



MONTHLY MANAGEMENT REPORT

Aparna Property Management Services Ltd

January - 2019

Sarovar Grande

MMR REPORT FOR THE MONTH OF 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. Warantly / AMC Tracker
3. Planned Preventives for last Month
4. Power Consumption
5. Power failure analysis
6. DG generated power KWH
7. Monthly Water consumption
8. WSP Water Test reports
9. STP Water Test reports
10. Fire Safety
11. Complaints

Soft Services:

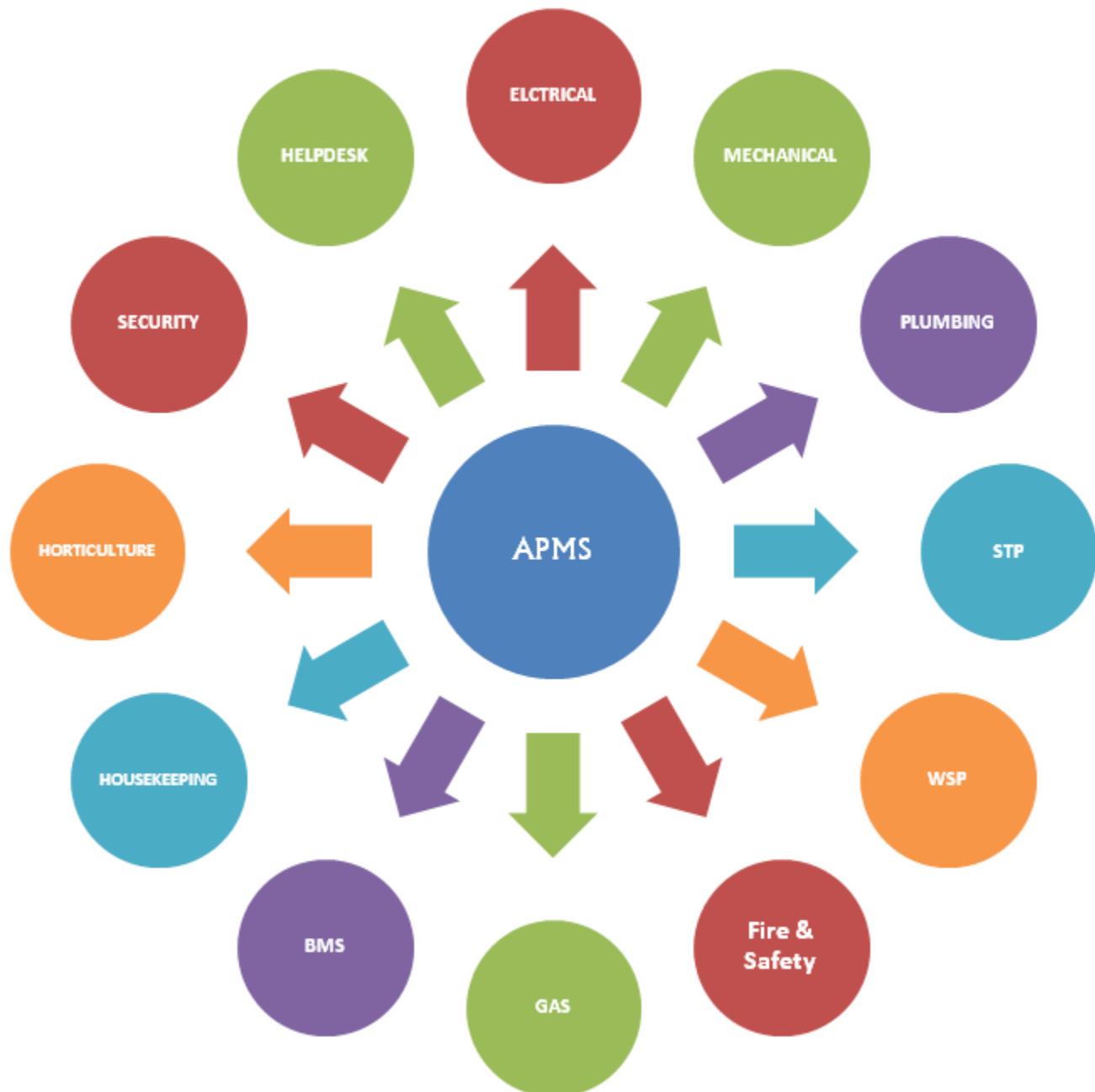
1. Housekeeping Activities
2. Housekeeping Consumables
3. Hk Critical Machinery
4. Pest Control
5. Horticulture Activities
6. Horticulture Consumables

Others:

1. Value Adds

REPORTS

❖ Scope and nature of service



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❖ Proposed Manpower and Availability Man power

