



MONTHLY MANAGEMENT REPORT

Sarovar

Aparna Property Management Services Pvt. Ltd.

January - 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:

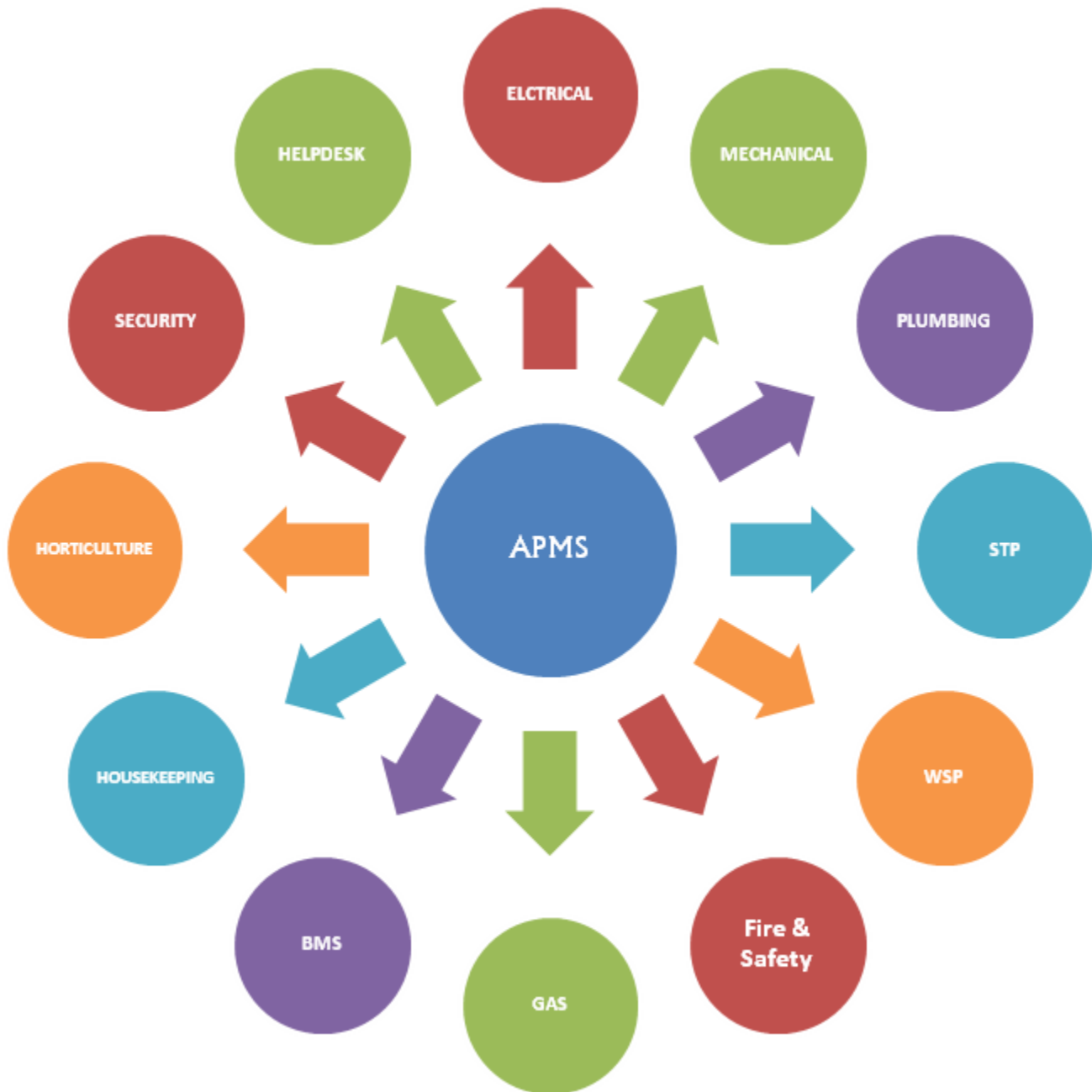
1. Equipment Status
2. Power Consumption Analysis
3. Power Failure Analysis
4. DG Generated Power KWH
5. STP Water Test Reports
6. Fire Safety
7. Complaints

Soft Services:

1. Horticulture Critical Machinery
2. Horticulture Consumables

REPORTS

❖ Scope and nature of service



MMR REPORT FOR THE MONTH OF JANUARY-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 | | |
| Club House: | | | | | | | | |
| 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 31-1-2019 | | | | | | | | |
|--|------|--|---------|-------------|--------------|--------|-----|---------------------------------------|
| 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) | | | | 483 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 (40) | | | | 20 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 | 10(6) | | | | 336 days |
| Metro Water Supply | 22 | HMWS & SB Meter | 1 | 1 | | | | 18 days |
| 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) | | | | 112 days |
| | 28 | Irrigation Pump Panels | 7 | 0 | | | | |
| | 29 | Irrigation Sprinkler Automation System | Auto | - | | | | |
| Water Features | 30 | Water Body Pumps | 5 | 1(1) | | | | 31days |
| | 31 | Fountain | 1 | 1(1) | | | | 1103 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) | | | | 493 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 JANUARY-2019

