Internal memo no. 917-13 – QC Divison Date: 22-08-2023

Subject: Self check report

Keywords:

No inspection to happen without self check report one day in advance.

Internal memo no. 912/154 Date: 12-8-2023.

Subject: Provision of temporary electric connection at sites.

Keywords: Temporary electric connection, connection, power supply.

1. Guidelines are being issued to ensure temporary power for construction activities is securely provided to ensure uninterrupted power supply and safety.
2. For vertical buildings i.e., apartment complexes and lab spaces the following to be provided:
	1. A VTPN to be installed at a suitable location on the ground floor. Typically an electrical duct closest to lift/staircase is preferred. VTPN should have the 62A MCCB. Use 16A MCBs in the VTPN. Connect VTPN to electrical board (EB) supply using 25 Sq mm cable.
	2. Power to be given to each floor level from the VTPN including the ground floor by using a industrial DB box. 6 Sq mm cable can be used to connect the VTPN to the industrial DB box. The industrial DB box to be permanently fixed at each floor level using a electrical fiber box. 16 Sq mm cable to be used in place of 6 Sq mm only in cases where power supply is used for welding works. This box should be locked if required.
	3. Provide a portable DB box fixed to a stand (Fig no. 99 in standard plans). Connect the stand with a 15 mtr long 4 core 2.5 Sq mm copper flexible cable. Workers can connect their equipment to this stand using proper plug and socket. Portable DB box to be connected to fixed DB box using proper plugs.
	4. Use of glands, lugs for connecting the DB boxes is mandatory. Cable ties must be used to properly fasten the cables. Equipment to be connected to portable stand only by using proper plugs – the cable of the equipment must pass over the top bar of the portable stand and fasten to the top bar.
	5. Lighting for construction activity to be provided by using MS stands. 20W LED tube lights or 50W LED floodlights may be fasten to the stand. Use 2mm service wire with plug to connect the light to the DB box.
	6. DO NOT USE house wiring/ copper cables for connecting the DB box to appliances/lights. The copper cables are neither UV stabilized nor waterproof. Only use 2 Sq mm/4 Sq mm aluminum service wire for connecting equipment/lights. 2 Sq mm can be used upto 1KVA loads and 4 Sq mm upto 3KVA loads.
3. For providing lighting along the compound wall of the site, following procedure to be followed:
	1. Connect EB supply using 40A isolator to the first industrial DB box next to the power meter.
	2. From there connect to subsequent DB boxes at a distance of about 15 to 30 mtrs along the compound wall. Use 6 or 16mm aluminum armored cable for the connection. The cable can be buried underground or neatly clipped to the compound wall.
	3. Each DB box must be housed on a electrical fiber box. Fiber box must be installed on a MS stand (fig. no. 99 in standard plans).
	4. Plan must be approved before starting the work.
4. Generator power connection may be provided for these works by installing a manual changeover – 4 pole 63A in an appropriate housing / metal box.
5. An additional earthing and neutral must be provided to the first DB box near DB power supply. Typically voltage fluctuation is a result of neutral break or poor connection to neutral. Follow procedure for earthing as per circular.

Internal memo no: 912-156 - construction

Subject: Guidelines for ordering borewell pumps.

Keywords: borewell, pumps.

1. Guidelines are being issued to ensure standardization of installation of borewell motors.
2. Following details to be provided at the time of ordering a borewell motor.
	1. Borewell yield (good/Average/Poor)
	2. Borewell depth in meters.
	3. Dia or borewell (100mm/150mm).
	4. Depth of installation of pump (typically it must be 5 mtrs less than depth of bore).
	5. Power supply – 3 phase/single phase.
	6. Horizontal distance upto sump/OHT.
	7. Vertical distance to sump /OHT.
	8. Discharge diameter of pump (required only if HDPE/delivery lines are already installed – for new pumps this is typically 32mm ID).
	9. Type of starter (manual/starter with dry run protection).
3. Based on these specifications vendor will recommend the pump capacity and no. of stages. However, in case of replacement of pumps, check existing pump details and send to purchase.
4. HDPE inside the borewell to be fixed to a GI pipe (typically 32 mm), which is clamped to the borewell casing. Attach a long bend to the GI pipe. Fix a 300mm nipple + reducer T (32/20mm) + nozzle to attach the surface HDPE pipe. Add a 20mm ball valve to the Tee. Ensure that ball valve is partially open at all times to prevent the pump from burning, in case all other valves are closed.
5. A typical picture of borewell installation is attached.
6. Items required for installation of borewell.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. no. |  Item/SKU | Specification | Remarks  |
|  | Pump  | Vendor must specify pump capacity in HP/kW, no. of stages, dia of pump and discharge dia. | In case of replacement details to be provided by site. |
|  | Casing I borewell | 10 kgs /sq cm. Check dia of casing pump 180/110mm. | Limit casing to abut 12 mtrs. Beyond that approval required from MEP/purchase. |
|  | Starter  | DOL with dry run protection. | Use manual starter for testing or temporary purpose only. |
|  | GI bore clamp |  |  |
|  | GI nut + bolt + washer |  |  |
|  | PVC bore cover |  |  |
|  | GI long bend |  | DO NOT ever sue elbows in pumping line.  |
|  | Non-return valve |  |  |
|  | HDPE pipe inside borewell | Typically 12.5 kgs per sq cm for borewell upto \_\_ depth and 16 kgs per sq cm. typically ID is 32mm. | DO NOT use Id less than delivery diameter of pump. |
|  | HDPE pipe outside borewell/ surface/vertical | Typically use 6 kgs per sq cm with 32mm dia. For pipes more than 150 mtrs in length this can be increased to 40mm dia. |  |
|  | Base saddle | 32mm or 40mm with 20mm tee. | Never cut the HDPE pipe. Only use base saddle for branch lines for curing/ gardening purposes. |
|  | Copper flat cable | 1.5 sq mm, 2.5 sq mm1 phase/ 3 phase |  |
|  | Cable jointing kit |  |  |
|  |  |  |  |

Internal memo no. 913 -157 – construction Date: 29-08-2023

Subject: Floor protector for finished floors.