S.no	Proposed Manpower (as per agreement)	Nos	Man power Present days for the Month of January	In percentage %
1	DGM - Facilities	1	100	0 %
2	Sr. Manager - Facilities	1	100	0 %
3	Manager - Facilities	1	100	0 %
4	Manager - Fire & Safety	1	100	0 %
5	Manager - Horticulture	1	100	0 %
6	Supervisor - Facilities	1	100	0 %
7	Administrative Support		100	%
8	Housekeeping Supervisors		100	%
9	Housekeeping Workers		100	%

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TECHNICAL SERVICES

1. Equipment Status

Sarover Grande - Equipment Status as on 31-1-2019							
Category	S.No	Description	Total	Not Working	Pumps Status		Total Downtime (Hrs). of Equipment
					Auto	Manual	
Electrical Distribution System (HT)	1	3 Panel	0	0			
	2	4 Panel	1	0			
	3	CTPT	1	0			
	4	5 Panel	1	0			
Electrical Distribution System(LT)	5	Transformers	3	0			
	6	Main Pcc Panel	3	0			
	7	APFCR	3	0			
	8	Common Supply Panel	9	0			
	9	Bus Duct	18	0			
	10	Distribution Board	18	0			
	11	VCB	7	0			
	12	ACB	15	0			
	13	Landscape Lighting Panel	0	0			
	14	Club House Panel	1	0			
	15	Lighting Arrestor	20	0			
	16	Total No. Of Lights	5834	0			
	17	Lifts	29	0			
	18	DG Sets	6	0			
	19	ARD Batteries	29 Sets	-			
	20	Partial / Full Backup	100%	-			
Ground Water Source	21	Borewells	6	0			
Metro Water Supply	22	HMWS & SB Meter	1	0			
Water Distribution System	23	DWS	Yes	-			
	24	FWS	Yes	-			
	25	PRV's	735	0			
	26	Sewerage System	Yes	-			
Landscape Water Distribution	27	Irrigation Pumps	5	0			
	28	Irrigation Pump Panels	5	0			
	29	Irrigation Sprinkler Automation System	Auto	-			
Water Features	30	Water Body Pumps	4	0			
	31	Fountain	7	2(1)			100 days
De-watering System	32	Storm Water Pump	8	0	8	0	0
	33	Oozing Pumps	8	0	8	0	0
Rain Water System	34	Excess Rain Water Pump	6	0	6	0	0
	35	Rain Water Harvesting Pits	34	0			
Swimming Pool	36	Indoor Pool Pumps	0	0			
	37	Outdoor Pool Pumps	11	2			80 days
	38	Baby Pool	Yes	-			
Security	39	Boom Barrier	4	0(1)			
	40	Solar Fencing	2	0			
	41	CCTV	91	0			
Reticulated Piped Gas	42	Gas Bank & Chambers	5&9	-			

MMR REPORT FOR THE MONTH OF



Sarovar Grande - Equipment Not Working Data		
Category	Fountain	Outdoor Pool Pumps
S.No	31	37
Description of Issue	Pump not working	Two filtration pumps not working
Root Cause	Due to winding, bearings and impeller damaged	Due to rotor shaft jammed and bearings damaged
Action Required / Planned	Indent to be raised for new pumps	Indent to be raised for new pumps
Pending from days	100	80
Estimation Date		
Responsibility	APMS	APMS
Notified to the concerned	APMS	APMS

