



# **MONTHLY MANAGEMENT REPORT**

*Sarovar*

**Aparna Property Management Services Pvt. Ltd.**

**February - 2019**

This report is a review on our performance during the last month and is an attempt to analyze and evaluate our service delivery and make a progressive step forward with implementation plan.

The following points are put forward for review

## Reports:

- ❖ Scope and nature of service
- ❖ Proposed Manpower and Availability Man power

## Technical Services:

1. Equipment Status
2. Warranty/AMC
3. Power Consumption Analysis
4. Power Failure Analysis
5. DG Generated Power KWH
6. WSP Water Test Reports
7. STP Water Test Reports
8. Fire Safety
9. Complaints

## Soft Services:

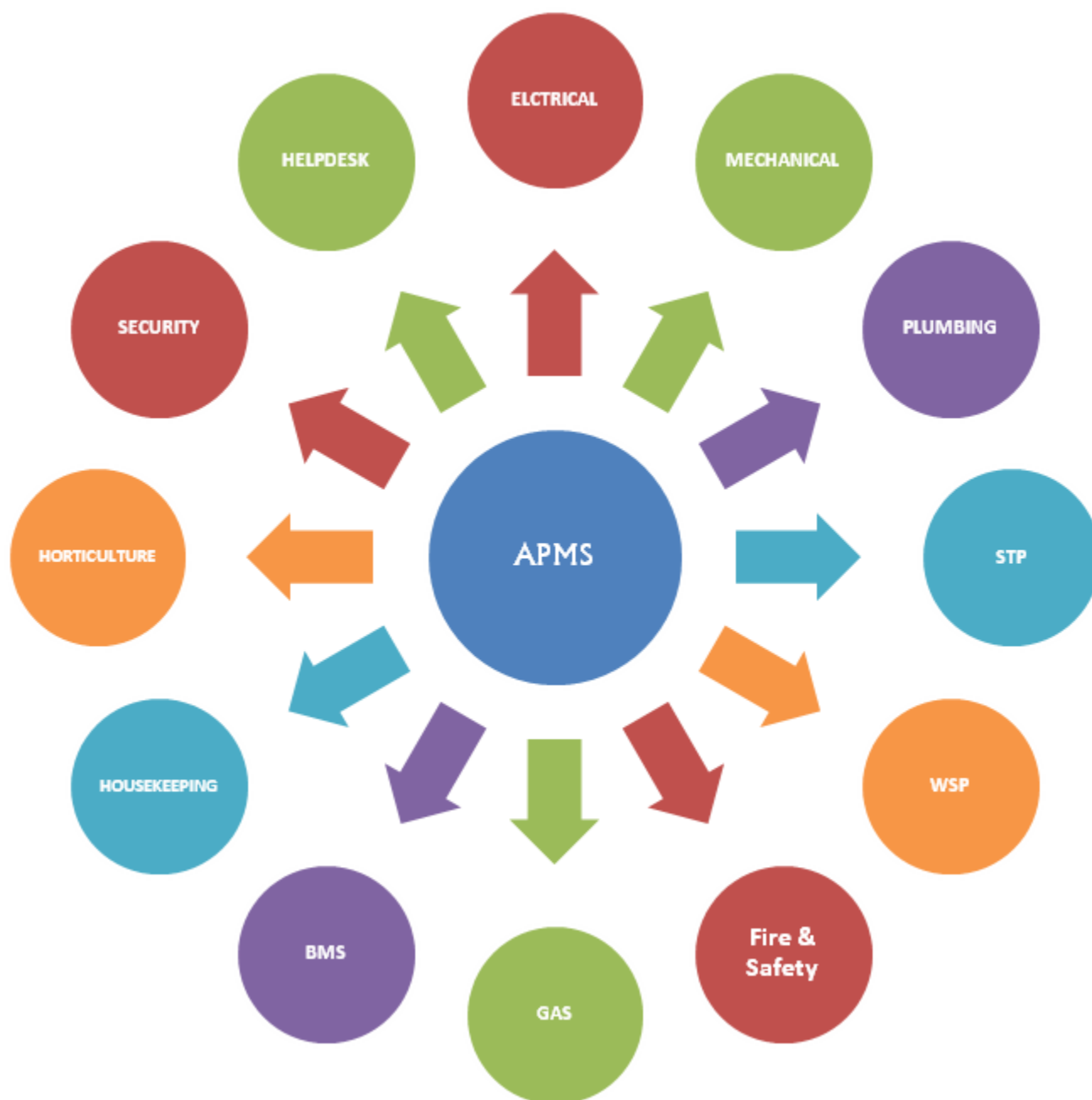
1. Horticulture Critical Machinery
2. Horticulture Consumables

