 12 (FRI)
04	Office Administration & Report Writing	24 Aug 12 (FRI)
05	Convening & Conduct of Meeting	31 Aug 12 (FRI)
06	Human Resource Management & Public Relations	07 Sep 12 (FRI)
07	Tender & Contracts Administration I	14 Sep 12 (FRI)
08	Contracts Administration II	21 Sep 12 (FRI)
Dates of Examination : 28 Sep 12 (FRI), 02 Oct 12 (TUE) and 5 Sep 12 (FRI)		

**NOTE:**

***SISV reserves the right to re-schedule the dates of the lectures/examinations under circumstances beyond the Institute's control.***