Internal Memo No. 901/22/a - Admin.Division Date 129.04.2017

Sub: - Schedule for sweepers and gardeners.

Schedule gardeners

In apartments and villa projects a schedule for gardening services must be made as per format given below and strictly followed. Split the work into a schedule of about 2 to 3 weeks. Once in a cycle all tasks like trimming the lawn, de-weeding, repair of drip irrigation, re-plantation, etc must be taken up for one area. The split should be made in such a way that the task can be easily completed in about 1, 2 or 3 days. The start and end date of each task must be entered on a daily basis.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name | |  | | Date |  |
| Sl. No. | Location / Description | No of days required | Start Date | End Date | Sign of Admn officer / Manager |
|  | Eg. Road from bungalow no. 1 to 9 | 1 day |  |  |  |
|  | Eg. Road from \_\_\_ to \_\_\_ | \_\_\_ days |  |  |  |
|  | Children park next to bungalow no. 17 | 2 days |  |  |  |
|  | Club house | 2 days |  |  |  |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Project Manager | | Admin Officer / Manager at site | | Audit Manager | |
| Sign |  | Sign |  | Sign |  |
| Date |  | Date |  | Date |  |

Note: Copy of this schedule duly signed to be sent to MD on completion of one cycle.

Time card for sweepers.

Prepare a master schedule for assigning work to sweepers. Assign 1 or 2 sweepers to a block / core or club house or a street. In case of apartments the following schedule should be followed:

9 am to 1 pm – sweep and mop passages and staircases of upper floors within the block.

2 pm to 5.30 pm on Monday, Wednesday and Friday – sweep the stilt floor, parks and roads around the block / core.

2 pm to 5.30 pm on Tuesday – Terrace / ducts / electrical rooms etc cleaning.

2 pm to 5.30 pm Thursday - Removing cobwebs on all floors.

2 pm to 4 pm on Saturday – Miscellaneous work assigned by Admn officer at site.

4 pm to 5.30 pm on Saturday – All sweepers to pick up plastic bags, garbage, construction debris outside and around the site.

Schedule to be followed for villa projects:

For club house – assign 1 sweeper and the schedule should be same as apartments.

9 am to 1 pm – Sweep streets and footpaths.

2 pm to 5.30 pm on Monday, Wednesday and Friday – Sweeping children’s park, courts, amphitheater and other re-creation facilities.

2 pm to 5.30 on Tuesday – cleaning external areas and removing cobwebs from unoccupied villas.

2 pm to 5.30 pm on Thursday - Miscellaneous work assigned by Admn officer / Manager at site.

2 pm to 5.30 pm on Saturday – All sweepers to pick up plastic bags, garbage, construction debris outside and around the site. Roads leading to the site may also be cleaned up.

Format for master schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Name | |  | Date |  |
| Sl. No. | No of Sweepers required | | Blocks / Street | |
|  |  | |  | |
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| --- | --- | --- | --- | --- | --- |
| Project Manager | | Admn Officer / Manager at site | | Audit Manager | |
| Sign |  | Sign |  | Sign |  |
| Date |  | Date |  | Date |  |

Format for time card

Prepare a spiral bond with two sides printing of about 50 sheets. House keeping supervisor to maintain these time cards. At the end of the month they must be approved by Project Manager, Admin Officer / Manager at site and Audit Manager.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sweeper Name | | |  | | | | | Month |  | Year |  |
| Block / Street | | |  | | | | | | | | |
| Date | Day | 9.30 – 1.00 | 2.00 – 4.00 | 4.00 – 5.30 | Sign | Date | Day | 9.30 – 1.00 | 2.00 – 4.00 | 4.00 – 5.30 | Sign |
| 1 |  |  |  |  |  | 16 |  |  |  |  |  |
| 2 |  |  |  |  |  | 17 |  |  |  |  |  |
| 3 |  |  |  |  |  | 18 |  |  |  |  |  |
| 4 |  |  |  |  |  | 19 |  |  |  |  |  |
| 5 |  |  |  |  |  | 20 |  |  |  |  |  |
| 6 |  |  |  |  |  | 21 |  |  |  |  |  |
| 7 |  |  |  |  |  | 22 |  |  |  |  |  |
| 8 |  |  |  |  |  | 23 |  |  |  |  |  |
| 9 |  |  |  |  |  | 24 |  |  |  |  |  |
| 10 |  |  |  |  |  | 25 |  |  |  |  |  |
| 11 |  |  |  |  |  | 26 |  |  |  |  |  |
| 12 |  |  |  |  |  | 27 |  |  |  |  |  |
| 13 |  |  |  |  |  | 28 |  |  |  |  |  |
| 14 |  |  |  |  |  | 29 |  |  |  |  |  |
| 15 |  |  |  |  |  | 30 |  |  |  |  |  |
|  |  |  |  |  |  | 31 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Manager | | Admin Officer / Manager at site | | Audit Manager | |
| Sign |  | Sign |  | Sign |  |
| Date |  | Date |  | Date |  |

Note: 1. Time card to be maintained by house keeping supervisor. 2. Under time enter codes as follows: SAM – sweeping and moping, SFC stilt floor cleaning, PC – park cleaning, CC – Cobweb cleaning, TC – Terrace cleaning, RC – Road cleaning, ERC – External road cleaning, MISC – miscellaneous works, A – Absent.

Schedules given above should be prepared and approved by Praveen (audit) on or before 11.02.12. Send a copy to MD.

Soham Modi.