## Others:

1. Violations
2. Suggestions
3. Requisition

## REPORTS

### ❖ Scope and nature of service



# MMR REPORT FOR THE MONTH OF FEBRUARY-2019

## ❖ Proposed Manpower and Availability Man power

S.no	Particulars	Shift				Manpower (Nos.)	Man power Present days	Man power%
		General	A	B	C			
Full Time:								
1	Manager - PMS	1				1		
2	Supervisor - Facilities	1				1		
3	Administrative Support	2				2		
4	Housekeeping Supervisors	7				7		
5	H K Workers	42				42		
6	Security Supervisors and Head Guards	8			8	16		
7	Security Guards	25			25	50		
8	Lady Security Guards		1	1		2		
9	BMS Technicians and Electricians	2			1	3		
10	Plumbers	5	1	2	1	9		
11	Mechanical Support	1				1		

S.no	Particulars	Shift				Manpower (Nos.)	Man power Present days	Man power%
		General	A	B	C			
12	Drivers	1				1		
13	Gas Technicians	1				1		
14	Welder	1				1		
15	STP Operators	2	1	1	1	5		
16	Garden Supervisors	1				1		
17	Garden Helpers	19				19		
18	Lift care Takers	2				2		
19	Safety Stewards	2	1	1	1	5		
20	Safety Supervisor	1				1		
<b>Club House:</b>								
21	Manger - Hospitality	1				1		
22	Reception		1	1		2		
23	Housekeeping supervisors	1				1		
24	Housekeeping Workers	3	1		1	5		
25	Security Head Guards		1		1	2		

S.no	Particulars	Shift				Manpower (Nos.)	Man power Present days	Man power%
		General	A	B	C			
26	Pool Attendant	1				1		
27	Gym Attendant			1		1		
28	Regular Coaches	2				2		
29	Gym,Swimming Pool Coaches	4				4		

**TECHNICAL SERVICES****1. Equipment Status**

Sarovar - Equipment Status as on 28-2-2019								
Category	S.No	Description	Total	Not Working	Pumps Status			Total Downtime (Hrs). of Equipment
					Auto	Manual	Off	
Electrical Distribution System (HT)	1	3 Panel	1	0				
	2	4 Panel	0	0				
	3	CTPT	1	0				
	4	5 Panel	1	0				
Electrical Distribution System(LT)	5	Transformers	4	0				
	6	Main Pcc Panel	8	0				
	7	APFCR	4	0				
	8	Common Supply Panel	7	0				
	9	Bus Duct	28	0				
	10	Distribution Board	25	0				
	11	VCB	13	1(1)				542 days
	12	ACB	4	0				
	13	Landscape Lighting Panel	7	0				
	14	Club House Panel	2	0				
	15	Lighting Arrestor	7	0				
	16	Total No. Of Lights	3393	16 (16 )				79 days
Elevators & Backup Power	17	Lifts	43	0				
	18	DG Sets	16	0				
	19	ARD Batteries	43 Sets	-				
	20	Partial / Full Backup	100%	-				
Ground Water Source	21	Borewells	13	9(10)				
Metro Water Supply	22	HMWS & SB Meter	1	0(1)				
Water Distribution System	23	DWS	Yes	-				
	24	FWS	Yes	-				
	25	PRV's	784	0				
	26	Sewerage System	Yes	-				
Landscape Water Distribution	27	Irrigation Pumps	14	2(2)				171 days
	28	Irrigation Pump Panels	7	0				
	29	Irrigation Sprinkler Automation System	Auto	-				
Water Features	30	Water Body Pumps	5	1(1)				5 days
	31	Fountain	1	1(1)				1162 days
De-watering System	32	Storm Water Pump	12	0	12	0	0	
	33	Oozing Pumps	0	0	0	0	0	
Rain Water System	34	Excess Rain Water Pump	1	0	1	0	0	
	35	Rain Water Harvesting Pits	18	0				
Swimming Pool	36	Indoor Pool Pumps	2	0				
	37	Outdoor Pool Pumps	3	0				
	38	Baby Pool	Yes	-				
Security	39	Boom Barrier	6	3(3)				552 days
	40	Solar Fencing	4	0				
	41	CCTV	40	0				
Reticulated Piped Gas	42	Gas Bank & Chambers	7 & 4	-				

