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| --- | --- |
| OBSERVATIONS | TO BE DONE |
| * At Transformer the Fire Extinguisher is fixed at out side | * It is to be placed inside |
| * Signage Boards are small | * Sizes should be big for visibility with Radium Print even can observe at night times also |
| * Fire Buckets not in proper way | * The Red Buckets with Water & Yellow Buckets with Sand only. |
| * At B2 –Near Panel Board No Fire Extinguisher | * To be fixed Fire Extinguisher with CO2 |
| * Some of the Fire Extinguishers fixed to pillars back side which are not visible (hidden mode) at parking | * To be fixed at front part of the pillars and if need put the stickers for immediate attention if any incident happened. |
| * At Sprinkler Pipe some points are with caps and some are not with. | * All the points to be without caps |
| * No gate at Swimming Pool Steps | * Gate should be placed at steps |

The Lapses at Present (findings)

* No proper control at the Gate
* No proper control on Couriers/parcels/food deliveries/ & No proper checking of

Flat Numbers; Not Checking the Names & No Reconfirmations from flat owners

* No proper thorough checking of HK Maids/Boys and out siders (entry time & exit time)
* No proper observation on vehicles.
* No proper patrolling
* Proper Records/Registers are not maintaining
* At Gate No proper controlling. While entry time or exit time no proper control of traffic at outside.
* No observation of Stickers on the vehicles
* Visitors vehicle parking is not maintain properly.
* If the courier boys/other outside boys enter into premises, no control on their visit (they used to go to all the floors without permission). No time bound to them to return after deliver the material/item (whatever it may be).
* No proper control at Library point

How to Controll:

* Always One SG must be at the gate to control the Entry Point
* Like that One SG must be at the Exit Gate to control
* Lady Guard Should check the HK Maids thoroughly while at the time of their entry and exit
* Like that, The SGs should thoroughly check the HK Boys at the time of their entry and exit

(even it may be food /cash /any article)

* If any courier boy/vendor/any parcel come to deliver, The cover/Document/Parcel/Material should be checked thoroughly (flat number, properly mentioned the owner name, if got any doubt check with the owner) if satisfied only can allow them inside. If any delay of the return of the particular candidate, should call the owner and check the things.
* Entry of Vehicle should be observed very strictly. Should observe Stickers on the flat owners vehicle for free entry or if sensors are fixed to the vehicle it won’t be a problem.
* Visitors Entry & Their vehicles: should get proper permission from the respective flat owners & then only permit them to enter into the premises. No visit should place the

Vehicle at flat owners vehicle parking area. Should place the allocated area only.

* Either SG or Supervisor should do patrolling at the premises in regular intervals.
* Specific registers like Visitors, Inward & Outwards, HK & SG Attendance, Moment Register

Keys Register, Material Register etc to be maintained properly.

* While the vehicles are going out side or enter into the premises, The SG should be at the road to control the traffic and facilitate the Flat owners & out siders should go without any

Traffic issues.

* The Supervisor should be at the proper point to control premises, command the things and see that things should place in a proper way.
* At Library point the LSG should control the things and see that the things should be in control. If kids are playing in Library, the LSG guide them towards the kids play ground. If the LSG unable to control, take the assistance of Supervisor to get control of the same.
* At Library, the LSG should observe that the News Papers/Magazines should be in proper way

Security Staff Placements:

AT A Shift (3+1) + Supervisor (07.00 AM to 07.00PM)

@ One SG at the Gate Point & Control the entry and exit of the persons & maintain the records with the help of Supervisor

@ One SG at exact Opp to Gate to control the vehicle moments

@ One SG for Patrolling

@ LSG to be placed at Gate and at sometimes take control of the Library

AT B Shift (3) + Supervisor (07.00PM to 07.00AM)

@ Two SGs at the Gate Point

@ One for Patrolling

SOP TO BE PREPARED