

Sub.: Filing and approval of plans

1. Receipt of plans from Consultants
 - 1.1. Consultants have been advised to send plans in Acad format by email to plans@modiproperties.com. They may also send hard copies of plans.
 - 1.2. Engineering & design team (E&D) to ensure that the version no. and date mentioned by consultant is correct. All plans must be printed in A3/A4 size and inwarded (with HO security). Relevant plans must be sent to MD for review on the same day.
 - 1.3. All plans must be filed in appropriate files.
2. Correspondence with consultants.
 - 2.1. E&D shall be primarily responsible for correspondence with consultants. They must ensure that appropriate drawings are received from them as and when required.
 - 2.2. Engineers may send request for plans to E&D at plans@modiproperties.com (the mail is redirected to MD, Kanaka Rao & E&D).
 - 2.3. Engineers may correspond with consultants, however, backed up with email which is also marked to E&D.
3. Issue of approved building plans:
 - 3.1. E&D must issue the following plans/orders as and when received to sites: building permit, CFE, fire, environment, irrigation NOC, electric supply, water supply, OC, etc.
 - 3.2. Building permit must be sent in A1 or A0 size – laminated.
 - 3.3. Building permit layout plan and typical floor plan printed on foam board in A0 size must be sent to site for fixing in any prominent place.
 - 3.4. All these plans must be uploaded on plans database.
4. Approval of plans.
 - 4.1. All plans that are good for construction shall be approved by MD.
 - 4.2. Approved plans in Jpeg format, PDF and Acad shall be uploaded to plans database. E&D to also send plans to site by email.
 - 4.3. All other plans also must be uploaded on plans database. However, only approved plans must be selected for viewing by sites.
 - 4.4. Hardcopies to be issued to site by E&D (original + 2 copies). All three must be printed in colour and laminated (select plans only). Plans must be in A3 size.
 - 4.5. If plans are approved at site by MD, they must be sent back to HO for scanning and reissue.
 - 4.6. Select plans shall be laminated and printed in larger formats like A1 & A0 – Eg.: Centerline, footings, columns, RCC slab, working drawing, layout marking, etc.
5. Filing of plans at site.
 - 5.1. Originals must be filed in A3 size ring binders at site office. Ensure that originals are placed in plastic covers. Original plans shall be filed as follows:
 - 5.1.1. One file for plans related to layout and utilities.
 - 5.1.2. One file for each block / type of villa – with centerline, RCC, working drawing, presentation drawing, electrical drawing, plumbing drawing, joinery, etc.
 - 5.1.3. Sanction plan file (including building permit, fire and other permits). Maintain a laminated sanction plan copy along with a paper copy with proceedings at site.
 - 5.1.4. Survey plans file.
 - 5.1.5. Amenity block file
 - 5.1.6. Furniture design and model flats file.
 - 5.1.7. Cancelled drawing file.
 - 5.1.8. Miscellaneous file.
 - 5.2. Destroy all unapproved plans.

- 5.3. Original plans do not leave site office except for photocopying.
- 5.4. All plans should be in A3 size. If dimensions are not visible ask for blow up of plans from E&D (E&D to prepare key plan with blow up of specific areas and issue in A3 size).
- 5.5. DO NOT USE UNAPPROVED PLANS PRINTED AT SITE FROM SOFTCOPIES.
- 5.6. Replace worn out plans with new copies from originals.
- 5.7. Contractors may be issued any no. of photocopies. Issue laminated plans to contractors for centerline, working drawing, electrical drawing, layout drawing, etc.
- 5.8. Maintain flat files – 2 to 3 copies for each type of work. Suggested list of flat files with photocopies is:
 - 5.8.1. Block wise/villa wise RCC plans file – with centerline, footings, plinth. Columns, slab, compound wall, OHT, presentation plan, and working drawing.
 - 5.8.2. Block wise/villa wise working drawing file – with working drawing, presentation plan, electrical, plumbing, joinery, elevation, furniture, compound wall, gates, grills, etc.
 - 5.8.3. Plans related to layout – with layout marking, layout, levels plan, utilities plan, survey plan, etc.
 - 5.8.4. Plans related to furniture and site office.
 - 5.8.5. Standard drawings file – those being used at site.
6. Reporting
 - 6.1. E&D must send a list of approved plans (generate excel sheet from M-codex). The sheet must be sent to site once in a quarter.
 - 6.2. Project managers are required to verify the list sent by E&D of all original plans that are filed in each ring binder once in a quarter, before the end of each quarter and upload the report on M-codex/audit. This will form part of MIS and linked to release of salaries.
7. Audit of filing
 - 7.1. QC to audit filing once in a quarter on receipt of the above report within a period of 2 weeks and send report to MD.
 - 7.2. Default in filing will result in issue of memo to project manager, fine of Rs. 500/- and one day suspension.
8. Moto:
 - 8.1. NO PLANS – NO WORK!
 - 8.2. NO QC CHECK – NO WORK!
 - 8.3. NO APPROVED PLANS – NO WORK!
9. Soft copies of approved plans of all sites (current projects) must be uploaded on gmail. Redmi 10” tabs or similar will be issued to all sites for accessing these plans. The SOP for the same is as under:
 - 9.1. Create an email id – acad.mppl@gmail.com.
 - 9.2. Create a google drive account.
 - 9.3. In the google drive account create the following folders:
 - 9.3.1. One folder for each site.
 - 9.3.2. Within each folder create folders for:
 - 9.3.2.1. Statutory approvals – include all approvals and proceedings like building permit, fire plans, CFE, CFO, electric supply, water supply, PESO, irrigation NOC, etc.
 - 9.3.2.2. Survey/site plans – limit to survey plan of site and site boundaries, surrounding development. Include plans of google earth and tonch plan of survey nos.
 - 9.3.2.3. Layout related plans – all plans related to site, driveways, MEP plans of HVAC/PHE power supply, landscaping, compound wall, etc.