Sarovar - Equipment Not Working Data

| Category | VCB | Total No. Of Lights | Borewells | HMWS&SB Meter | Irrigation Pumps | Water Body Pumps | Fountain | Boom Barrier |
|---------------------------|---|---|-----------------------|--------------------------------|---|--|--|------------------------------|
| S.No | 11 | 16 | 21 | 22 | 27 | 30 | 31 | 39 |
| Description of Issue | VCB not working | Lights are not working | Borewells not working | HMWSSB water meter not working | Irrigation pumps not working | Children play area water body pump not working | Mist Fountain not working | Boom barrier not working |
| Root Cause | VCB breaker pole not functioning due to moisture enter into the breaker | Bulbs to be replaced | Low ground water | Meter problem | Due to over load | Water body Pump problem | 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 new bulbs | Informed to Society | Informed to Society | Sent to work shop vendor informed that motor cannot be repairable | Informed to Society | New pipe and accessories required, informed to Society | Informed to society |
| Pending from days | 483 | 20 | 336 | 18 | 112 | 31 | 1103 | 493 |
| Estimation Date | - | - | - | - | - | - | - | - |
| Responsibility | Society | Society | Society | Society | APMS | Society | Society | Society |
| Notified to the concerned | Society (Estimation cost rs. 24000) | Society | Society | Society | APMS | Society | Society | Society |

2. Power Consumption Analysis

| Units | November | December | January |
|--------------------------|----------|----------|---------|
| EB Power Units (KVAH) | 451400 | 411500 | 401400 |
| Solar Power Units (KWH) | 0 | 0 | 0 |
| DG Units Generated (KWH) | 4818 | 146 | 3702 |

3. Power Failure Analysis

| Units | November | December | January |
|------------------------|----------|----------|---------|
| Power Failure (Hrs) | 7:55 | 0:46 | 7:6 |
| Diesel Consumed (Ltrs) | 1757 | 266 | 1376 |

4. DG Generated Power KWH

| S.No | Block | Power Failure (Hrs) | DG Running (Hrs) | DG Units (KWH) | Diesel Consumed (Ltrs) | Diesel filled (Ltrs) |
|------|-------|---------------------|------------------|----------------|------------------------|----------------------|
| 1 | A | 07:06:00 | 7.2 | 372.3 | 127 | 0 |
| 2 | B | 07:06:00 | 0.7 | 70 | 20 | 0 |
| 3 | C | 07:06:00 | 1.2 | 0 | 20 | 0 |
| 4 | D | 07:06:00 | 7.3 | 160 | 155 | 0 |
| 5 | E | 07:06:00 | 5.8 | 279.63 | 102 | 0 |
| 6 | F | 07:06:00 | 2.3 | 180 | 60 | 0 |
| 7 | G | 07:06:00 | 7.3 | 300 | 114 | 0 |
| 8 | H | 07:06:00 | 4.6 | 170 | 67 | 0 |
| 9 | I | 07:06:00 | 7.5 | 327.66 | 132 | 0 |
| 10 | J | 07:06:00 | 1.6 | 80 | 22 | 0 |
| 11 | K | 07:06:00 | 5.6 | 320 | 201 | 0 |
| 12 | L | 07:06:00 | 3.3 | 170 | 60 | 0 |
| 13 | M | 07:06:00 | 1.4 | 60 | 27 | 0 |
| 14 | N | 07:06:00 | 61.6 | 390 | 118 | 0 |

5(a). Fire Safety

| Fire Safety Equipment Status as on 31-1-2019 | | | | | | | |
|--|---|---------------------|---------------------|-------------------|--------|-----|---|
| 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 | 8 Hrs |
| 2 | Main Pump | 14 | 0 | 14 | 0 | 0 | 8 Hrs |
| 3 | DG Pump | 14 | 0 | 14 | 0 | 0 | 8 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(4) | | | | |
| 20 | Wet Raisers | 28 | 0 | | | | |
| 21 | Sub Cellar-3 Hydrant Points | 0 | 0 | | | | |
| 22 | Group Indication Panel | 0 | 0 | | | | |

Note: Due to k-Block yard hydrant point modification and D-Block test line butterfly valve replacing work, all the pumps were kept in off mode for 8 Hrs.

5(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 is not working at main gate. | Sprinkler system reactivation is pending in 18 floors |
| Root Cause | Malfunctioning of flow switches | Wear & Tear and life span | Connectivity and cable problem | Customisation 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 reactivate the entire system-huge cost involved | Need to replace 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 |