# MMR REPORT FOR THE MONTH OF FEBRUARY-2019

## Sarovar - Equipment Not Working Data

Category	VCB	Total No. Of Lights	Borewells	Irrigation Pumps	Water Body Pumps	Fountain	Boom Barrier
S.No	11	16	21	27	30	31	39
Description of Issue	VCB not working	Lights are not working	Borewells not working	Irrigation pumps not working	L block water body motor not working	Mist Fountain not working	Boom barrier not working
Root Cause	VCB breaker pole not functioning due to moisture enter into the breaker	Due to bulbs problem	Due to low ground water and motors burnt	Due to aging	Due to Bearings problem and abnormal sound coming from motor	Due to pipeline damage	Due to communication problem
Action Required / Planned	VCB breaker pole to be replaced with new one, informed to Society	Informed to society for procuring of new bulbs	Informed to Society	Informed to society for procuring new pumps	Sent for repair	Informed to society for procuring of new pipe and accessories	Informed to society
Pending from days	542	79	-	171	5	1162	552
Estimation Date	-	-	-	-	-	-	-
Responsibility	Society	Society	Society	Society	APMS	Society	Society
Notified to the concerned	Society	Society	Society	Society	APMS	Society	Society



## MMR REPORT FOR THE MONTH OF FEBRUARY-2019



### 2. Warranty/AMC

Asset Description	Capacity / Qty	Location	Vendor Name	PO / WO no. Date	Warranty		AMC		AMC (Yes/No)	Remarks
					From	To	From	To		
Elevator	10	sadsa	test	sadsad	28-03-2019	28-03-2019	26-03-2019	26-03-2019	sadasasd	sadsadsa

### 3. Power Consumption Analysis

Units	December	January	February
EB Power Units (KVAH)	411500	401400	416696
Solar Power Units (KWH)	0	0	0
DG Units Generated (KWH)	146	3702	990

**4. Power Failure Analysis**

Units	December	January	February
Power Failure (Hrs)	0:46	7:6	1:34
Diesel Consumed (Ltrs)	266	1376	323

**5. DG Generated Power KWH**

S.No	Block	Power Failure (Hrs)	DG Running (Hrs)	DG Units (KWH)	Diesel Consumed (Ltrs)	Diesel filled (Ltrs)
1	A	01:34:00	2.5	102.26	50	0
2	B	01:34:00	1	0	2	0
3	C	01:34:00	0.8	60	7	0
4	D	01:34:00	2.2	30	43	0
5	E	01:34:00	3.8	110.56	52	0
6	F	01:34:00	1.9	90	24	0
7	G	01:34:00	11.5	60	16	0
8	H	01:34:00	1.7	110	26	0
9	I	01:34:00	1.6	49.58	24	0
10	J	01:34:00	1.3	40	22	0
11	K	01:34:00	2.7	120	33	0
12	L	01:34:00	1.2	60	13	0
13	M	01:34:00	3	120	34	0
14	N	01:34:00	1.6	70	12	0

**6 (b). WSP-Outlet Water Test Report****TEST REPORT**

Customer Name & Address		Test Report No.	VCR-
M/s. Aparna Property Management Services, Hyderabad.		Report Issue Date	
		Registration No.	
		Registration Date	
		Customer Reference	
Sample Description	WSP - Outlet	Reference Date	
		Analysis Starting Date	
Sample Site	Sarovar	Analysis Completion Date	
		Storage Condition	
		Condition Upon Receipt	
Quantity Received			
Sample Collected or Submitted			