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2. Warantly / AMC Tracker

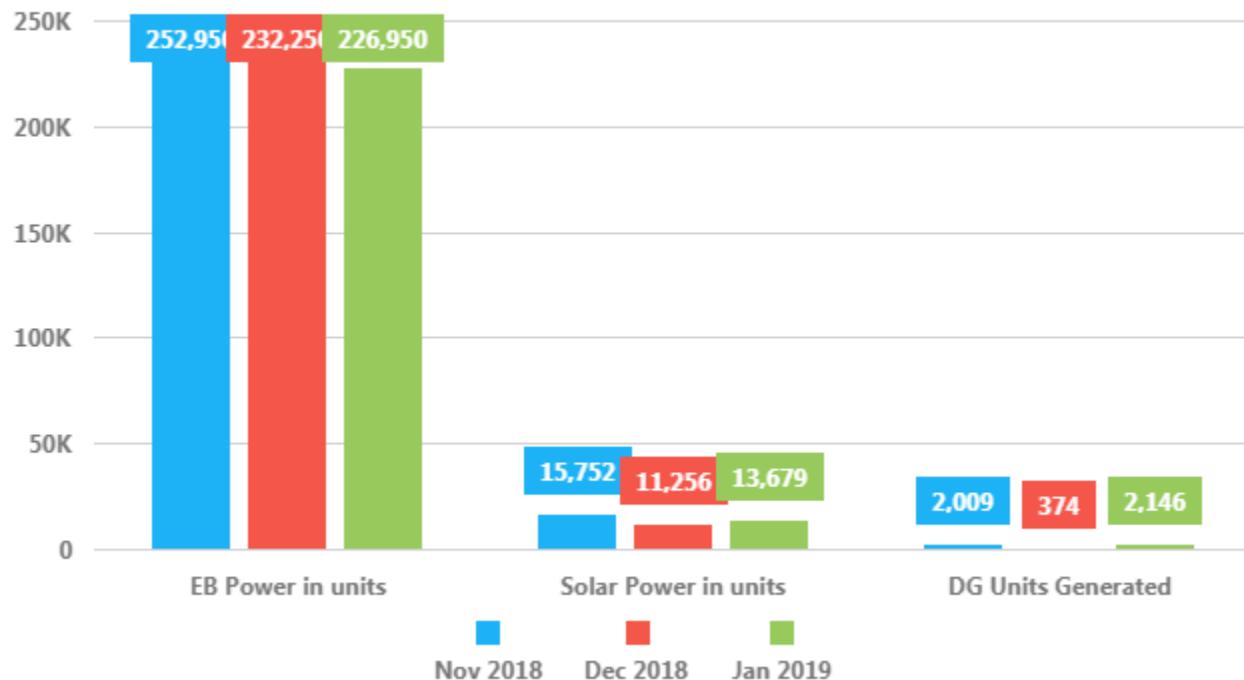
Asset	Name	Vendor	Start Date	End Date
Generator	C-block TF yard	BAGHYA NAGAR DIESELS	01-08-2018	31-07-2020
FIRE ALARM PANEL	I-block Ground Floor	DEKARS FIRE & SECURITY SYSTEMS PVT LTD	25-02-2018	24-02-2019
FIRE FLOW ANNUNCIATOR PANEL	H-block, Ground Floor	DEKARS FIRE & SECURITY SYSTEMS PVT LTD	25-02-2018	24-02-2019
PUBLIC ADDRESSING SYSTEM	Club-House, Basement	DEKARS FIRE & SECURITY SYSTEMS PVT LTD	25-02-2018	24-02-2019

3. Planned Preventives Maintenance for Next Month

S.no	Category	Asset Name	Date	Status	Browse
1	Plumbing	Metro water Sump	31-01-2019	completed	
2	plumbing	treated sump -2nos	24-01-2019	completed	
3	plumbing	raw water sump-2nos	23-01-2019	completed	
4	electrical	5-panel	01-01-1970	completed	
5	electrical	4-panel	01-01-1970	completed	

S.no	Category	Asset Name	Date	Status	Browse
6	electrical	All VCBS	01-01-1970	completed	
7	electrical	ALL ACBs	01-01-1970	completed	
8			01-01-1970		

