**Laxmi Emerald Housing Co-Operative Society Committee Member Key result areas (KRAs): -**

1. Check monthly attendance of security guard and pay as per attendance sheet.
2. Check in day and night guard is in society and if not available update to Security In charge.
3. Check water and shelter for Security and guide accordingly to them.
4. Check whether night round is doing by security or not, if not update to Security In charge.
5. Check Security do entry of water tanker correctly and check water available in tanker.
6. Check if any one park vehicle improperly or intentionally blocks parking area update to society member and act on concern person.
7. Check is Security start and shut parking and common light on time or not (Start in evening 7 PM and Shut in morning 6 AM.)
8. Check is Security start and stop Solar on time or not (Start in morning 6 AM and Stop at 11 AM.)
9. Check overhead water tank overflow and update guard or supervisor.
10. Check whether security guard runs motor for solar twice in morning or not.
11. Check whether security runs borewell motor twice a day for 20 mins or not.
12. Check twice monthly overhead flush tank and fill it.
13. Check monthly fire fighter over head tank full or empty.
14. Check whether security do entry of delivery agents and guest if not complaint to in charge.
15. Check monthly attendance of housekeeping and pay as per attendance sheet.
16. Check whether housekeeping staff collect garbage on time and daily or not if not update to in charge.
17. Check whether housekeeping staff every floor and common step clean and wash every day.
18. Check housekeeping material available or not.
19. Check parking is clean after 2 weeks.
20. Check grass increased in society area and cut accordingly.
21. Check and clean spider net in both wings.
22. Check whether both lifts clean every day.
23. Check and ask housekeeping person clean all floors both lifts sliding area weekly total 44 doors area.
24. Check garbage collection vehicle comes daily or not and ask kacharawala to collect daily and do payment accordingly.
25. If any failure in water motor like motor not working, starter not working, motor over heating call motor mechanics and clear issue on urgent basis.
26. Do annually trice drainage cleaning of both wings of all chambers.
27. Do pest control three times annually to control reptiles, rodents.
28. If any failure in lift call immediately to lift mechanics and clear asap.
29. Check whether lift maintains doing regularly or not and update to lift supervisor.
30. Check whether lift internal lights, buttons, fan or any abnormal noise coming update to lift mechanics immediate basis.
31. Do audit of lift from Mumbai government office yearly.
32. Check collection of monthly maintains coming on time or not.
33. If maintains not coming on time of any flat act on this flat and send them notice.
34. Maintain sheet for expenses like tanker bill, security and housekeeping, lights any kind of bill etc.
35. Check Diesel generator diesel every 15 days and fill before empty.
36. Do twice a year Diesel generator servicing.
37. Call diesel filling vehicle and fill before DG get empty.
38. Repair and change all street light, parking tubes, floor light, stare case light on time after malfunctions.
39. Check water tank level and ask tanker owner for extra tanker.
40. Match receipt and tanker register entry and do payment accordingly.
41. Solve drainage issues of blockage for all society members.
42. Solve electric fluctuation issue for all society members.
43. Solve voltage fluctuation issue of society with MSEB.
44. Pay light bill timely to avoid electricity cut.
45. Solve parking issue of society member A and B Wing.
46. Solve issues of individual flat member and guide them: - Issues like electric and water tab blocking.
47. Solve solar water issue of individual flat like water not coming, hot water coming in all tabs.
48. Solve issue of leakage in common area parking and guide of individual flat.
49. Clean all water tanks 3 times annually to avoid blockage.
50. Take maintenance Screen capture and check in bank statement then maintain in sheet and provide receipt to owner.
51. In long pending take maintenance expenses details from builder which we paid them 65000 /- per flat mean total paid: - 5070000 /-