

Modi Properties Pvt. Ltd - Site Audit Report -

Company Name:		Modi Realty (Miryalaguda) LLP	Date:	11-11-2020
Project Name:		AVR Gulmohar Homes	From / To time:	09.30 to 18.00
Visited by:		R Sanjay Kumar	Prepared by:	M.Mahesh Kumar
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.		30	
	b) No. of occupied labour quarters.		25	
	c) No. of toilets.		06	
	d) No. of washrooms.		02	
	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 & ptheripherals file.		Yes	03 Laptops and two printers and one desk top
	d) List of wifi connections file.		Yes	01
	e) List of meters & submeters file.		Yes	
4.	Model Units			
	a) Model villas / flats maintained properly.		Yes	02
	b) Club House maintained properly.		NA	
	c) Swimming pool maintained properly.		NA	
	d) Parks and open spaces maintained properly.		NA	

Remarks on default in following standard procedures : 0.5 HP Mono Block pumps are lying at store room and need to be repair. At present this pumps are not require for agh site. 03 HP Dewatering pump need to be repair.

Complaints : Rent record register not updated.

Suggesstions : Nil

Annexure (D)

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Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Safety measurements at site		
	a) No visitor helmets at security kiosk.	Yes	
	b) Quality & cleanness of helmets (G/A/P)	Average	
	c) Labours working without helmets & masks	No	
	d) Safety belts / helmets.	No	
	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	No	
	j) Is vacant villas / flats are locked properly	NA	

Remarks on default in following standard procedures: Nil

Complaints: Labours are working with out mask and helments and Infrared thermo meter not using at site

Suggestions : Main gate security room land line phone not available

Annexure (E)
sModi Properties Pvt. Ltd - Site Audit Report

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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.		No	
4.	MMC arrears notice file.		Yes	
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.		Yes	
10.	All registers & DC books certified by stores incharge.		Yes	
11.	C.C TV cameras list file.		No	06 Nos
12.	Security services regular file.		No	Need to Maintain

Remarks on default in following standard procedures: Nil
Complaints: MMC Receipt Book not available at site and log book also not maintaining at site
Suggestions :

Annexure (F)

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Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	a) No. of security sanctioned as per circular.	No	04
	b) No. of security regularly present.	No	
	c) Uniform is maintained by all security.	Yes	
	d) No. of sticks & Torch lights provided.	No	
	e) Security supervisor is maintained registers properly.	No	
2.	House keeping		
	a) No. of sweepers & boys sanctioned in builder A/c.	02	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.	Yes	01
	b) No. of Gardeners Sanctioned in Association A/c.	No	
	c) Gardening schedule is maintained properly.	No	
	d) Tools are maintaining at site properly.	Yes	
4.	C.C Cameras		
	a) No of cameras sanctioned at site.	Yes	06
	b) No of cameras not working at site.	No	
	c) Time laps camera data backup sending time to time.	NA	
Remarks on default in following standard procedures:			
Complaints: Houses keeping schedule book not maintaining at site.			
Suggestions : CC Camera back up has to be taken at the end of the week.			