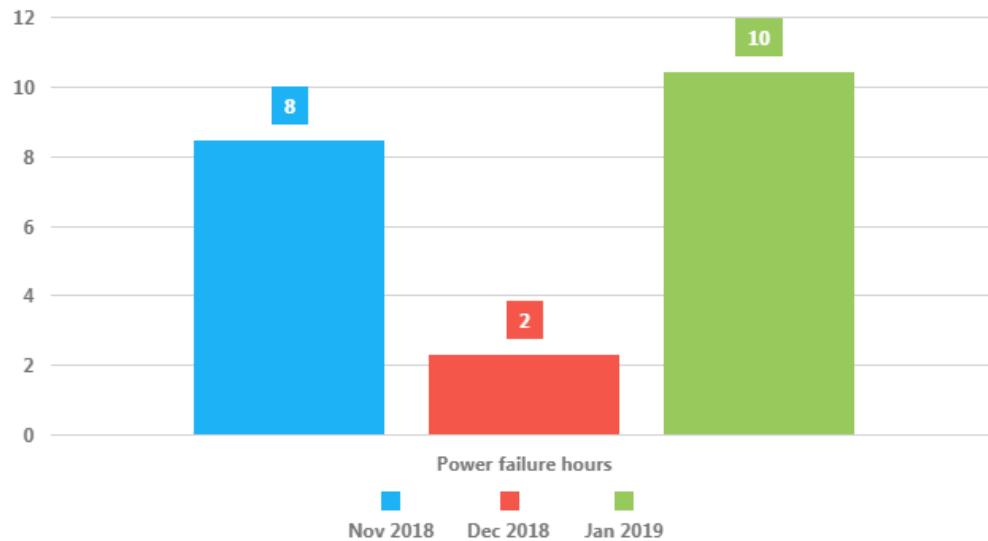
4. Power Consumption Analysis



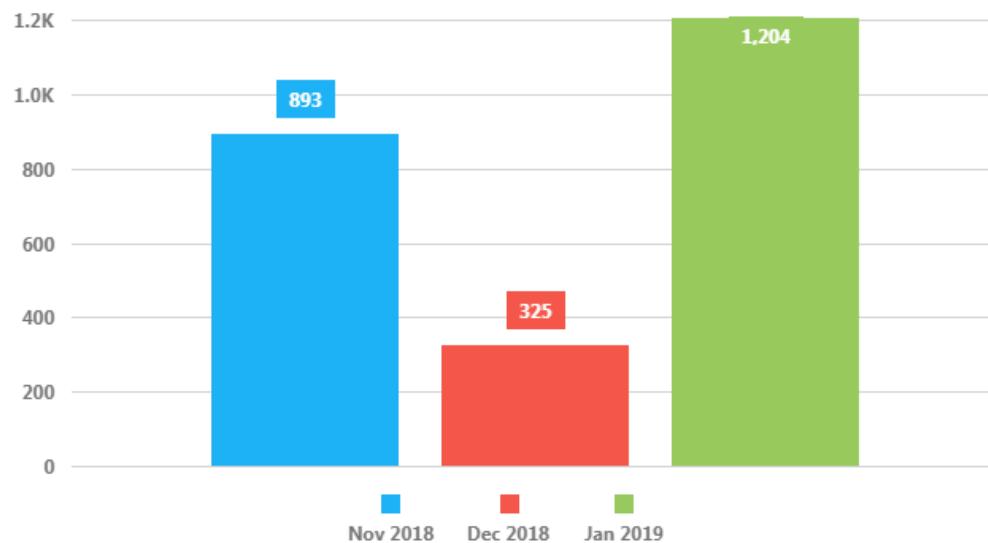
Units	November	December	January
Solar Power Units	15752	11256	13679
Power Factor	252950	232250	226950
DG Units	2009	374	2146

5. Power Failure Analysis

Power Failure Analysis



Diesel Consumed Analysis

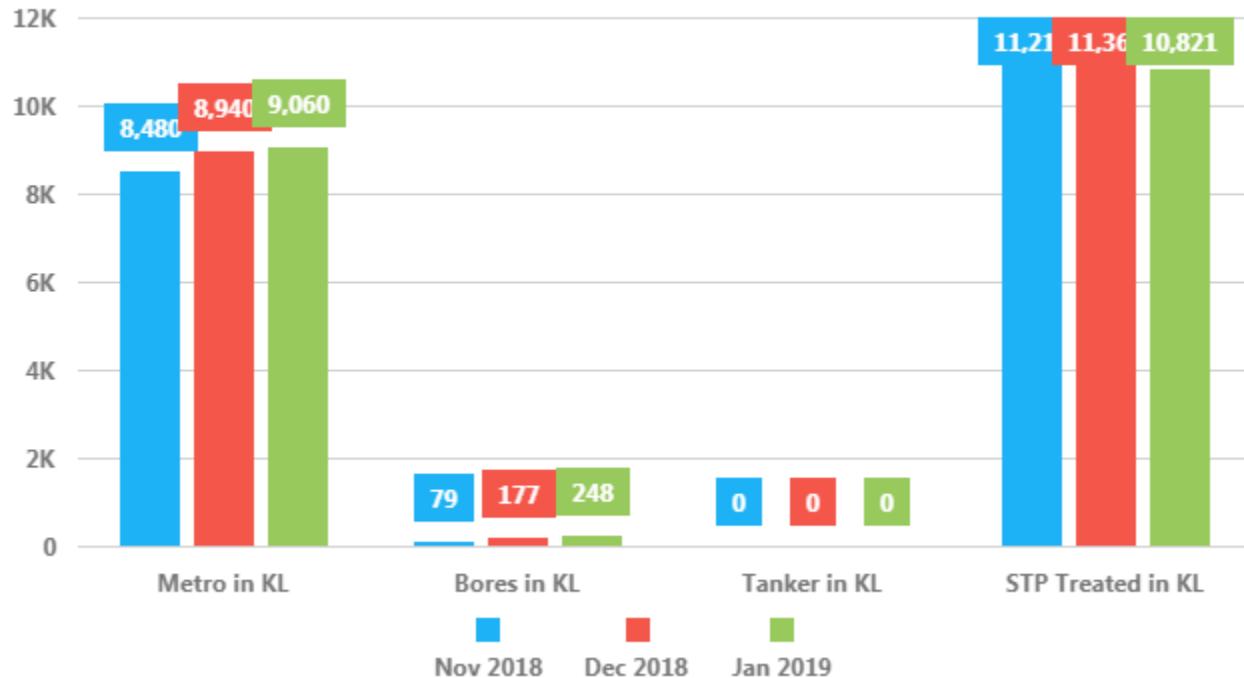


Units	November	December	January
Power Failure	8:44	2:30	10:42
Diesel Consumed	893	325	1204