**TEST RESULT**

S.No	Parameters	Units	Test Method	Results	LIMITS
Physical & chemical Parameters					
1	pH	-	IS 3025 P-11		6.50-8.50
2	Conductivity	ps/cm	APHA		Not Specified
3	Colour	Hazen	IS 3025 P-4		<5
4	Turbidity	NTU	IS 3025 P-10		<1
5	Total Dissolved Solids	mg / l	IS 3025 P-16		<500
6	Alkalinity to Phenolphthalein as CaCO <sub>3</sub>	mg / l	IS 3025 P-23		Not Specified
7	Alkalinity to methyl orange as CaCO <sub>3</sub>	mg / l	IS 3025 P-23		<200
8	Total Hardness as CaCO <sub>3</sub>	mg / l	IS 3025 P-21		<200
9	Non carbonate hardness as CaCO <sub>3</sub>	mg / l	IS 3025 P-21		Not Specified
10	Calcium as Ca	mg / l	IS 3025 P-40		<75
11	Magnesium as Mg	mg / l	IS 3025 P-46		<30
12	Sodium as Na	mg / l	IS 3025 P-45		Not Specified
13	Potassium as K	mg / l	IS 3025 P-45		Not Specified
14	Iron as Fe	mg / l	IS 3025 P-53		<0.3
15	Silica as SiO <sub>2</sub>	mg / l	APHA		Not Specified
16	Fluoride as F	mg / l	APHA		<1.0
17	Chlorides as Cl	mg / l	IS 3025 P-32		<250
18	Sulphates as SO <sub>4</sub>	mg / l	IS 3025 P-24		<200
19	Nitrates as NO <sub>3</sub>	mg / l	IS 3025 P-34		<45
20	Chlorine demand	mg / l	APHA		<1.0

**7(a). Fire Safety**

Fire Safety Equipment Status as on 28-2-2019							
S.No	Description	Sarovar		Fire Pumps Status			Total Downtime (Hrs/days) of all Equipment
		Total	Not Working	Auto	Manual	Off	
1	Jockey Pump	14	0	14	0	0	17:30 Hrs
2	Main Pump	14	0	14	0	0	17:30 Hrs
3	DG Pump	14	0	14	0	0	17:30 Hrs
4	Booster Pump	0	0	0	0	0	
5	Dewatering Pumps	0	0	0	0	0	
6	Yard Hydrant Points	84	0				
7	Cellar Hydrant Points	33	0				
8	Sub Cellar Hydrant Points	14	0				
9	Fire Hose Reel Drums	301	0				
10	Fire Alarm System	15	0				
11	Public Addressing System	15	0				
12	Fire Extinguishers	716	0				
13	Carbon Emission System	86	0				
14	Flow Annunciator Panels - Fire Sprinkler	14	14(14)				
15	CP Hoses	677	228(228)				
16	Fire Alarm Repeater Panels	1	1(1)				
17	Sprinkler Charged (floor wise)	301	18(18)				
18	Fire Mock Drill & Emergency Evacuation	Prev: 05-01-2019	Next: 13-07-2019				
19	No. of False Alarms	0	0				
20	Wet Raisers	28	0				
21	Sub Cellar-3 Hydrant Points	0	0				
22	Group Indication Panel	0	0				

**Note:** Due to air locks in jockey pumps in N&H blocks, all pumps were kept in off mode for 17:30 hrs.  
Foot valves were cleaned and reinstalled.

**7(b). Fire Safety Not Working**

Sarovar - Equipment Not Working Data				
Category	Flow Annunciator Panels - Fire Sprinkler	CP Hoses	Fire Alarm Repeater Panels	Sprinkler Charged (floor wise)
S.No	14	15	16	17
Description of Issue	Flow Annunciator Panel not working	228 Male & Female CP Hose couplings are missing	Fire Alarm repeater panel not working	Sprinkler system reactivation is pending in 18 floors
Root Cause	Due malfunctioning of flow switches	Due Wear & Tear and life span	Due to connectivity and cable problem	Customization of concealed sprinklers is pending 13 floors in different blocks, due to inaccessibility of flats sprinkler reactivation is pending in 05 floors in different blocks
Action Required/Planned	Need to be reactivated the entire system-huge cost involved	Need to be replaced with new CP Hose couplings	Society need to issue the work order	Notices were issued to affected residents by society to modify the sprinkler system at earliest
Pending from days	-	-	-	-
Estimation Date	-	-	-	-
Responsibility	Society	Society	Society	Society
Notified to the concerned	Society	Society	Society	Society

