

Annexure (F)

Modi Properties Pvt. Ltd - Site Audit Report

Company Name:	Modi Farm House HYD -LLP	Date:	04/01/2021
Project Name:	Serene Farms	From / To time:	04/01/2021
Visited by:	G.Balakrishna / M.Mahesh	Prepared by:	Mahesh
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	a) No. of security sanctioned as per circular.	05	
	b) No. of security regularly present.	05	
	c) Uniform is maintained by all security.	Yes	
	d) No. of sticks & Torch lights provided.	02 torch & 4 sticks	
	e) Security supervisor is maintained registers properly.	NO	Very poor work
2.	House keeping		
	a) No. of sweepers & boys sanctioned in builder A/c.	01 officeboy	
	b) No. of Sweepers & other operators (Machine boys & Lift operators sanctioned in association A/c.	03 sweeper 01 operator	NA
	c) Uniforms are maintained by all housekeeping staff.	YES	
	d) Housekeeping schedule is maintained properly.	NA	
3.	Gardening Services		
	a) No. of Gardeners sanctioned in Builder A/c.	06	
	b) No. of Gardeners Sanctioned in Association A/c.	0	
	c) Gardening schedule is maintained properly.	NA	
	d) Tools are maintaining at site properly.	YES	
4.	C.C Cameras		
	a) No of cameras sanctioned at site.	06	
	b) No of cameras not working at site.	02	
	c) Time laps camera data backup sending time to time.	NO	
Remarks on default in following standard procedures:			
Complaints: CC cameras are not working properly			
Suggestions :			

Annexure (E)

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Visited by:		G.Balakrishna / M.Mahesh	Prepared by:	Mahesh
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 arrears of more than 2 months of MMC.			Not maintaining
4.	MMC arrears notice file.		NA	
5.	MMC regular file.		NA	
6.	MMC receipt book maintained properly.		NA	
7.	Cash collection in MMC from customers.		NA	But cash collection is done for cottages & Club house
8.	MMC receipt book certified by accounts on weekly basis.		NO	
9.	Equipment AMC list file.		NO	
10.	All registers & DC books certified by stores incharge.		-	
11.	C.C TV cameras list file.		No	
12.	Security services regular file.		Yes	

Remarks on default in following standard procedures: Nil
Complaints: we sent a mail against cash collection against cottages booking
Suggestions : Need to change security services , present security supervisor is not writing / updating registers on regular basis

Annexure (D)

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Project Name:	Serene Farms	From / To time:	04/01/2021
Visited by:	G.Balakrishna / M.Mahesh	Prepared by:	Mahesh
Sl No	Description	SOP Followed (Yes/No)	Remarks
1.	Safety measurements at site		
	a) No visitor helmets at security kiosk.	NA	
	b) Quality & cleanness of helmets (G/A/P)	NA	
	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	
	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	Yes	

Remarks on default in following standard procedures: Nil

Complaints:

Suggestions :

Annexure (C)

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Visited by:		G.Balakrishna / M.Mahesh	Prepared by:	Mahesh
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.	8		
	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.	05 bore pumps	02 working	
	c) List of computers & peripherals file.	02		
	d) List of wifi connections file.	02		
	e) List of meters & submeters file.	9+4	02 main meters 9 single phase sub meters 4 three phase sub meters	
4.	Model Units			
	a) Model villas / flats maintained properly.	Nil		
	b) Club House maintained properly.	Yes		
	c) Swimming pool maintained properly.	Yes		
	d) Parks and open spaces maintained properly.	Yes	Good	

Remarks on default in following standard procedures :
Complaints :
Suggestions :