

## **ABSTRACT**

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### **BUILDING MAINTENANCE AT CONDOMINIUM BINTARO PLAZA RESIDENCE**

*During the process of Internship program in PT. Jaya Real Property, Tbk the intern worked under guidance and supervision from Condominium Bintaro Plaza Residences Project Manager. The worked done by the intern during the internship are checking apartment units that have complaints and damage, supervised apartment unit work that is being repaired. After the repair was complete, the intern and the contractor concerned did a unit checklist together to make sure the work done by the contractor was correct, neat, and without any mistake. Afterwards, the intern made a unit complain recap and unit checked recap. The intern helped to collect documents for Work Order and make a design of package counter lobby for Breeze Apartment, not only the design, but the budget plan also.*

**Keywords:** *unit checking, supervision, unit checklist, recap, Budget Plan.*