6. DG Generated Power KWH

S.No	Block	Power Failure	DG Running Hrs	DG Units	Diesel Consumed	Diesel filled
1	A	10:42:00	10.8	1171	433	500
2	B	10:42:00	3.9	142	90	100
3	C	10:42:00	3.1	130	135	150
4	D	10:42:00	10.7	215	182	200
5	E	10:42:00	10.5	337	288	250
6	F	10:42:00	2.8	151	76	0

7. Metro Water Consumption Analysis



Units	November	December	January
Metro in KL	8480	8940	9060
Bores in KL	79	177	248
Tankers in KL	0	0	0
STP Treated in KL	11213	11365	10821

8(a). WSP - Water Test Report - Inlet**TEST REPORT**

Customer Name & Address		Test Report No.	VCR-	
M/s. Aparna Property Management Services, Hyderabad.		Report Issue Date	31-01-2019	
		Registration No.	VEL/028A	
		Registration Date	22-01-2019	
		Customer Reference	--	
Sample Description	WSP - Inlet	Reference Date	01-01-1970	
		Analysis Starting Date	19-01-2022	
Sample Site	Sarovar Grande	Analysis Completion Date	19-01-2029	
		Storage Condition	0-4 c	
		Condition Upon Receipt	Acceptable	
Quantity Received		1000 ml		
Sample Collected or Submitted		by client		

TEST RESULT

S.No	Parameters	Units	Test Method	Results
Physical & chemical Parameters				
1	pH	-	IS 3025 P-11	6.9
2	Conductivity	ps/cm	APHA	356.7
3	Colour	Hazen	IS 3025 P-4	0.1
4	Turbidity	NTU	IS 3025 P-10	0.2
5	Total Dissolved Solids	mg / l	IS 3025 P-16	214.0
6	Alkalinity to Phenolphthalein as CaCO ₃	mg / l	IS 3025 P-23	-
7	Aikalinity to methyl orange as CaCO ₃	mg / l	IS 3025 P-23	45.0
8	Total Hardness as CaCO ₃	mg / l	IS 3025 P-21	180.0
9	Non carbonate l-hardness as CaCO ₃	mg / l	IS 3025 P-21	135
10	Calcium as Ca	mg / l	IS 3025 P-40	57.2
11	Maqnesium as Mg	mg / l	IS 3025 P-46	15.4
12	Sodium as Na	mg / l	IS 3025 P-45	2.9
13	Pctassium as K	mg / l	IS 3025 P-45	0.5
14	Iron as Fe	mg / l	IS 3025 P-53	0.1
15	Silica as SiO ₂	mg / l	APHA	3.4
16	Fluoride as F	mg / l	APHA	0.1
17	Chlorides as Cl	mg / l	IS 3025 P-32	59.2
18	Sulphates as SO ₄	mg / l	IS 3025 P-24	5.6
19	Nitrates as NO ₃	mg / l	IS 3025 P-34	0.5
20	Chlorine demand	mg / l	APHA	0.2

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8 (b). WSP - Water Test Report - Outlet

TEST REPORT

Customer Name & Address		Test Report No.1234	VCR-2323213
M/s. Aparna Property Management Services, Hyderabad.		Report Issue Date	31-01-2019
		Registration No.	VEL/028B
		Registration Date	22-01-2019
		Customer Reference	--
		Reference Date	01-01-1970
Sample Description		Analysis Starting Date	22-01-2019
Sample Site		Analysis Completion Date	29-01-2019
		Storage Condition	0-4 c
		Condition Upon Receipt	Acceptable
Quantity Received		1000 ml	
Sample Collected or Submitted		by client	