**8(c). Status of Fire NOC Renewals as on 03-03-2019**

SAROVAR FIRE NOC DETAILS			
S.No	Block	Valid up to	Name Changed to Society
1	Block - A	01-02-2021	Yes
2	Block - B	01-10-2022	Yes
3	Block - C	20-11-2020	Yes
4	Block - D	01-03-2021	Yes
5	Block - E	01-03-2020	Yes
6	Block - F	01-03-2020	Yes
7	Block - G	01-03-2020	Yes
8	Block - H	01-03-2019	Yes
9	Block - I	01-10-2022	Yes
10	Block - J	01-10-2022	Yes
11	Block - K	10-01-2024	Yes
12	Block - L	01-10-2022	Yes
13	Block - M	01-03-2020	Yes
14	Block - N	01-03-2020	Yes
15	Club House	NOC not yet received	Yes



**8 (d). Fire Safety Preparedness & Fire Alarm Operation Training**

**Sarovar**



## 9. Apna Complex Complaint Report

Complaint Category	Previous Pending	Opened	Resolved	Total Outstanding	No Escalation	Escalated to L2	Escalated to L3
Accounts	19	4	2	21	100%	0	0
Carpentry	2	71	72	1	100%	0	0
CCTV	5	1	1	5	100%	0	0
Civil	215	8	13	210	100%	0	0
Club House	16	1	6	11	33.33%	0	66.66%
Plumbing	53	319	313	59	92.16%	5%	2.84%
Electrical	25	175	173	27	99.19%	0.32%	0.49%
Fire & Safety	13	1	-	14	0	0	0
Garbage Disposal	2	-	-	2	0	0	0
Reticulatiuon gas	2	29	30	1	97.92%	0	2.08%
General	21	3	4	20	100%	0	0
Horticulture	5	-	-	5	0	0	0
Housekeeping	14	1	2	13	100%	0	0
Lifts	2	5	3	4	100%	0	0
Security	32	3	3	32	0	0	0
No Category	1	-	-	1	0	0	0
Pest Control-community	1	-	-	1	0	0	0
Play Area / Courts	12	2	1	13	0	0	100%
Sritel (Internet, Landline)	14	6	2	18	100%	0	0
Sugguestions	2	-	-	2	0	0	0
telephone	18	-	-	18	0	0	0
UPVC-	1	-	-	1	0	0	0
Utilities Billing	3	1	1	3	100%	0	0
<b>Total</b>	<b>478</b>	<b>630</b>	<b>626</b>	<b>482</b>	<b>96.8%</b>	<b>0.81%</b>	<b>2.39%</b>

**SOFT SERVICES****1. Horticulture Critical Machinery**

S.no	Name of Equipment	Qty	Purpose of Use	Availability of Equipment
1	Lawn Mover	1	Trimming	100%
2	Spayer	1	Chemical Spayering	100%

## 2. Horticulture Consumables

Horticulture - Pesticides / Fertilizers and Fungicides Consumption Report for			
S.No	Pesticides / Fertilizers and Fungicides	UOM	Qty
1	Varmicompost (organic manure)	Kgs	2600
2	Chloropyriphos	Ltrs	2
3	Monocrotophos	Ltrs	0.2
4	Imidaclopride	Ltrs	1.2
5	Carbendazim	Kgs	0.5
6	Dhanvit	Ltrs	0.35
7	Multinutrient Solution	Ltrs	0.5
8	Furadon (G)	Kgs	10
9	Phorate (G)	Kgs	2
10	NPK 19-19-19	Kgs	-
11	Acephate(75 SP)	Kgs	-
12	17-17-17	Kgs	110
13	Urea	Kgs	25
14	Potash	-	-
15	Dimethoate	Ltrs	-
16	Malathian	Ltrs	-
18	NPK 15-15-15	Kgs	-
19	2-4 D	Kgs	-
20	Glycil	Ltrs	-
21	NPK 16-16-16	Kgs	-
22	Thiomethaxion	Ltrs	-
24	Copper Oxychloride	Kgs	-
25	NPK 20-20-20	Kgs	-
26	Lambda cyhalothrin	Ltrs	0.2

## **OTHERS**

### **1. Violations**

**Title:**Concealed Sprinklers in some of the flats

**Location:**

**Description:**

**Remarks:**

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## 2. Suggestions

**Title:**RCBO is use for pt lights

**Location:**

**Description:**

**Remarks:**

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### 3. Requisition

**Title:**Cable needed for pt lights

**Location:**

**Description:**

**Remarks:**

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**THANK YOU**