

Annexure (C)

Modi Properties Pvt. Ltd - Site Audit Report -

Company Name:	Nilgiri Estates	Date:	19-11-2020
Project Name:	Nilgiri Estate	From / To time:	09.30 to 18.00
Visited by:	R Sanjay Kumar	Prepared by:	Mahesh
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.	10	
	b) No. of occupied labour quarters.	10	
	c) No. of toilets.	02	
	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 Lap tops and Desk top 01
	d) List of wifi connections file.	01	DG Net
	e) List of meters & submeters file.	08	03 Main Meter and 05 Sub Meters
4.	Model Units		
	a) Model villas / flats maintained properly.	Yes	
	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 : Labour quarters surround has to be clean properly and model flats to be clean properly and club house site office room desk files to be arrange properly

Suggesstions : Nil

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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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Company	Nilgiri Esates	Date:	19-11-2020
Project	Nilgiri Estates	From / To time:	09.30 to 18.00
Visited by:	R Sanjay kumar	Prepared by	Mahesh
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.	08	
	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 working with out mask and security at main gate not using infrared thermometer for staff and labours..

Suggestions : Security land line phone is not working since last month.

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

-Company Name:		Nilgiri Estates	Date:	19-10-2020
-Project Name:		Nilgiri Estate	From / To time:	09.30 to 18.00
Visited by:		R Sanjay Kumar	Prepared by	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.		Yes	
3.	No. Of units with arreras of more than 2 months of MMC.		No	Lot of customers ate not paying MMC
4.	MMC arrears notice file.		No	
5.	MMC regular file.		No	
6.	MMC receipt book maintained properly.		Yes	
7.	Cash collection in MMC from customers.		No	
8.	MMC receipt book certified by accounts on weekly basis.		Yes	
9.	Equipment AMC list file.		No	
10.	All registers & DC books certfied by stores incharge.		Yes	
11.	C.C TV cameras list file.		Yes	05 Nos
12.	Security services regular file.		No	

Remarks on default in following standard procedures: Nil
Complaints: Maintenance book is updated till September-2020 and CC Cameras are not working
Suggestions : Equipment warranty file is missing and club house AMC file not available

Annexure (F)

Modi Properties Pvt. Ltd - Site Audit Report

Company Name:	Nilgiri Estates	Date:	19.11.2020
Project Name:	Nilgiri Estate	From / To time:	09.30 to 18.00
Visited by:	R Sanjay Kumar	Prepared by:	Mahesh
Previous audit date:		Sig:	
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	a) No. of security sanctioned as per circular.	Yes	05
	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.	Yes	04
	c) Uniforms is maintained by all house keeping staff.	Yes	
	d) Housekeeping schedule is maintained properly.	Yes	
3.	Gardening Services		
	a) No. of Gardeners sanctioned in Builder A/c.	No	
	b) No. of Gardeners Sanctioned in Association A/c.	05	
	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	05
	b) No of cameras not working at site.	Yes	04
	c) Time laps camera data backup sending time to time.	NA	
Remarks on default in following standard procedures:			
Complaints: Security night guard 01 Person not available			
Suggestions : CC Camera back up has to be taken at the end of the week.			