



# **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:

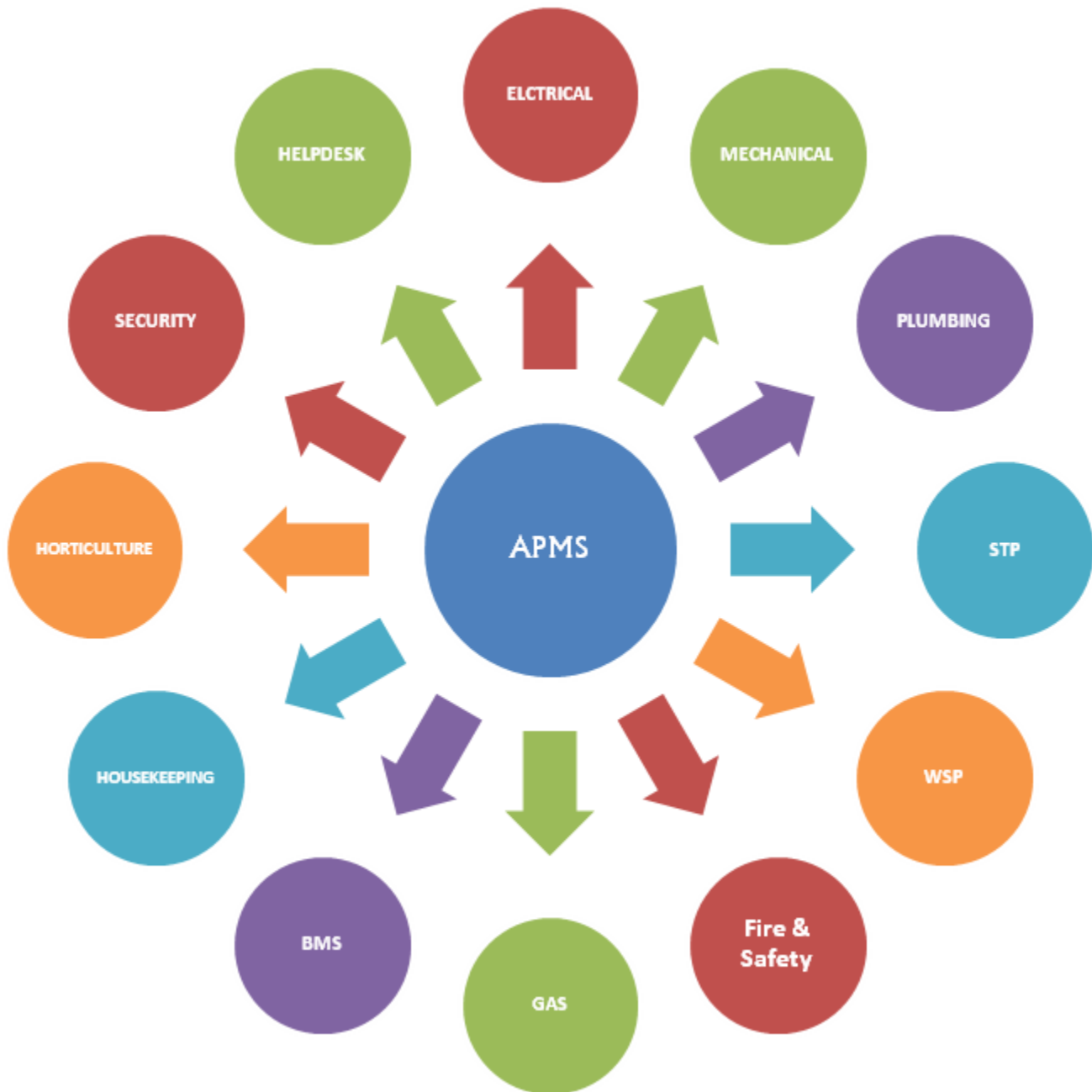
1. Equipment Status
2. Power Consumption Analysis
3. Power Failure Analysis
4. DG Generated Power KWH
5. STP Water Test Reports
6. Fire Safety
7. Complaints

## 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		
<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 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**

<b>Sarovar - Equipment Not Working Data</b>				
<b>Category</b>	<b>Flow Annunciator Panels - Fire Sprinkler</b>	<b>CP Hoses</b>	<b>Fire Alarm Repeater Panels</b>	<b>Sprinkler Charged (floor wise)</b>
<b>S.No</b>	14	15	16	17
<b>Description of Issue</b>	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
<b>Root Cause</b>	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
<b>Action Required/Planned</b>	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
<b>Pending from days</b>	-	-	-	-
<b>Estimation Date</b>	-	-	-	-
<b>Responsibility</b>	Society	Society	Society	Society
<b>Notified to the concerned</b>	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**

<b>Horticulture - Pesticides / Fertilizers and Fungicides Consumption Report for</b>			
<b>S.No</b>	<b>Pesticides / Fertilizers and Fungicides</b>	<b>UOM</b>	<b>Qty</b>
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**