



Mahabhadrakali CGHS Ltd (MBK)

Guidelines

On

Construction, Repairs Management and Waste Disposal

With

Standard Operating Procedure (SOP)

for

House Owners/Residents & Contractors



Section 1. Standard Operating Procedure (SOP) for carrying out major repair works by residents/owners

Receipt of Proposal

Owner/resident will submit formal application* broadly detailing proposal for carrying out major repair*** works at their unit. This application should include the following details:

1. Name, address, contact details, attested signatures, photograph of the Contractor engaged by the owner/resident
2. Name, address, contact details, attested signatures, photograph of the sub-contractors, supervisors that will be engaged and will supervise the day today works.
3. The period of works clearly stating the date of start of work and expected date of completion. It is to be understood that permission can be granted for a maximum period of 60 days** at any one time by the management. If the work exceeds 60 days from the date of start, then a fresh approval has to be obtained by the owner/resident preferably well in advance to obviate any discontinuance of works.

(* applications can be submitted physically at the society office OR submitted through mail OR through society web-site)

(** days would mean calendar day)

(*** Any work that involves dismantling and generation noise and vibration will fall under major repair work. Routine items like electrical repairs, painting, carpentering and white washing will not fall major repair. Uses of

Communication of Approval by the Management Committee

1. Soon after receipt of such application the designated member of the Management Committee (hereinafter referred to as Designated Member) will review the application for its adequacy:
 - a. Check if any of the contractor or sub-contractor has been restricted from operations at Mahabhadrakali Society.
 - b. Fee as described in this policy has been received
 - c. The broad repair proposal submitted by the applicant does not violate the policy guidelines laid down by the society from time to time.
2. The designated member will also record the designated space for stacking of construction material and debris on the application before passing on to the manager.
3. The designated member will promptly convey approval or observations as the case may be to the applicant in writing/mail.

Repair Guidelines for the Residents/Owners

1. No damage is to be made to the structural integrity of the building.
2. No work that is likely to cause damage to neighbouring units will not be permitted.
3. No load bearing element is to be added in the unit that is not supported by a beam below.
4. The original form of the exterior of the building cannot be altered.
5. Time: Repair works should be carried out as per following time schedules:
 - a. 9:00 AM to 06:00 PM - all works (avoid noise during 1:00-3:00 pm)
 - b. 9:00 AM to 08:00 PM - any repair work that does not generate noise/vibrations and will not impact the neighbours. However, presence within the unit premises of the owner/resident/contractor/designated supervisor is mandatory after 06:00 pm till continuance of works.
6. Restrictions on Sundays and Notified Holidays: No repair work that generates any kind of noise or vibrations will not be permitted on these days.



7. Deployment of Labor:
 - a. The owner/resident/contractor/designated supervisor will present a list of labour daily at the society gate in writing along with Aadhar Number of each labour.
 - b. The security guard at the gate will permit the labor into the society after obtaining approval from the manager.
8. Sewer / Plumbing Works: As any repair works related with Sewer or plumbing will impact the entire system in the tower, it is essential that the Society Plumber inspects such works prior to their start and during execution. No payments are to be made for such inspection. However, instructions issued by the society plumber will be binding.
9. Any construction related work that is required to be done outside the unit (eg cutting of timber, tile cutting etc) can only be done MC designated place ONLY). The practice of using parking or common spaces is hereby prohibited.

Responsibility of the designated Management Committee member and Manager

1. The Member will handover the approved application along with complete set of attachments to the Manager of the society.
2. Space has to be designated for each applicant for stacking of the Construction material and disposal of the debris generated by the repair works.
3. The Manager will provide details of Contractor/Supervisor to the security guard at the gate for exercising control over entry of contractor/supervisor/labor in to the society.
4. The manager will also inform the security guard at the gate about the designated space for each applicant for receipt of construction material and stacking of debris.
5. The manager should also inform the neighbors likely to be impacted by the repair work about the start and duration of the work.

