

Annexure (C)

Modi Properties Pvt. Ltd - Site Audit Report -

Company Name:	Serene Constructions LLP	Date:	03.11.2020
Project Name:	Serene Farms	From / To time:	09.30 to 18.00
Visited by:	R Sanjay Kumar	Prepared by:	Mahesh.M
Previous audit date:		Sign:	
Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Creche		
	a) Creche Operational.	NA	
	b) Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM.	NA	
	c) Midday meals provided.	NA	
	d) No of childrens.	NA	
2.	Labour quarters		
	a) No. of labour quarters.	12	
	b) No. of occupied labour quarters.	05	
	c) No. of toilets.	05	
	d) No. of washrooms.	05	
	e) Electrical power connection.	Yes	
	f) Provision of water & electricity for labour quarters.	Yes	
3.	Pumps & Equipement.		
	a) Water supply file maintained.	Yes	
	b) List of pumps & Equipement file maintained.	Yes	
	c) List of computers & pheripherals file.	Yes	02 Laptops & 02 Desk Tops and 02 Printers
	d) List of wifi connections file.	01	Jio Modem
	e) List of meters & submeters file.	08	02 Main Meter and 06 Sub Meters
4.	Model Units		
	a) Model villas / flats maintained properly.	Yes	02
	b) Club House maintained properly.	Yes	
	c) Swimming pool maintained properly.	Yes	
	d) Parks and open spaces maintained properly.	Yes	

Remarks on default in following standard procedures : Nil

Complaints : Nil

Sugsesstions : Nil

Annexure (C)

Note:

1. Desk tops 01 Nos Using at site office Engg.
2. Canon Printer 01 and HP Laser Jet M1136 MFP Total 02 Nos
3. No of Laptops 03 Using Admin Bargavai, Pasha & Vijay

Annexure (D)

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Visited by:	R Sanjay kumar	Prepared by	Mahesh.M
Previous audit date:		Sing:	
Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Safety measurements at site	NA	
	a) No visitor helmets at security kiosk.	NA	
	b) Quality & cleanness of helmets (G/A/P)	Average	
	c) Labours working without helmets & masks	NA	
	d) Safety belts / helmets.	NA	
	e) Safety net provided (in apartment projects)	NA	
	f) Infrared thermo meter being used.	Yes	But not using at site
	g) PVC 500 ltr water tank & Sanitizer is provided.	Yes	
	h) Power tools being used with Al-Service wire.	Yes	
	i) Is DB box are locked properly	Yes	
	j) Is vacant villas / flats are locked properly	No	

Remarks on default in following standard procedures: Nil

Complaints: labours are wearing mask and not using sanitizers and Infrared thermometer and security is also not using infrared thermameter for staff and labours

Suggestions :

Annexure (E)
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-Company Name:		Serene Constructions LLP	Date:	03.11.2020
-Project Name:		Serene Farms	From / To time:	09.30 to 18.00
Visited by:		R Sanjay Kumar	Prepared by	M Mahesh
Previous audit date:			Audit date:	
Sl No	Description		SOP followed (Yes/No)	Remarks (Breif Discription)
MMC				
1.	Monthly Maintenance File.		Yes	
2.	MMC logbook manual.		No	
3.	No. Of units with arreras of more than 2 months of MMC.		Yes	17 Units
4.	MMC arrears notice file.		No	
5.	MMC regular file.		Yes	
6.	MMC receipt book maintained properly.		No	
7.	Cash collection in MMC from customers.		No	
8.	MMC receipt book certified by accounts on weekly basis.		No	
9.	Equipment AMC list file.		No	
10.	All registers & DC books certfied by stores incharge.		Yes	
11.	C.C TV cameras list file.		Yes	03 Nos
12.	Security services regular file.		No	Yes

Remarks on default in following standard procedures: Nil
Complaints: MMC Book and Receipt book not available at site and Equipment and AMC File not maintaining at site and club house equipment file also not available.
Suggestions : Monthly maintainance charges has to be follow up by engineers due to admin at site not available.

Annexure (F)

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Visited by:	R Sanjay Kumar	Prepared by:	M Mahesh
Previous audit date:		Sing:	
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	a) No. of security sanctioned as per circular.	Yes	04 Nos
	b) No. of security regularly present.	Yes	04 Nos
	c) Uniform is maintained by all security.	Yes	
	d) No. of sticks & Torch lights provided.	Yes	
	e) Security supervisor is maintained registers properly.	Yes	
2.	House keeping		
	a) No. of sweepers & boys sanctioned in builder A/c.	Yes	Office Boy -01 Sweeper -01
	b) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.	NA	
	c) Uniforms is maintained by all house keeping staff.	Yes	
	d) Housekeeping schedule is maintained properly.	No	
3.	Gardening Services		
	a) No. of Gardeners sanctioned in Builder A/c.	02	
	b) No. of Gardeners Sanctioned in Association A/c.	02	
	c) Gardening schedule is maintained properly.	No	
	d) Tools are maintaining at site properly.	No	
4.	C.C Cameras		
	a) No of cameras sanctioned at site.	Yes	03
	b) No of cameras not working at site.	No	All are working
	c) Time laps camera data backup sending time to time.	NA	
Remarks on default in following standard procedures:			
Complaints: House keeping and gardening schedule book not maintaining at site			
Suggestions: Admin works as to be assign to any one engineer			