

Subject: MOM & task list files to be maintained by project manager.

All project managers are required to maintain 3 files that should be kept updated at all times. These files should be neatly labeled. The details of documents to be filed are as follows:

1. MOM file: Minutes of the meeting along with comments of project manager for the last 3 months to be filed.
2. Task list file: latest updated task list i.e., list of items to be discussed with MD during his site visit along with copies of relevant plans, estimates, documents, etc. to be filed in this file.
3. Schedule of work: wherever schedules of work are being periodically given to project managers by MD – last 6 months schedules to be filed in this file.
4. Apart from the above project managers should be ready with pending requisitions file, relevant plans file, remarks on requisition by site report and should be available on demand.
5. Tools that must be kept ready for MDs site visit.
 - a. 1000' line dori wrapped on 2' x 2" PVC pipe.
 - b. 5 meters steel tape.
 - c. 15 meters steel tape.
 - d. 30 meters and 100 meters fiber tape.
 - e. Relevant approved plans.
 - f. Tapi.
 - g. 1' spirit level.
 - h. Level pipe.
 - i. Matna – 2 nos.
 - j. Digital tape (Bosch)

Soham Modi.