



HQ Office Work Progress Report

Date: 3rd May 2025

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Pending Tasks with Deadlines & Responsibilities

Task	Description	Responsible	Deadline
Core Cutting	Finalize and execute any remaining core cutting required for ducting or utilities.	-	05-May-2025
Exhaust Fans Installation	Exhaust fans for the kitchen to be installed.	Raju Bhai	-
Hardware Discussion	Discussion with Abdul Sir regarding: • Plywood • Door locks • Shelf locks in employee room		-
Cleaning	Deep cleaning to be done, starting from inside (rooms) to outside (common and entry areas).		-
Painting	Complete interior and touch-up exterior painting as required.	Painter Team	-
Flooring	Final flooring to be finished across all spaces.	Flooring Contractor	-
Ceiling	Ensure ceiling is complete, including access points, fitting areas.	Ceiling Team	-



Patch Work Required

1. Kitchen Area

- Patch to be filled **below the wall-mounted AC** unit.

2. Conference Room

- **Ply patch** required to be filled.

Other Pending Work

Area	Task
Anti-chamber	Shelf installation remaining
Entire Office	Ceiling lights pending installation
Storage Cupboard	Shelves still to be fixed

Suggested Workflow Order

1. **Core Cutting** (critical to complete before finishing)
 2. **Patch Filling** (to smoothen walls for painting)
 3. **Discussion with Abdul Sir** (to ensure timely delivery of woodwork items)
 4. **Installation Tasks**
 - a. Exhaust fans
 - b. Ceiling lights
 - c. Shelves in antichamber and storage cupboard
 5. **Painting Work**
 6. **Flooring Work**
 7. **Final Cleaning** (once all above tasks are completed)
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