TEST RESULT

S.No	Parameters	Units	Test Method	Results
Physical & chemical Parameters				
1	pH	-	IS 3025 P-11	7.2
2	Conductivity	µs/cm	APHA	263.7
3	Colour	Hazen	IS 3025 P-4	0.1
4	Turbidity	NTU	IS 3025 P-10	0.2
5	Total Dissolved Solids	mg / l	IS 3025 P-16	158.2
6	Alkalinity to Phenolphthalein as CaCO ₃	mg / l	IS 3025 P-23	-
7	Aalkalinity to methyl orange as CaCO ₃	mg / l	IS 3025 P-23	37.5
8	Total Hardness as CaCO ₃	mg / l	IS 3025 P-21	114.8
9	Non carbonate Hardness as CaCO ₃	mg / l	IS 3025 P-21	78.3
10	Calcium as Ca	mg / l	IS 3025 P-40	31.7
11	Magnesium as Mg	mg / l	IS 3025 P-46	12.4
12	Sodium as Na	mg / l	IS 3025 P-45	3.1
13	Potassium as K	mg / l	IS 3025 P-45	0.8
14	Iron as Fe	mg / l	IS 3025 P-53	0.1
15	Silica as SiO ₂	mg / l	APHA	4.3
16	Fluoride as F	mg / l	APHA	0.1
17	Chlorides as Cl	mg / l	IS 3025 P-32	51.8
18	Sulphates as SO ₄	mg / l	IS 3025 P-24	7.5
19	Nitrates as NO ₃	mg / l	IS 3025 P-34	3.2
20	Chlorine demand	mg / l	APHA	0.2

9(a). STP - Water Test Report - Inlet**TEST REPORT**

Customer Name & Address		Test Report No.	VCR-	
M/s. Aparna Property Management Services, Hyderabad.		Report Issue Date	30-11--0001	
		Registration No.		
		Registration Date	30-11--0001	
		Customer Reference		
Sample Description	STP - Inlet	Reference Date	30-11--0001	
		Analysis Starting Date	30-11--0001	
Sample Site	Sarovar Grande	Analysis Completion Date	30-11--0001	
		Storage Condition		
		Condition Upon Receipt		
Quantity Received				
Sample Collected or Submitted				

TEST RESULT

S.No	Test Parameters	Units	Results
Physical & chemical Parameters			
1	pH	-	
2	Total Dissolved Solids	mg / l	
3	Total Suspended Solids	mg / l	
4	Chemical Oxygen Demand	mg / l	
5	Biological Oxygen Demand (3 Days @ 27°C)	mg / l	
6	Chlorides as Cl	mg / l	
7	Sulphates as SO ₄	mg / l	
8	oil & grease	mg / l	
9	Total Hardness as CaCO ₃	mg / l	
10	Calcium as Ca	mg / l	
11	Total Alkalinity as CaCO ₃	mg / l	
12	Nitrates as NO ₃	mg / l	
13	Color	-	
14	Odour	-	
15	Turbidity	NTU	

Sarovar - Equipment Not Working Data				
Category	Flow Announcer Panels - Fire Sprinkler	CP Hoses	Fire Alarm Repeater Panels	Sprinkler Charged (floor wise)
S.No	14	15	16	17
Description of Issue	Flow Announcer 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

MMR REPORT FOR THE MONTH OF



Fire Safety

Fire Safety Equipment Status as on 31-1-2019

S.No	Description	Sarovar Grande		Fire Pumps Status			Total Downtime (Hrs/days) of all Equipment
		Total	Not Working	Auto	Manual	Off	
1	Jockey Pump	9	0	9	0	0	
2	Main Pump	10	0	10	0	0	
3	DG Pump	9	0	9	0	0	
4	Booster Pump	1	0	1	0	0	
5	Dewatering Pumps	9	0	9	0	0	
6	Yard Hydrant Points	59	0				
7	Cellar Hydrant Points	30	0				
8	Sub Cellar Hydrant Points	30	0				
9	Fire Hose Reel Drums	203	0				
10	Fire Alarm System	10	0				
11	Public Addressing System	10	0				
12	Fire Extinguishers	921	0(1)				
13	Carbon Emission System	125	0				
14	Flow Annunciator Panels - Fire Sprinkler	10	0				
15	CP Hoses	652	0				
16	Fire Alarm Repeater Panels	3	0				
17	Sprinkler Charged (floor wise)	203	0				
18	Fire Mock Drill & Emergency Evacuation	Prev: 22-12-2018	Next: 22-06-2019				
19	No. of False Alarms	0	0(6)				
20	Wet Raisers	20	0				
21	Sub Cellar-3 Hydrant Points	1	0				
22	Group Indication Panel	1	0				

10(a). Fire Safety Preparedness & Fire Alarm Operation Training

Sarovar Grande



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10(b).Status of Fire NOC Renewals as on 2019-1-31

SAROVAR GRANDE FIRE NOC DETAILS			
S.No	Block	Valid up to	Name Changed to Society
1	Block - A	01-09-2021	Yes
2	Block - B	01-09-2021	Yes
3	Block - C	01-09-2021	Yes
4	Block - D	01-09-2021	Yes
5	Block - E	01-01-2022	Yes
6	Block - F	01-01-2022	Yes
7	Block - G	01-01-2022	Yes
8	Block - H	01-01-2022	Yes
9	Block - I	01-01-2022	Yes
10	Club House	22-01-2022	Yes

