

Internal Memo No. 912/45 – Construction Division

Date: 26.05.2010

Subject:- Use of template to check windows.

The shape, size and diagonal of the window must be checked by QC after plastering using a template. The check should be done from the exterior side of the window where the aluminum window is to be fitted. The design for making the template is enclosed herein. Do not use the template to check the inside of window.

Project managers/engineers are advised to check the window size after first coat of plastering so that corrections can be made easily.

For the inside of the window, the plastering should be in level with the Z angle template. In case of corrections use a grinding machine for leveling.

QC to mark negatively in their reports in case of construction defect both on the inside and outside of the window.

Soham Modi.