Filing Policy

MODE OF FILLING	FILE NO.	FILE NAME	FILE CONTAINS	MAINTAIN BY
Box	LGC/Project name/01	SURVEY PLAN / GEO-TECHNICAL SURVEY	This file contains Physical survey, Contour survey, property card details for areas and soil investigation report with seperation flaps.	Architect/P.C
Box / Spring	LGC/Project name/02	DESIGN DEVELOPMENT / SPECIFICATION / AMMENITIES	This file contains Architect and client design development and design inputs details project wise. Communication between clients and consultants till the plan is finalised with specifications and ammenities. The top of the page will be final plan.	Architect
Box	LGC/Project name/03	CORPORATION APPROVED PLAN	This file contains IOD, CC and copy of Architectural approved plan and any correspondence related to corporation.	Architect/P.C
Box	LGC/Project name/04	WORKING DRAWING FILE	This file contains all latest working drawings of the particular project. All the old revisions will be removed from it and move to superceded file.	Architect
Box	LGC/Project name/05	TENDER DRAWING FILE (ARCHITECTURE / STRUCTURAL)	This file contains all architecture and structural tender drawings with separate flap.	Architect/ Contracts
Box	LGC/Project name/06	a)SUPERCEDED DRAWING FILE (Architectural drawings) b)SUPERCEDED DRAWING FILE (Structural drawings) c)SUPERCEDED DRAWING FILE (Plumbing drawings) d)SUPRCEDED DRAWING FILE (Electrical drawings)	This file contains all the obselete drawings	Architect
Box	LGC/Project name/07	STRUCTURAL DRAWING FILE	This file contains all the details of structural drawings and specifications and if any design calculations.	Architect/P.C
Box	LGC/Project name/08	ELECTRICAL DRAWING FILE	This file contains all the electrical drawings, specifications and related details	Architect/P.C
Box	LGC/Project name/09	PLUMBING DRAWING FILE	This file contains all the plumbing drawings, specifications and all related details	Architect/P.C
Box	LGC/Project name/10	LANDSCAPE DRAWING FILE	This file contains all the landscape related details, specifications and drawings.	Architect/P.C
Box/ Spring	LGC/Project name/11	SAMPLE FLAT / SITE OFFICE RELATED FILE	This file contains all the sample flat / site office details, specifications and drawings	Architect/P.C
Box	LGC/Project name/12	HVAC DRAWING FILE	This file contains HVAC drawings and details if that project is applicable	Architect/P.C

Note: 1. Every one has keep one personnel file for individual intimations/informations.
2. Any quaries regarding this filling contact V.P (Planning).

