

## Annexure (F)

## Modi Properties Pvt. Ltd - Site Audit Report

Company Name:	Silver Oak Villas – llp	Date:	02/03/2021
Project Name:	SOV	From / To time:	02.03.2021
Visited by:	R.Sanjay / M.Mahesh	Prepared by:	Mahesh
Sl No	Description	SOP followed (Yes/No)	Remarks
1.	Security Services		
	a) No. of security sanctioned as per circular.	04	
	b) No. of security regularly present.	04	
	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.	Yes	
2.	House keeping		
	a) No. of sweepers & boys sanctioned in builder A/c.	02 officeboy 04 sweeper	
	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.	Yes	
3.	Gardening Services		
	a) No. of Gardeners sanctioned in Builder A/c.	No	
	b) No. of Gardeners Sanctioned in Association A/c.	03	
	c) Gardening schedule is maintained properly.	Yes	
	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.	Nil	
	c) Time laps camera data backup sending time to time.	No	
Remarks on default in following standard procedures:			
Complaints: Nil			
Suggestions : CC Cameras back up to be taken every week			

## Annexure (E)

Modi Properties Pvt. Ltd - Site Audit Report

Company Name:		Silver Oak Villas – llp	Date:	02/03/2021
Project Name:		SOV	From / To time:	02.03.2021
Visited by:		R.Sanjay / 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.	05		
4.	MMC arrears notice file.	Yes		
5.	MMC regular file.	Yes		
6.	MMC receipt book maintained properly.	Yes		
7.	Cash collection in MMC from customers.	NA		
8.	MMC receipt book certified by accounts on weekly basis.	Yes		
9.	Equipment AMC list file.	Yes		
10.	All registers & DC books certified by stores incharge.	Yes		
11.	CC cameras list file.	Yes		
12.	Security services regular file.	Yes		

Remarks on default in following standard procedures: Nil
Complaints: MMC Receipt book not sending to ho to verify and CC Camera file is not maintaining at site
Suggestions : Informed to Lady engineers to send mmc receipt book to ho for veify with accountant

## Annexure (D)

## Modi Properties Pvt. Ltd - Site Audit Report

Company Name:	Silver Oak Villas – llp	Date:	02.03.2021
Project Name:	SOV	From / To time:	02.03.2021
Visited by:	R.Sanjay / 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.	No	
	b) Quality & cleanness of helmets (G/A/P)	No	
	c) Labours working without helmets & masks	Yes	
	d) Safety belts / helmets.	No	
	e) Safety net provided (in apartment projects)	No	
	f) Infrared thermo meter being used.	No	Not using
	g) PVC 500 ltr water tank & Sanitizer is provided.	Yes	
	h) Power tools being used with AI-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: Labours are working with out helmets and mask and infrared thermometer is not using at site.

Suggestions :

## Annexure (C)

Modi Properties Pvt. Ltd - Site Audit Report

Company Name:		Silver Oak Villas – IIP	Date:	02.03.2021
Project Name:		SOV	From / To time:	02.03.2021
Visited by:		R.Sanjay / M.Mahesh	Prepared by:	Mahesh
SI No	Description	SOP Followed (Yes/No)	Remarks	
1.	Creche			
	a) Creche Operational.	Yes		
	b) Creche teacher and Ayya attending as per timings 09.00 AM to 17.30 PM.	Yes		
	c) Midday meals provided.	No		
	d) No of childrens.	15 to 20		
2.	Labour quarters			
	a) No. of labour quarters.	66		
	b) No. of occupied labour quarters.	66		
	c) No. of toilets.	12	Poor condition	
	d) No. of washrooms.	12		
	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.	06 bore pumps		
	c) List of computers & ppheripherals file.	04		
	d) List of wifi connections file.	02		
	e) List of meters & submeters file.	06		
4.	Model Units			
	a) Model villas / flats maintained properly.	01		
	b) Club House maintained properly.	NA		
	c) Swimming pool maintained properly.	Yes		
	d) Parks and open spaces maitained properly.	Yes		

Remarks on default in following standard procedures :

Complaints : Labour quarters surround has to be clean properly and for creche mid day meals to be provide .

Suggestions :