

Internal memo no. 914/126 – Sales Division

Date: 6-11-2024

Subject: Periodic inspection of model flats, common amenities and clubhouse.

Keywords: Inspection, Model flats, common amenities, clubhouse.

Site engineers are not aware of the importance of maintaining model flats, site office, sales office, common amenities, clubhouse, open areas, etc., in tip-top condition. This effects sales. To correct the situation sales team shall be responsible for periodic inspection of these spaces. They will be required to send an inspection report along with photographs on Viber on a weekly basis. The format for the inspection reports is attached herein.

These inspection reports must be filled by hand, scanned in Pdf and posted in Viber along with photographs.

These reports must be sent every Thursday. In case of holiday or other reasons it can be sent on Friday.

Original reports to be sent to Soham's desk and filed in sales folder.

Soham Modi.

Inspection report – Sales Team – Villa Projects

Company		Project		Phase	
Prepared by		Sign		Date	
Sales Manager		Sign		Date	
Recommendation: ☐ All areas satisfactorily maintained. No further action is required. ☐ Minor corrections/improvements required. ☐ Major corrections/improvements required. If not corrected in 7 days – details by email to be sent to directors.					

Notes:

- This report is to be prepared by sales team. Any member of sales team may inspect and prepare this report.
- Sales team is advised to make a roaster for inspection amongst its members.
- Inspection report to be scanned and uploaded on Viber (Pdf).
- Photographs of all rooms from 2 diagonally opposite corners must be posted on Viber (in high resolution).
- Site engineer may be asked to accompany sales team, however if only required.
- Report to be made on same day on inspection and posted on Viber. Original to be sent to Ashaiya.
- Mark red 'x' if soft furniture requires cleaning or laundry.
- Mark green tick if work is completed. Red 'x' if minor corrections are required. Red 'xx' if major corrections are required. Mark 'NA' if not applicable.

Inspection report – Sales Team – Villa Projects

Miscellaneous check (check if equipment is functional and maintained properly):

Generators		No. of borewells	
Transformer area		No. of borewells in operation	
Manhole covers in driveways and open areas		Borewells infra - no repairs/corrections required	
Electrical/panel rooms		Municipal water supply in order	
Septic tank area		Borewell water supply in order	
Streetlights are in order		All pumps are functional	
Security cameras are functional		RO plant	
Boom barrier is working			
Lifts			
Remarks/suggestions:			

Inspection report – Sales Team – Villa Projects

S No	Item/Description	Unit no.	Photographs sent on Viber	Housekeeping satisfactory	Cobwebs removed	No leakages	Furniture – no repairs required	Soft furniture – properly maintained	Lights + fans + electricals in order	Bathrooms cleaned and functional	Landscaping properly maintained	Painting is in order	Windows are clean	Terrace , open areas and setbacks are cleaned
1.	Model villa 1													
2.	Model villa 2													
3.	Model villa 3													
4.	Clubhouse -gym/yoga room													
5.	Clubhouse – banquet hall													
6.	Clubhouse - creche													
7.	Clubhouse - toilets													
8.	Clubhouse – entrance lobby													
9.	Clubhouse – other areas													
10.	Security kiosk, entrance arch and driveways													
11.	Landscaping /cleanliness outside compound wall													
12.	Swimming pool													
13.	Children - totlot													
14.	Amphitheatre													
15.	Driveways													
16.	Site office													
17.	Other:													
18.	Other:													
19.	Other:													
20.	Other:													

Inspection report – Sales Team – Apartment Projects

Company		Project		Phase	
Prepared by		Sign		Date	
Sales Manager		Sign		Date	
Recommendation: ☐ All areas satisfactorily maintained. No further action is required. ☐ Minor corrections/improvements required. ☐ Major corrections/improvements required. If not corrected in 7 days – details by email to be sent to directors.					

Notes:

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- Mark green tick if work is completed. Red 'x' if minor corrections are required. Red 'xx' if major corrections are required. Mark 'NA' if not applicable.

Inspection report – Sales Team – Apartment Projects

Miscellaneous check (check if equipment is functional and maintained properly):

Generators		No. of borewells	
Transformer area		No. of borewells in operation	
Manhole covers in driveways and open areas		Borewells infra - no repairs/corrections required	
Electrical/panel rooms		Municipal water supply in order	
Septic tank area		Borewell water supply in order	
Streetlights are in order		All pumps are functional	
Security cameras are functional		RO plant	
Boom barrier is working			
Housekeeping machinery in order			
Remarks/suggestions:			

Inspection report – Sales Team – Apartment Projects

S No	Item/Description	Unit no.	Photographs sent on Viber	Housekeeping satisfactory	Cobwebs removed	No leakages	Furniture – no repairs required	Soft furniture – properly maintained	Lights + fans + electricals in order	Bathrooms are cleaned and functional	Landscaping properly maintained	Painting is in order	Windows are clean	Terrace , open areas and setbacks are cleaned
1.	Model flat 1													
2.	Model flat 2													
3.	Model flat 3													
4.	Model flat 4													
5.	Model flat 5													
6.	Clubhouse - gym/yoga room													
7.	Clubhouse – banquet hall													
8.	Clubhouse - creche													
9.	Clubhouse - toilets													
10.	Clubhouse – entrance lobby													
11.	Clubhouse – other areas													
12.	Security kiosk, entrance arch and driveways													
13.	Landscaping /cleanliness outside compound wall													

Inspection report – Sales Team – Apartment Projects

14.	Swimming pool													
15.	Children - totlot													
16.	Amphitheatre													
17.	Driveways													
18.	Site office													
19.	Other:													
20.	Other:													
21.	Other:													
22.	Other:													
Remarks/suggestions:														

Inspection report – Sales Team – Apartment Projects

Inspection of common areas like corridors, staircases, lifts, terrace, parking area, external elevation.

S No	Item/Description	Block no.	Photographs sent on Viber	Housekeeping satisfactory	Cobwebs removed	No leakages	Lighting is adequate – all lights are functional	Lift is functional + neat and clean	Parking areas are neatly maintained	Terrace is neatly maintained	Elevation is in order	Painting is in order	Unoccupied flats are near and clean	Doors of unoccupied flats are locked
1.	Block 1													
2.	Block 2													
3.	Block 3													
4.	Block 4													
5.	Block 5													
6.	Block 6													
7.	Block 7													
8.	Block 8													
9.	Clubhouse													
Remarks/suggestions:														