

Standard Operating Procedure (SOP) for Interior Work in Amaze by Urban Tree Apartment

1. Purpose

To establish clear guidelines for **interior renovation and customization work** by residents while ensuring **safety, minimal disturbance, and adherence to society rules**.

2. Scope

This SOP applies to **all residents and contractors** undertaking **interior work**, including:

- Carpentry and modular furniture.
 - Electrical and plumbing modifications.
 - Painting and false ceiling installations.
 - Flooring and tiling work.
 - Civil alterations **(if permitted by society)**.
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3. Approval Process

Step 1: Submission of Interior Work Request

- Residents must **submit a formal request** to the Society Office before initiating work.
- The request should include:
 - Scope of work.
 - Contractor details & license validity.
 - Estimated duration of work.
 - List of materials and machinery involved.

Step 2: Review & Approval

- The Managing Committee reviews the request within **2 days**.
- Work must comply with **society bylaws and local building regulations**.
- Structural modifications require **prior approval from the builder and relevant authorities**.
- Once approved, a **Work Permit** is issued.

4. Work Timings & Restrictions

- Interior work permitted **between [9:30 AM – 6:00 PM]** on weekdays.
- **Interior work is not permitted during:**
 - National / Public holidays.
 - Sundays or restricted hours as per society norms.
- Heavy material transport **restricted to non-peak hours** to avoid inconvenience.
- Work should be carried out without much disturbance to the neighbours.
- No Vendors should stay in the premises beyond 6 PM
- Smoking, Consumption of Alcohol, pan chewing, spitting defacing any surface in any area is **STRICTLY PROHIBITED**. Owners should strictly enforce the same with their workers. In case a worker found indulging in any such activities they will be asked to leave the premises Immediately.
- Any vendor found indulging in theft, damaging any property in the complex found misbehaving or indulging in any dispute within the apartment will be asked to leave the premises Immediately, without any notice and assigning any reason, whatsoever.

5. Safety & Compliance Guidelines

- Contractors must:
 - Follow **safety protocols** (e.g., use protective gear, prevent hazards).
 - Ensure **proper waste disposal** (e.g., debris must be removed daily).
 - Maintain **fire safety precautions** while using electrical tools.
 - Avoid **damage to common property**, including staircases, lifts, and corridors.
 - **Residents must ensure:**
 - Their contractor follows society's rules.
 - Entry/exit of workers is **properly logged at security**.
 - Responsible behavior in common areas during work execution.
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6. Financial Considerations

- Any damage to common areas due to interior work **must be compensated by the owner / resident.**
 - Security deposit of ₹ **[Amount]** may be required for **major works**, refundable after verification.
 - Waste clearance fee of ₹ **[Amount]** (if applicable) must be paid before work commencement.
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7. Dispute Resolution

- Complaints about noise, damage, or safety violations must be reported to the **Society Office.**
 - Violations will result in:
 - **First warning** via written notice.
 - **Second violation** leading to temporary work suspension.
 - **Continued non-compliance** may result in fines or membership review.
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8. Completion & Final Inspection

- Residents must **inform the Society Office** upon completion of work.
 - The society committee conducts **a final inspection** to verify:
 - No structural damage.
 - Clean handover of common areas.
 - Waste clearance compliance.
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9. Contact Information

For queries or approvals, contact the **Society Management Office** at **[Phone / Email]**.
