

Check report by Sales + CR after finishing stage IV (Apartments)

Flat No		Other		Sl. No.	
Company		Project		Phase	
Prepared by		Sign		Date	
Project Manager		Sign		Date	
Stage II report no.					
Checked By MD on		MD Sign		For filling	☐ Yes ☐ No
Recommendation: ☐ Work is satisfactorily completed. Possession may be handed over. ☐ Minor corrections given herein to be completed before handing over possession. ☐ Major corrections required. Do not handover possession. Request for recheck after completion of works. ☐ Works incomplete. Check report cannot be prepared. Request for recheck after completion of works.					

Notes:

- Site to make request for stage IV inspection on M-codex. QC to forward request by email to Sales/CR manager with Sl No. generated by M-codex.
- Inspection to be carried out with one member of sales team and CR team + site engineer within 3 days of request.
- Site engineer shall ensure that all works are completed and the flat is thoroughly cleaned in all respects before requesting for inspection.
- Possession cannot be handed over to customer without this inspection.
- Report to be made on same day. Scanned copy to be sent to CR for uploading. Original to be sent to Ashaiya.
- Mark green tick if work is completed. Red 'x' if minor corrections are required. Red 'xx' if work not completed/needs major corrections. Mark 'NA' if not applicable.

Check report by Sales + CR after finishing stage IV (Apartments)

Miscellaneous check (check for quality & completion):

Modular kitchen		Security camera provided	
Main door soffit quality		False ceiling provided by developer	
No material is stored in flat		Properly labelled keys – 3 sets	
Loft tank installed in utility		Kitchen granite platform and dado	
Loft provided		Loft finishing	
Water supply		Electricity supply	
Generator backup (auto)		Car parking provided	
Flat label		Car parking label	
Provision of lift		Cleanliness of corridors + staircase	
Remarks:			

Check report by Sales + CR after finishing stage IV (Apartments)

S No	Room/ quality check	Floor & wall tiles	Painting	Doors + hardware + door beading	Windows/ventilator + grill + hardware	Electricals – switches, switch boards, points	CP & sanitary fittings	Ratings	Painting of exposed pipes + hole packing	Air cracks are treated and painted	Seepages (Nil)	Cleanliness /removal of paint spots
1	Bedroom 1											
2	Bedroom 2											
3	Bedroom 3											
4	Drawing											
5	Dining											
6	Lobby 1											
7	Utility / balcony 1											
8	Utility / balcony 2											
9	Utility / balcony 3											
10	Kitchen											
11	Toilet 1											
12	Toilet 2											
13	Toilet 3											
14	Other:											
15	Other:											