11. Apna Complex Complaint Report

Sarovar Grande							
Complaint Category	Previous Pending	Opened	Resolved	Total Outstanding	No Escalation	Escalated to L2	Escalated to L3
Carpentry	1	67	68	-	91.25%	8.75%	0
Children Play Area	-	-	-	-	0	0	0
Civil	15	25	21	19	100%	0	0
Electrical	8	64	67	5	88.89%	3%	8.11%
Fire & Safety	5	5	6	4	75%	0	25%
General	24	19	24	19	79.16%	0	20.83%
Horticulture	3	1	2	2	100%	0	0
Housekeeping-Common area	2	2	2	2	100%	0	0
Intercom	9	44	46	7	95.65%	4.34%	0
Internet	1	3	3	1	100%	0	0
Lifts	-	2	1	1	0	0	0
parking management	1	-	-	1	0	0	0
Plumbing	3	155	156	2	91.25%	3.21%	5.54%
ReticulatedGas	3	32	31	4	93.94%	1%	5.06%
Security	7	10	10	7	83.33%	0	16.67%
Seepage	1	1	2	-	100%	0	0
Suggestions	10	1	1	10	100%	0	0
UPVC	4	11	8	7	83.33%	0	16.77%
Vendors	2	1	2	1	100%	0	0
Water Supply	1	1	1	1	100%	0	0
Waterbodies	1	-	-	1	0	0	0
Total	101	444	451	94	92.69%	3.1%	4.21%

SOFT SERVICES**1. HK Critical Machinery**

S.no	NAME OF EQUIPMENT	QTY	PURPOSE OF USE	AVAILABILITY OF EQUIPMENT
1		1	CLEANING OF WET CARPET AREA AND CLUBHOUSE FURNITURE	100%
2		2	SCRUBBING OF TILES AND HARD FLOORS, SCRUBBING OF TOILET FLOORS	100%
3		1	CLEANING OF WINDOW GLASS, DOOR GLASS AND GLASS WALLS	100%
4		10	FOR WET MOPPING OF ALL BLOCKS CORRIDORS AND CLUB HOUSE.	100%
5		1	FLOOR SWEEPING MACHINE	100%
6		20	FOR WET & DRY GARBAGE REMOVING	100%

MMR REPORT FOR THE MONTH OF JANUARY-2019

2. Housekeeping Activities



Category:HOUSEKEEPING

Location:All Blocks & Club house

Date & Time:31-01-2019

Description of Work: All blocks corridor floor machine scrubbing

Remarks:-

After work completion



Category:HOUSEKEEPING

Location:Podium

Date & Time:31-01-2019

Description of Work:Center lawn walk way path floor machine scrubbing

Remarks:-

After work completion



Category:HOUSEKEEPING
Location:All Blocks & Club house
Date & Time:31-01-2019
Description of Work: Clubhouse Reception Banquet hall MPH Hall deep cleaning
Remarks:-

After work completion



Category:HOUSEKEEPING
Location:All Blocks & Club house
Date & Time:31-01-2019
Description of Work: Clubhouse Reception Banquet hall MPH Hall deep cleaning
Remarks:-

After work completion



Category:HOUSEKEEPING
Location:All Blocks & Club house
Date & Time:31-01-2019
Description of Work: Basement all garbage bins deep cleaning
Remarks:-

After work completion

3. Housekeeping Consumables

S.no	Category	Location	Description	Date	Remarks
1	HOUSEKEEPING	All Blocks & Club house	Multipurpose cleaning chemical	31-01-2019	-
2	HOUSEKEEPING	All Blocks & Club house	Mop Cloth, Size : 12" width x 12" length	31-01-2019	-
3	HOUSEKEEPING	All Blocks & Club house	Bombay Broom- Big size	31-01-2019	-
4	HOUSEKEEPING	All Blocks & Club house	Coconut Broom- Big size	31-01-2019	-
5	HOUSEKEEPING	All Blocks & Club house	Dust Bin Bags - Black - 50 Kgs Capacity	31-01-2019	-
6	HOUSEKEEPING	All Blocks & Club house	Moph Refills - Round Type , Size : 01 ft length	31-01-2019	-
7	HOUSEKEEPING	All Blocks & Club house	Air Freshener	31-01-2019	-
8	HOUSEKEEPING	All Blocks & Club house	Mop Rod Iron	31-01-2019	-
9	HOUSEKEEPING	All Blocks & Club house	Dry Mop Set , Size : 24" length x 5 ft. Rod length	31-01-2019	-
10	HOUSEKEEPING	All Blocks & Club house	Toilet Bowl Cleaning Chemical	31-01-2019	-
11	HOUSEKEEPING	All Blocks & Club house	Check Dusters , Size :12" width x 12" length	31-01-2019	-
12	HOUSEKEEPING	All Blocks & Club house	Hand Wash Liquid	31-01-2019	-
13	HOUSEKEEPING	All Blocks & Club house	Surf Powder	31-01-2019	-
14	HOUSEKEEPING	All Blocks & Club house	Cobweb Brush - Round Type 04 ft length.	31-01-2019	-
15	HOUSEKEEPING	All Blocks & Club house	Toilet Brush - Round Type , Size : 01 ft length	31-01-2019	-
16	HOUSEKEEPING	All Blocks & Club house	Odonils	31-01-2019	-
17	HOUSEKEEPING	All Blocks & Club house	Scrach Pad , Size : 4" width x 6" length	31-01-2019	-
18	HOUSEKEEPING	All Blocks & Club house	Nose Mask : Cotton	31-01-2019	-
19	HOUSEKEEPING	All Blocks & Club house	Steel Wool	31-01-2019	-
20	HOUSEKEEPING	All Blocks & Club house	Naphthalin Balls - ½ Kg Pack	31-01-2019	-
21	HOUSEKEEPING	All Blocks & Club house	Paint brush 3"	31-01-2019	-
22	HOUSEKEEPING	All Blocks & Club house	SPONGE Size: 6"X 4"X2"	31-01-2019	-