Non-Refundable Administrative Fee to be paid by owner for repair works

1. Rs 1000.00 for works not exceeding 7 days duration
2. Rs 5000.00 for works spanning 8 to 30 days
3. Rs 7500.00 for works spanning 31 to 60 days duration
4. Any damage caused to the neighbouring units or common area of the buildings or common assets like lifts etc will be recovered from the owner/resident and the assessment made by the Management Committee for the purpose will be binding on the applicant.

Management of construction material and disposal of debris

1. All construction material brought in the society will be stacked either at designated space allotted for the purpose by the society for each applicant OR within the unit.
2. The security guard at the gate will accompany all incoming construction material and will ensure that such material is stacked at the designated place only.
3. All debris generated should be stacked in open. The debris should be filled in Sacks at the unit itself and then stacked at the designated space ONLY.
4. All debris stacked at the designated space should be cleared and disposed off every Friday and Tuesday (EOD). This clearance of debris will be essentially done on these days irrespective of its time of generation.
5. In case the debris is not cleared on days as designated above then such debris will be disposed off by the Manager without any reference to the owner/resident/contractor and the expense incurred for such exercise shall be payable by the owner/resident.
6. NO CONSTRUCTION MATERIAL OR DEBRIS (irrespective of nature or quantity) can be transported by the LIFTS. Any default of this provision will attract a penalty of Rs 5000.00 for each default and will result into withdrawal of permission if the default is repeated.



Application Form

Sr No	Information Required	Details to be filled in by the Applicant			
	Date of submission				
1	Unit No				
2	Name, Address and mobile no of Resident and Owner	<div style="display: flex; flex-direction: column; height: 100%;"> <div>1. Resident</div> <div style="margin-top: 20px;">2. Owner</div> </div>			
3	Details of Contractor/Sub-contractor/Supervisor		Contractor	Sub-contractor	Supervisor
		Name			
		Aadhar No			
		Address			
		Mob No			
		Attested Signatures			
		Photographs to be pasted			
4	Broad Description of Works				
5	Expected Day of Start				



6	Expected Duration	
7	Details of Fee submitted	
8	Signed by Owner	
9	Undertaking by contractor	I, _____, have read and understood the SOP for construction applicable for Mahabhadrakali Society and I undertake to strictly abide by rules laid by society.
	To be filled by the Society Office	
1	Designated Space for Debris	
2	Designated Space for Construction material	
3	Observations by the MC Member	
4	Signature of the MC Member	



Resident Undertaking

OWNER UNDERTAKING FOR RENOVATION WORK

I, _____, residing at Flat Number _____, hereby undertake:

1. To comply with the society's renovation guidelines and rules of DDA approved/permitted plan.
2. To ensure that the contractor and workers comply with the society's rules and regulations.
3. To obtain necessary approvals and permits before commencing renovation work.
4. To inform the society management about any changes or deviations from the approved plan.
5. To indemnify the society against any damages or losses arising from the renovation work.
6. To ensure that the renovation work does not cause any disturbance or nuisance to neighboring residents.
7. To complete the renovation work within the stipulated timeframe.

I understand that failure to comply with the above undertakings or alteration in DDA approved/permitted plan, will result in cancellation of approval and/or imposition of penalties.

Signature: _____

Date: _____

Name: _____



Contractor Undertaking

UNDERTAKING FOR RENOVATION WORK

I, _____, holding license number [License Number], hereby undertake:

1. To comply with the society's renovation guidelines and rules of DDA approved/permitted plan.
2. To execute the renovation work as per the approved plan and specifications.
3. To ensure that all workers are duly employed and insured.
4. To use only approved materials and equipment.
5. To maintain safety standards and prevent accidents.
6. To indemnify the society and resident against any damages or losses arising from the renovation work.
7. To complete the renovation work within the stipulated timeframe.
8. To obtain necessary permits and approvals before commencing work.
9. To provide warranty for the work executed.

I understand that failure to comply with the above undertakings or any alteration in DDA approved/permitted plan, will result in cancellation of contract and/or imposition of penalties.

Signature: _____

Date: _____

Name: _____

License Number: _____

Company Name: _____

Undertaking for: Flat no. _____