6(c). Status of Fire NOC Renewals as on 31-01-2019

| 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 |

6(d). Fire Evacuation & Mock Drills

Sarovar Mock Drill Conducted On 05-01-2019



6 (e). Fire Safety Preparedness & Fire Alarm Operation Training

Sarovar



7. Apna Complex Complaint Report

| Complaint Category | Previous Pending | Opened | Resolved | Total Outstanding | No Escalation | Escalated to L2 | Escalated to L3 |
|---------------------------|------------------|--------|----------|-------------------|---------------|-----------------|-----------------|
| Accounts | 17 | 9 | 7 | 19 | 100% | 0 | 0 |
| Car / Two Wheeler Sticker | 7 | 1 | 1 | 7 | 100% | 0 | 0 |
| Carpentry | 2 | 77 | 77 | 2 | 100% | 0 | 0 |
| CCTV | 3 | 2 | - | 5 | 0 | 0 | 0 |
| Civil | 218 | 18 | 21 | 215 | 100% | 0 | 0 |
| Club House | 15 | 1 | - | 16 | 0 | 0 | 0 |
| Common Areas- Plumbing | 28 | - | - | 28 | 0 | 0 | 0 |
| Electrical | 26 | 194 | 195 | 25 | 98.99% | 0 | 1.01% |
| Elevators | - | 2 | 2 | - | 100% | 0 | 0 |
| Fire & Safety | 11 | 1 | - | 12 | 0 | 0 | 0 |
| Flushing water | 1 | - | - | 1 | 0 | 0 | 0 |
| Garbage Disposal | 2 | - | - | 2 | 0 | 0 | 0 |
| Gas | 4 | 28 | 30 | 2 | 100% | 0 | 0 |
| General | 23 | 3 | 5 | 21 | 100% | 0 | 0 |
| Horticulture | 4 | 2 | 1 | 5 | 100% | 0 | 0 |
| Housekeeping | 12 | 2 | - | 14 | 0 | 0 | 0 |
| Lifts | 1 | 1 | - | 2 | 0 | 0 | 0 |
| Lost & Found | 1 | - | - | 1 | 0 | 0 | 0 |
| No Category | 1 | - | - | 1 | 0 | 0 | 0 |
| parking management | 3 | 1 | 1 | 3 | 100% | 0 | 0 |
| Pest Control-community | 1 | - | - | 1 | 0 | 0 | 0 |
| Play Area / Courts | 11 | 2 | 1 | 12 | 100% | 0 | 0 |
| Plumbing | 24 | 394 | 393 | 25 | 94.11% | 4.2% | 1.69% |
| Resident ID Cards | 1 | - | - | 1 | 0 | 0 | 0 |

| Complaint Category | Previous Pending | Opened | Resolved | Total Outstanding | No Escalation | Escalated to L2 | Escalated to L3 |
|-----------------------------|------------------|--------|----------|-------------------|---------------|-----------------|-----------------|
| Security | 5 | - | - | 5 | 0 | 0 | 0 |
| Security - Others | 1 | 1 | 1 | 1 | 100% | 0 | 0 |
| Security-Lost & Found | - | 1 | - | 1 | 0 | 0 | 0 |
| Security-Thefting | 1 | - | - | 1 | 0 | 0 | 0 |
| Sritel (Internet, Landline) | 11 | 3 | - | 14 | 0 | 0 | 0 |
| Suggestions | 2 | - | - | 2 | 0 | 0 | 0 |
| telephone | 16 | 3 | 1 | 18 | 100% | 0 | 0 |
| Traffic Regulation | 4 | - | - | 4 | 0 | 0 | 0 |
| UPVC- | 1 | - | - | 1 | 0 | 0 | 0 |
| Utilities Billing | 3 | 1 | 1 | 3 | 100% | 0 | 0 |
| Vehicle Parking | 8 | 3 | 3 | 8 | 100% | 0 | 0 |
| Total | 468 | 750 | 740 | 478 | 97.98% | 0.81% | 1.21% |

SOFT SERVICES**1. Horticulture Consumables**

| Horticulture - Pesticides / Fertilizers and Fungicides Consumption Report for | | | |
|--|--|------------|------------|
| S.No | Pesticides / Fertilizers and Fungicides | UOM | Qty |
| 1 | Varmicompost (organic manure) | Kgs | 3000 |
| 2 | Chloropyriphos | Ltrs | 4 |
| 3 | Monocrotophos | Ltrs | 0.2 |
| 4 | Imidaclopride | Ltrs | 0.5 |
| 5 | Carbendazim | Kgs | 0.5 |
| 6 | Dhanvit | Ltrs | 0.5 |
| 7 | Multinutrient Solution | Ltrs | 2 |
| 8 | Furadon (G) | Kgs | 20 |
| 9 | Phorate (G) | Kgs | 10 |
| 10 | NPK 19-19-19 | Kgs | - |
| 11 | Acephate(75 SP) | Kgs | - |
| 12 | 17-17-17 | Kgs | 120 |
| 13 | Urea | Kgs | 50 |
| 14 | Potash | - | - |
| 15 | Dimethoate | Ltrs | - |
| 16 | Malathian | Ltrs | - |
| 18 | NPK 15-15-15 | Kgs | - |
| 19 | 2-4 D | Kgs | - |
| 20 | Glycil | Ltrs | 1 |
| 21 | NPK 16-16-16 | Kgs | - |
| 22 | Thiomethaxion | Ltrs | - |
| 24 | Copper Oxychloride | Kgs | 4 |
| 25 | NPK 20-20-20 | Kgs | - |
| 26 | Lambda cyhalothrin | Ltrs | 0.5 |



THANK YOU