S.no	Category	Location	Description	Date	Remarks
23	HOUSEKEEPING	All Blocks & Club house	Bleaching Powder	31-01-2019	-
24	HOUSEKEEPING	All Blocks & Club house	Dust Pans	31-01-2019	-
25	HOUSEKEEPING	All Blocks & Club house	Stainless Steel Polish (Liquid)	31-01-2019	-
26	HOUSEKEEPING	All Blocks & Club house	Hand Gloves Rubber 12" , Make - Sensuous	31-01-2019	-

4. Pest Control

S.no	Type	Location	Date	Description	Images
1	Pest Control	All Blocks & Club house	2019-01-31	Common area Fogging	
2	Pest Control	All Blocks & Club house	2019-01-31	Common area Fogging	
3	Pest Control	All Blocks & Club house	2019-01-31	Spraying Pest Chemical in Common area	
4	Pest Control	All Blocks & Club house	2019-01-31	Spraying Pest Chemical in Common area	

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5. Horticulture Activities



Before work completion



After work completion

Category: Horticulture

Location: All Blocks & Club house

Date & Time: 31-01-2019

Description of Work: Hoeing

Remarks: -



Before work completion



After work completion

Category: Horticulture

Location: All Blocks & Club house

Date & Time: 31-01-2019

Description of Work: Pesticides application

Remarks: -



Before work completion



After work completion

Category: Horticulture

Location: All Blocks & Club house

Date & Time: 31-01-2019

Description of Work: Trimming

Remarks: -



Before work completion



After work completion

Category: Horticulture

Location: All Blocks & Club house

Date & Time: 31-01-2019

Description of Work: Tree Pruning

Remarks: -



Before work completion



After work completion

Category: Horticulture

Location: All Blocks & Club house

Date & Time: 31-01-2019

Description of Work: Lawn Edge Trimming

Remarks: -

6. Horticulture Consumables

Horticulture - Pesticides / Fertilizers and Fungicides Consumption Report for		
S.No	Pesticides / Fertilizers and Fungicides	
1	Varmicompost (Kgs)	400
2	Chloropyriphos (Ltrs)	
3	Monocrotophos (Ltrs)	
4	Imidaclopride (Ltrs)	
5	Bavistin (Kgs)	
6	Dhanvit (Ltrs)	
7	Multiplex (Ltrs)	
8	Furadon (G) (Kgs)	
9	Phorate (G) (Kgs)	
10	19-19-19 (Kgs)	
11	19-19-19 (Kgs) Soluble	
12	Acephate (75 SP)	
13	17-17-17 (Kgs)	
14	Urea (Kgs)	
15	Potash	
16	Rogor (Ltrs)	
17	Malathian (Ltrs)	
18	Fouate (Kgs)	
19	15-15-15 (Kgs)	
20	2-4 D (Kgs)	
21	Glycil (Ltrs)	
22	16-16-16 (Kgs)	
23	Arrow (Ltrs)	

24	Biowet (Ltrs)	
25	Blitax (fungicide) (Kgs)	
26	20-20-20 (Kgs)	
27	Lambda cyhalothrin (Ltrs)	

OTHERS

1. Value Adds

S.no	Title	Images
1	1 Repeater panel is replaced (it is connected to B To I Blocks)	
2	New water type fire extinguisher is purchased	
3	Security Cabin Painting	
4	New VgA connector And Adaptor Is Replaced	



THANK YOU