Steps to be taken in case of Major Changes to Project Design after start of Construction of the concerned wing/building

Following changes, if made after the approval of concept design, shall be classified as a Major change for a given plant:

a. Change in the no. of levels of any building exceeding 2 levels.
b. Change in the user of a saleable building or part thereof (>10% of the BUA of the building).
c. Change in the footprint of the building by > +/- 5% (in terms of BUA).
d. For Infra Package - Addition of a new plant to the layout
e. Changes due to FSI requirements or liaison requirements resulting in addition or removal or modification in unit Typology or configuration, changes in floor plate layout or sizing, Structural framing, floor to floor height, relocation of Refuge, Fire check floors, water tank relocation within tower footprint
f. Changes due to Addition or removal or re-location of major KCA/Infra Amenities such as Clubhouse, party hall, banquet, swimming pool , water bodies etc
g. Addition of New Phase /Building within physical limits of current marketing project

Classification of any other modification as a major change shall require approval of HOD-Design OR Director-Design

Any item classified as a major change shall impact the target dates of the linked drawing packages by upto 8 weeks.

The major change and the list of packages affected (DD/VFC) shall be agreed in writing/online by the HOD-Design and the Project Architect (external and internal), within 2 weeks of such major change request being made.

1. Any such request shall be directed to the Project Architect, who shall act as the coordinator of the change request. Such change may be requested by any part of the Lodha organization.
2. Before starting any work in relation to this change request, Project Architect shall discuss the same with the HOD-Design and take his/her approval as to whether to proceed ahead with investigation of the same.
3. Subject to such approval from HOD Design, co-ordinator shall prepare initial feasibility summary(with inputs as may be required from Planning, RCEO's office, COO's Office, Procurement , DCO /PCA , Marketing teams) covering:
    a. Time Implications
    b. Cost Implications
    c. Implications on customer commitments eg. room dimensions, flat areas, amenities, views etc.
    d. Procurement implications
    e. Liaison Implications
    f. Any other implications which are important in view of the coordinator.
    Such feasibility shall also require basic discussion with the Project's External Architect and possibly, with any other external consultant whoose design is likely to undergo large change.
4. Based on this feasibility summary, a joint meeting shall be convened with following participants:
    a. Director-Operations
    b. COO

c. RCEO
d. Project Head – Const Mgmt
e. HOC's of all design cells / representative(s)
f. HOC-Planning / representative
g. HOC-Cost Management / representative
h. Liaison representative
i. Procurement representative

The coordinator shall ensure that such meeting is held no later than 4 weeks from the date of receipt of request for the said Major change. This group shall decide whether the request is to be proceeded ahead with in same/modified form.

5. Post the decision under 4, co-ordinator shall issue instructions to the concerned consultants to make amendments to the VFC drawings. The co-ordinator shall also inform Procurement of the proposed changes and ask them to hold necessary discussions with the concerned vendors/consultants. In the event that the proposed changes have major customer implications, the same shall also be discussed with Sales and Customer care and necessary actions taken to update the marketing and legal documents.

Change Request Form for Design Changes

- Date of change request: ___/___/20___
- Request made by (name and department):
- Nature of change (describe in 100 words or less):
  _____
  _____
  _____
  _____
  _____
  _____
- Does this change qualify as a 'major change' (see policy): ____
- Assessment of impact (estimate at time of decision to proceed with change):
  - Additional time for release of design packages (state time in weeks and name of package):
  - Net delay in possession date / KCA completion date (state in weeks):
  - Change in Construction Costs (Rs. Lacs):
- Reasons for change:

Reason	**Applicable (Yes / No)**	**Estimate +ve Impact**	**How can changes of this nature be avoided during construction phase in future**
Regulatory / Liaison Reason		NA	
Time Saving		____ weeks	
Cost Saving		____ Lacs	
Customer Benefit			
Brand Standards			
_____			

Decision: **Approved / Declined;** On : ___/___/20___ ; By: _____ (state name and department; min. Level 2 of Design / if 'major change' approval of min. Level 1 of Design)

Note:

a. This form applies to all requests for design changes, not just major changes.
b. Decision on all change requests is to be made within 30 days of the date of request.