

कार्यालय अधीक्षण अभियंता
सिविल भवन अनुरक्षण परिमंडल,
एम-43, लोक निर्माण विभाग,
11 वां तल, एम. एस.एस.ओ भवन,
इन्द्रप्रस्थ सम्पदा, लोक निर्माण विभाग
मुख्यालय, नई दिल्ली-110002



O/o THE SUPERINTENDING ENGINEER
CIVIL BUILDING MAINTENANCE CIRCLE, M-43,
11th Floor, MSO Building, Indra Prastha
Estate, NEW DELHI- 110002
PHONE : 65103943, 23490488
Email: sepwddelhim43@gmail.com

INSPECTION NOTE

Name of Work : A/R & M/O MSO Building, New Delhi during 2013-14.
(SH: Automated Housekeeping and Essential maintenance).

Agency : M/s Good Year Security Services (Regd.)

The work of Automated Housekeeping and Essential maintenance was inspected on 22-04-2014 (Tuesday). Following were present:-

Sh. Kamal Singh	Executive Engineer, M-432
Sh. V K Goel	Assistant Engineer, M-4322
Sh. Gaurav Sankhwar	Junior Engineer, M-4322
Sh. Sudhir Fauji	Supervisor, Good Year Security Services Pvt. Ltd.
Sh. Sunil	Supervisor, Good Year Security Services Pvt. Ltd.

The inspection of works / building started from the terrace and observations are as below:-

Terrace

1. Dismantled pipes, angles, cables etc are lying and small plants have cropped up, which are to be removed regularly to prevent damage to the structure and it must be ensured that all roofs remains free from all kind of rubbish.

Toilets

Few toilets at random were checked and following deficiency in the service found:-

1. Toilets were not cleaned properly as old stain marks on WC pots, urinals, wash basin, mirrors, tiles, floor and other fixtures were visible.
2. Toiletries (Naphthalene Balls, Liquid Soap etc) not provided in some of the toilets.
3. In one toilets; dismantled materials (rubbish, broken glass pieces, boards etc) were stacked which are to be removed immediately.

Fire Escape Staircases

1. Some dismantled materials found in the staircases which are to be removed immediately.
2. Cleaning / brooming / dusting of the staircases is to be done regularly to keep the space clean.

Common Area

1. Sweeping, mopping was not done properly at all floors, as dust and stains marks were visible.
2. Space near water coolers, sinks etc require intensive cleaning.

3. On walls / dados of common area, stains of oil, paint, dirt, water etc are visible. Similarly old posters / stickers etc. were found on walls, which should be cleaned immediately.
4. All windows / doors (lift area and others in common area), glasses were full of stains and were not cleaned since long.
5. On sunshades lots of dismantled materials, rubbish, pieces of papers / files etc were found, which are to be cleaned / removed.
6. Sign boards (indicating floor number, no smoking etc) / office boards were found to be dirty with stains, paint marks etc and to be cleaned.
7. At ground floor; near ATM machine and the reception area all glasses, paneling etc was dirty and require intensive cleaning.

Parking Area

1. Dismantled materials (i.e. stones, pipes, flower pots etc.) were found which are causing obstruction to traffic and giving very ugly look besides causing unhygienic conditions in the premises.
2. Garbage from the dustbin is to be removed regularly (possibly on alternate day) to maintain hygienic conditions in the premises.
3. At area below canteen on the back side kitchen waste, rubbish etc were found on the sunshades and at ground floor and to be cleaned regularly.

During earlier inspections of the MSO Building, instructions were given to the Assistant Engineer / Executive Engineer, PWD & Supervisor of the agency to maintain the building very neat & tidy, in very hygienic condition as per terms & conditions of the Agreement, but there is scope of further improvement in the housekeeping job of the building.

Executive Engineer is directed to ensure supervision on daily basis for proper housekeeping of the building and whole of the premises as per terms & conditions of the Agreement to maintain clean, tidy and hygienic condition of the precincts for the occupants / visitors / users of the building.

Other points

1. Some cracks were found in beams, walls etc especially near shaft area, vent/soil pipes were found loose (to be fixed with stays/clamps). Necessary repairing is to be carried out after thorough inspection of the building for major repair / rehabilitation as per requirements.
2. In some toilets mirrors, door closures, fixtures etc were found missing/broken and need to be repaired/replaced within a week's time. One/two coats of painting/distemping may also be carried out wherever required.
3. From all the floors dismantled material, discarded furniture etc lying on the floors, corners are to be removed immediately.
4. The path way leading to fire escape staircases and emergency exit should be kept free from all hindrances all the time.
5. Dismantled sign boards, pipes, angles, cables etc were found on roof top, parking area are to be removed.
6. Additional Sign boards/stickers/plates (for NO SMOKING, Keep Premises Clean, Parking signs etc) may be provided as per requirement.
7. In some toilets lights are insufficient and exhaust fans were found to be missing/not provided. Loose Cables/electrical wires are in common areas especially at 13th floor are to be fixed in proper conduits. EE(E) may be informed with detailed list of improvement required for necessary action.

8. The road & parking area needs further improvement like repairing of edges, road marking, signages etc. for proper movement, maneuverability & parking of the vehicles. All dismantled, serviceable materials, stacks of cable etc lying near electrical & horticulture office should be removed (in association with concern)/stacked properly so that vehicles can go around for easy exit from the parking as discussed at site.
9. EE, AE are requested to inspect the building intensively and regularly for proper up keeping services of the building and maintain it to the highest standard.

It was decided that next inspection will be carried after one week to assess the impact of direction given. It is desirable that EE(E), AD(H) and representative of Delhi Police may also join for inspection. EE, M432 may inform to all concerned.

4/22/04/14
(S.K. Agarwal)
Superintending Engineer

No.: 23(206)/SE/M43/PWD/2014-15/ 61-~~100~~ E

Dated: 22 April 2014

Copy to:

1. The Chief Engineer, M4, PWD, MSO Building, New Delhi for kind information.
2. The Superintending Engineer (Elect), M45, PWD, MSO Building, New Delhi for kind information.
3. The Executive Engineer, CBMD M-432, PWD, New Delhi for necessary action, as elaborated above and for submitting compliance report.

4/22/04/2014
Superintending Engineer