

Sub.: Filing and approval of plans

1. Receipt of plans from Consultants
 - a. Consultants have been advised to send plans in Acad format by email to plans@modiproperties.com. They may also send hard copies of plans.
 - b. Engineering & design team (EDT) 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.
 - c. All plans must be filed in appropriate files.
2. Correspondence with consultants.
 - a. EDT shall be primarily responsible for correspondence with consultants. They must ensure that appropriate drawings are received from them as and when required.
 - b. Engineers may send request for plans to EDT at plans@modiproperties.com (the mail is redirected to MD, Kanaka Rao & EDT).
 - c. Engineers may correspond with consultants, however, backed up with email which is also marked to EDT.
3. Approval of plans.
 - a. All plans that are good for construction shall be approved by MD.
 - b. Approved plans in Jpeg format, PDF and Acad shall be uploaded to plans database. EDT to also send plans to site by email.
 - c. All other plans also must be uploaded on plans database. However, only approved plans must be selected for viewing by sites.
 - d. Hardcopies to be issued to site by EDT (original + 2 copies).
 - e. If plans are approved at site by MD, they must be sent back to HO for scanning and reissue.
 - f. Select plans shall be laminated – Eg.: Centerline, footings, plinth, columns, RCC slab, working drawing, electrical plan, layout marking, etc.
4. Filing of plans at site.
 - a. 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:
 - i. One file for plans related to layout and utilities.
 - ii. One file for each block / type of villa – with centerline, RCC, working drawing, electrical drawing, plumbing drawing, joinery, etc.
 - iii. Sanction plan file. Maintain a laminated sanction plan copy along with a paper copy with proceedings at site.
 - iv. Survey plans file.
 - v. Amenity block file.
 - vi. Furniture design and model flats file.
 - vii. Cancelled drawing file.
 - viii. Miscellaneous file.
 - b. Destroy all unapproved.
 - c. Original plans do not leave site office except for photocopying.
 - d. All plans should be in A3 size. If dimensions are not visible ask for blow up of plans from EDT (EDT to prepare key plan with blow up of specific areas and issue in A3 size).
 - e. **DO NOT USE UNAPPROVED PLANS PRINTED AT SITE FROM SOFTCOPIES.**
 - f. Replace worn out plans with new copies from originals.
 - g. Contractors may be issued any no. of photocopies. Issue laminated plans to contractors for centerline, working drawing, electrical drawing, layout drawing, etc.

- h. Maintain flat files – 2 to 3 copies for each type of work. Suggested list of flat files with photocopies is:
 - i. Block wise/villa wise RCC plans file – with centerline, footings, plinth. Columns, slab, compound wall, OHT and working drawing.
 - ii. Block wise/villa wise working drawing file – with working drawing, electrical, plumbing, joinery, elevation, furniture, compound wall, gates, grills, etc.
 - iii. Plans related to layout – with layout marking, layout, levels plan, utilities plan, survey plan, etc.
 - iv. Plans related to furniture and site office.
 - v. Standard drawings file.
- 5. Reporting
 - a. Project managers are required to send list of all original plans that are filed in each ring binder once in a quarter, before the end of each quarter to report-audit@modiproperties.com. This will form part of MIS and linked to release of salaries.
- 6. Audit of filing
 - a. 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.
 - b. Default in filing will result in issue of memo to project manager, fine of Rs. 500/- and one day suspension.
- 7. Moto:
 - a. NO PLANS – NO WORK!
 - b. NO QC CHECK – NO WORK!
 - c. NO APPROVED PLANS – NO WORK!
 - d.

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