MODE OF FILLING	FILE NO.	FILE NAME	FILE CONTAINS	MAINTAIN BY
Spring	LGC/Project name/13	PARKING PLANS FILE	This file contains parking plans, specifications and related details and communication with customer care department for parking.	Architect
Spring	LGC/Project name/14	SALE PLAN FILE	This file contains sale plans, specifications and related details along with communication with sales department	Architect
Box	LGC/Project name/15	QUOTATION FILE	This file contains Quotations of all the items which are properly segregate itemwise and proper flaps should be provided for seperation.	Contracts
Box/ Spring	LGC/Project name/16	WORK ORDER FILE	This file contains all the work orders of the project with separation flaps	Contracts
Box/ Spring	LGC/Project name/17	ESTIMATION FILE	This file contains all the quantities	Quantity surveyor
Box	LGC/Project name/18	TRANSMITTAL FILE	This file contains transmittals of the all the drawings	Architect
Box/ Spring	LGC/Project name/19	SCHEDULE FILE	This file contains schedule of the project, material, manpower and cost. The schedule must have a demarcation about the final schedule	Schedule Engineer
Box/ Spring	LGC/Project name/20	DAILY / MONTHLY PROGRESS REVIEW FILE	This file contains daily / monthly progress reviews, tracking and backlogs	Schedule Engineer
Spring	LGC/Project name/21	INTER OFFICE MEMO FILE	Any communication other than site, i.e. with finance/purchase/liasioning/ Addmin/legal will be in this file	All planning members
Box/ Spring	LGC/Project name/22	CORRESPONDING WITH CONSULTANTS	This file contains all the consultants correspondings	Architect/P.C
Spring	LGC/Project name/23	ACTIVITY INITIATION / SITE COMMUNICATION FILE	All communication with site will be in this file	P.Cordinater members
Spring	LGC/Project name/24	MINUTES OF MEETING FILE	Any meeting attended about the project by any planning team member will be kept in this file	Architect / P.Cordinater
Spring	LGC/Project name/25	INTERNAL MINUTES OF MEETING / CORRESPONDENCE FILE	Any meeting held with in the planning department / correspondence with Director or V.P.	Architect / P.Cordinater
Box	LGC/Project name/26	MISCELLANIOUS / GENERAL FILE	This file contains the things which are not related to above files	Architect / P.Cordinater
Box	LGC/Project name/27	FIRE FIGHTING RELATED FILE	This file contains all the firefighting related details, specifications and drawings.	P.Cordinater members
Box	LGC/Project name/28	LIFTS / ELEVATORS RELATED FILE	This file contains all the lifts/ elevators related details, specifications and drawings.	P.Cordinater members
Box	LGC/Project name/29	FAÇADE/ DOOR / WINDOWS / STP FILE	This file contains all the Façade / Doors / Windows / STP Details files	P.Cordinater members
Box	LGC/Project name/30	LEED DOCUMENT FILE	This file contains all the LEED Doc. details, specifications	Architect
Box	LGC/Project name/31	SERVICE CONTRACTOR FILE	This file contains all the Service Contractors Annexures.	Architect / P.Cordinater
Box	LGC/Project name/32	CO-ORDINATED FILE	This file contains all the Co-ordinated Services Layouts, drawings	P.Cordinater members

Note: 1. All these files should be maintained Project wise
2. Each file should contain file number, File name. It should be labelled neatly in front of the each file as well as on sides, to read in uniform direction.
3. All CDs should be labelled and kept in a CD cover project wise. CD must be marked with permanent ink marker.
4. The use of file either Box or Spring is recommended. The scale of project will decide which file to be used.
5. Project Co-ordinator who is other than Project Architect an Engineer associated with the project in planning department.
6. The Person designated in column- (maintained by) is solely responsible for the particular file and at the time of handover of project / chanching over the project / leaving the orgnisation / at the time of appraisal, he will be solely responsible.

BROCHURE / INFORMATION CLOTH FOLDERS

FILE NO.	FILE NAME	FILE CONTAINS
1	QUALITY ISSUES	All the brochures related to quality, presentations and seminars
2	SAMPLE FLAT	All the brochures related to sample flat
3	FLOORING	All the brochures related to flooring material like Marble, Granite, Italian Vetrified, wooden flooring, ceramic etc.
4	SANITARY	All the brochures related to sanitaryware, pipes, fittings
5	AIR CONDITIONING	All the brochures related todifferent types of Air conditions
6	LIFT	All the brochures related to different models of the lifts.
7	HARDWARE	All the brochures related to hinges, locks, fittings etc.
8	DOORS / WINDOWS	Different types of Doors / Windows
9	ELECTRICAL RELATED	Brochures like switches, wires, fitting, cables etc.
10	GLASS / FACADE	Brochures related to different types of glass/façade.
11	PAINTS / POLISH / WALL FINISHES	Brochures related to Paints/Polish/Wall finshes
12	MODULAR FURNITURE	All the modular furniture brochures
13	KITCHENS	All the kitchen & accessories like modular kitchen, chimneys & hobs etc.
14	SECURITY RELATED	All the security related brochures
15	ARCHITECTS PROFILE	All External Architects profile
16	CONTRACTORS PROFILE	All external contractors profile
17	SERVICES CONSULTANT FILE	All services consultant profile
18	MISSLLANIOUS FILE	The folder contains the things which are not related to above folders.
19	FIRE FIGHTING	All the brochures related to fire fighting works
20	GYM EEQUIPMENT	All the brochures related to Gym Equipments

Note:1. This brochures are bulk, foldable and already spiral, due to this all brochures should be kept in cloth folder.
2. This folders should contain numbers and related name flaps for easy identification.
3. Any planning member are equally responsible for maintaining for the above folders.