Key words: floor protector.

1. Guidelines are being issued for ordering of floor protector herein.
2. Floor protectors which were being ordered earlier – foam type – to be completely discontinued. These were available in roles of upto 30mtrs.
3. Instead floor protectors of cut size, in sheets of 6 x4 to be ordered.
4. There are 2 types of floor protectors i.e., fluted type and bubble type. Purchase shall be free to order/supply any one of the two items, based on availability/ cost. Both the items are between 2 to 4mm thick.
5. These are to be laid on the floor/skirting and attach together using 50mm clear plastic tape.
6. Photographs of the 2 types of floor protectors and method of laying are attached.
7. The SKUs for the 3 items are:

Internal Memo no. 913/158 – construction Date: 31-08-2023

Subject: Shared Team – Construction Division.

Keywords: Shared teams,

1. Modi Properties management and team structure is been reorganised. Some details are given herein.
2. The details of management is given in the chart attached herein.
3. The shared team related to administration, sales and construction at each site will remain as is without any major changes. The details are given in the chart attached herein. Small teams of 3 to 5 engineers are proposed at more sites. These teams at site will be assisted by shared teams that shall be common for all the sites and such shared teams will specialize in one aspect of construction.
4. The shared teams for construction division are now reorganized as under:
	1. MEP team. Ramesh Reddy shall head the team. He shall be assisted by Akhil and we propose to employ an other senior MEP engineer. MEP team shall depute one dedicated engineer to each site where major MEP works are being undertaken. Additionally, the MEP team shall deploy supervisors to the sites, wherever required. They shall be responsible for execution of works related to fire safety (downcomers + sprinklers, + yard hydrant + fire alarm), HVAC, lifts, power supply, power backup, compressed air, vacuum, water supply, ETP, STP, common area lighting, etc. They shall assist the sites in reviewing /approving plans, technical specifications, SOPs, ordering material, etc. They shall also assist purchase/procurement for issue of PO/WO for these works which includes reviewing technical specifications/plans and negotiations.
	2. Engineering and design team. We propose to employ a senior architect to help this team. He will be assisted by Sujith (structural engineer). Nagalaxmi, Asha and Kauser shall be part of the team. The E&D team shall liaison with consultants (like architects, structural engineers, MEP, etc.), sites, MEP team, vendors, purchase/procurement, etc., and ensure that up to date plans are issued to sites (i.e., GFC – good for construction drawings). They shall also make minor corrections and drawings for minor works to expedite issue of GFC drawings. Nagalaxmi shall assist the team in preparing/making corrections to permit plans.
	3. Construction audit. Sivadas shall head this team. He shall be given one or two junior engineers to assist him. His primary responsibility is to interact with our engineers and workers at site to ensure that SOPs are being followed and quality of construction is upto the mark. He shall provide technical assistance to site engineers including training to workers and site engineers. A new SOP will be issued wherein he shall be responsible for signing off and closing QC and customer complaint reports.
	4. Quality control. This team is headed by Sunil along with 2 or 3 assistant engineers. Construction audit to assist QC team in improving SOPs and QC reports.
	5. Quantity survey team. The team shall be headed by Rambabu M. He shall be assisted by Swathi P and Jayaprada. All contractor bills to be jointly approved by existing E&D team and the QS team upto 30-9-23. Thereafter, this activity shall be handed over to the QS team. They shall approve all bills of contractors. It is proposed that all major contracts (more than Rs. 5 lakhs) shall require the work order to be issued in advance (through M-codex) – separate circular shall be issued – shall come into force from 1-10-23. The team shall estimate the entire project BOQ and cost in advance and track the cost through the execution of the project. If required, one or two members with construction management will be added to this team.
	6. EHS (Environment Health & Safety). This team is headed by Lokesh. He is assisted by Jagadish & Asma. One or two supervisors/assistants to be provided to the team. They shall ensure that proper safety procedures are followed at site. Further, they will be responsible for the welfare of workers at site (quarters, toilets, creche, water supply, etc.).
	7. Purchase division: purchase division is headed by Minish. There is a 10 member team looking into the logistics of purchase and supply of material. Main stores are at a one acre land at Rampally. Additional stores are at MPL, SOV & GMR. Stores for MEP items used for GV sites is presently at NRK under the management of Praveen. Entire process of purchase including requisitions, issue of Pos, receipt of material/MRN, approval of bills, etc., is now largely paperless through M-codex.
	8. Procurement division. This is headed by Prabhakar. Anwar is providing technical assistance to Prabhakar. Vanaja is appointed as coordinator between sites, MEP team and procurement. Procurement is exclusively responsible for negotiations for all items. They are not authorized to issue purchase orders or payments. However, they will be entirely responsible for obtaining technical specifications from vendors, liasioning with consultants/MEP/site/E&D to finalise terms of purchase of technical items related to MEP.

Soham Modi.

Powder coating details:

Date:

1. .
2. .