

Modi Properties & Inv. Pvt. Ltd - Site Audit Report by N. Narendar Reddy

Company:		Nilgiri Estates	Date of site visit:	16.03.20
Site:		Nilgiri Estate	Approved by:	Praveen. B
Visited & prepared by:		N. Narendar Reddy	Sing	
Sl No	Description		Remarks	
1.	QC checking files			
	A. QC check RCC file		Yes	
	B. QC check Brick work file		Yes	
	C. QC Check stage I		Yes	
	D. QC Check stage II		Yes	
	E. QC Check stage III		Yes	
	F. QC Check stage IV		Yes	
	G. QC Self check files RCC		NA	
	H. QC Self check files brick work		Yes	
2.	Drawing Files			
	A. Block wise center line drawing file		Yes	
	B. Block wise RCC working plan file		Yes	
	C. Block wise brickwork file		Yes	
	D. Block wise electrical Drg file		Yes	
	E. Block wise plumbing Drg file		Yes	
	F. All drawings A3 original file		Yes	
	G. Survey plans file		Yes	
	H. Amenities block file		Yes	
	I. Furniture design and model flat file		Not available at site	
	J. Cancelled Drg file		Yes	
	K. Layout and utility drawing file.		Yes	
	L. Compound wall drawing file		STD	
	M. OHT drawing file		Yes	
	N. A & A file		Yes	
	O. Possession letter file		Yes	
	P. Sanction plan file		Yes	
	Q. MOM file		Yes	
	R. Task List file		Yes	
	S. Schedule file		Yes	
	T. Annexure 807(b) file		Yes	
	U. Bill detail file		Yes	
V. Circular files(Blue,Black,Red)		Not maintaining Properly from 2 months which is issued circulars Not filed.		
3.	AMC Files		File Not available, given instructions sent mail to purchase	

	All database files.	Yes
4.	Admin Misc Files	Security,HK consolidated attendance file & camera's ,Internet details file not maintaining at site.
5.	All database registers:	
	A. Hire charges Register	Yes
	B. Building material Register	Yes
	C. General inward Register	Yes
	D. Out ward register	Yes
	E. Moment Register	Yes
	F. Worker ID Register	Yes
	G. Cement register	Yes
	H. Electricity consumption register	Yes
	I. Rent record register	Yes
	J. Gate pass book	Yes
	K. Job work book	Yes
	L. Visitor Register	Yes
	M. 3 in 1 register	Yes
6.	Log Books	
	A. Bills & DC's Log book	Yes
	B. Contractors Bills inward logbook	Yes(Condition poor)
	C. Generator logbook	Not maintaining properly
	D. Turnkey contractors logbook	NA
	E. Housekeeping schedule log book	Not available at site
	F. Gardener schedule log book	Not available at site
	Complaints: The following Villas QC check reports missing in files. 1.V-8,14,15,22,26,27,34,37,38,39,41,43,44,46,48,80B,80A,98,99,110,116,124,166 Stage III missing in the file. 2. V-9,35,80C,A & A details missing in file. 3.V-49 Stage I,II,III missing.	
	Suggestions: Above Remarks to be corrected, and filing procedures explained to lady engineers,	