

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			

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	

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.

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.