

ANNEXURE - 6

TEMPORARY PASS FOR WORKING INSIDE THE COMPLEX



Serial No. IREO-UP/ _____

Tower Name:		Apartment No.:		
1. Name of Resident:				
2. No. of Persons Seeking Pass:				
3. Duration for Temporary Pass:				
4. Name of Supervisor:				
5. Name of Other Workers:				
SR. NO.	NAME	ADDRESS	CONTACT NO.	LEFT THUMB IMPRESSION
1				
2				
3				
4				
5				
Kindly enclose list of all workers.				
6. Name & Address of Contractor:				
7. Contact No. of Contractor:				
8. Nature of Job: Carpentry <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> AC <input type="checkbox"/> Soft Furnishing <input type="checkbox"/> Masonry <input type="checkbox"/>				
Painting <input type="checkbox"/> Interior Decoration <input type="checkbox"/> Others (specify):				
9. Safety Equipments:				
10. Vehicle Details (if any):				
11. Construction Material if any:				
Signature of Resident		Signature of Supervisor		

UPTOWN CONDOMINIUM OWNERS WELFARE ASSOCIATION

FIT OUT INSTRUCTIONS/GUIDELINES	
	WORK TIMING 9 AM to 6 PM, NO HEAVY WORK LIKE DRILLING HAMMERING OR CUTTING WORK BETWEEN 2 TO 4 pm. NO WORK ON SUNDAYS & NATIONAL HOLIDAYS
1	No additions/ alterations shall be made in or outside the apartment which is not permitted by the Govt/local authorities. No alterations are allowed in the balconies, or external area. No structures are permitted in the balcony & balconies are not to be enclosed.
2	No alteration/addition is permitted in the BASEMENT parking area.
3	No alteration/addition is permitted outside the legal limits of the apartment. No grill or awning to be erected beyond the outer wall of the apartment or in the common areas.
4	No unused material or waste is allowed to be stored in the common area like Lift lobby or Staircases.
5	Floors are not to be dug. Vitrified tiles, wooden laminations are permitted for laying on the floors.
6	Plumbing for WCs and wash basins are prohibited to be disturbed. Existing position cannot be changed. Hammering of nails/screws below the Wash Basins to make cabinets is NOT permitted as it may damage the water pipelines.
7	Electrical wiring before the Main Switch board is not to be disturbed.
8	DG Power supply is prohibited for use for any work in the apartment.
9	All worker details are to be submitted to the Estate Management office for their clearance and passes will be issued before commencement of work.
10	Movement of construction material/malba is to be supervised by the contractor /owner. Movement is permitted only during 8:00 A.M. and 5:00 P.M.
11	Do NOT cover the sprinklers by cupboards/almirahs. DO NOT SHIFT OR CLOSE THE SPRINKLERS
12	Material/malba to be moved in the service lift. Please spread a polythene sheet in the lift. Lifts are to be cleaned after completion of work.
13	Work in the apartments is permitted from 8.00am till 6:00 P.M.
14	All Malba/garbage generated is to be disposed off by the owner on daily basis. The owner has to ensure that the Malba is thrown at least 500 meters from the Central Park-2 campus.
15	No worker is permitted to stay within the colony after 6:00 P.M.
16	No additional construction like Mezzanine floor is permitted.
17	All false ceiling to be done above sprinkler system.
18	The owner is responsible to ensure that the workers <ul style="list-style-type: none"> (a) Do not spit on the walls or leave stains on the walls. (b) Do not consume gutka, pan, tambaku or smoke bidis/cigarettes. (c) Do not consume alcohol in the premises. (e) Do not throw kachra in WC and drains. (f) Do not roam around in the campus. (g) Do not misbehave with residents of the complex. (h) Carry out light work during 2:30 PM to 4:30 PM as it can create disturbance for neighbors, children, old persons.
19	ACCEPTANCE OF GUIDELINES/INSTRUCTIONS BY THE APARTMENT OWNER <ul style="list-style-type: none"> (a) I _____ owner of flat No. _____ in BCP-2, Sec-48, Gurgaon agree to abide by the above guidelines ALL CLAUSES WILL BE CONSIDERED AS UNDERSTOOD & ACCEPTED. (b) I am enclosing details of worker employed by me for renovation work. (c) Work is likely to commence on _____ (d) The work for fitments will take approximately take _____ days
21	20. You need to deposit Rs 5000/-, Rs 3000/- as Refundable but that is also to be forfeited in part/full, in case of damage to Common area/condominium assets, non-disposal of waste material/malba of the apartment out of campus etc unless shown as sent out. Your Contractor & workers. need to be issued Entry Passes for which a Photo, Identity Proof Aadhar Card and Rs 25/- per person is to be deposited

Signature of Owner / Authorized representative

APPROVED

Address

ESTATE MANAGER