- 9.3.2.4. Presentation plans – limit to last approved presentation + perspective views.
- 9.3.2.5. RCC work plans – include all RCC/ structure related plans including centerline – limit to each block – exclude layout.
- 9.3.2.6. Civil work plans – include all working drawings, sections, levels, elevation plans/ sections, mullions/transoms, details of doors/windows/joinery, lifts, flooring, bathroom tiles, electricals, plumbing.
- 9.3.2.7. Furniture plans – include plans for HVAC, false ceiling, furniture, lighting, specialty cladding, etc.
- 9.3.2.8. Miscellaneous plans – that do not fit into any of the above categories.
- 9.3.2.9. Standardised plans – specifically used at that site.
- 9.3.2.10. Within each folder for each site – create separate folders for each block.
- 9.4. E&D to update Pdf plans generated from Autocad in these folders. Add new GFC plans and delete older GFC plans.
- 9.5. System Admin to give view only access to each site.
- 9.6. System admin to limit the usage of each tab by linking it to google family link. Each tab should have the following software: viber, folder manager, google drive, dwg viewer, Ms word/excel, Pdf viewer (Edge), image viewer, Any desk. Viber should be linked to any one engineer at site. Google drive must be set to sync with local storage.
- 9.7. Each tab must have a prolite armor case and screen guard.
- 10. Archiving of plans/documents at site – after completion of work – guidelines:
 - 10.1. Once the block is fully completed – the plans of that block can be archived. Destroy all copies. Spiral bound all the originals/laminated copies into 2 or 3 spiral bounds. Ensure that the spiral bound thickness does not exceed 1”. Add cover page to the spiral bound.
 - 10.2. Full set of sanction plans + proceedings to be maintained at site.
 - 10.3. All QC reports related to construction can be destroyed – once possession of a flat is handed over or the block is handed over to lessee.
 - 10.4. All A&A files and customer complaints + ATR + QC check should be scanned into a single file for each unit, uploaded on M-codex and scan id sent to CR team. CR to link the scan id to document list of each customer.
 - 10.5. All reports of consultants, reports, notes to be scanned as single file, uploaded on M-codex and scan id sent to E&D team.
 - 10.6. All test reports /batch reports of RMC & steel to be destroyed after completion of each block.
 - 10.7. All installation reports, commissioning reports, manuals, job card for repair, etc., to be scanned and uploaded on M-codex. Originals to be neatly filed and sent to MEP team at HO.
 - 10.8. All original bills/invoices, utility bills to be sent to Audit team at HO.
 - 10.9. All DCs/PODs to be destroyed on a monthly basis after a period of 3 months. Ensure that MRNs are completed before destruction – THIS IS AN ONGOING EXERCISE. Similarly destroy all Pos and work orders after 3 months – however, the work must be completed on material fully delivered or PO/WOs are cancelled.
 - 10.10. Sohams comments book to be scanned, uploaded on M-codex and destroyed.
 - 10.11. All log books and registers to be sent to Audit team at HO. Audit team to scan, upload these documents on M-codex and destroy.
 - 10.12. Do not maintain unnecessary documents at site.

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