Construction Materials required to be ordered excess and handed over to FM/PC at time of project handover:

Following materials are likely to be damaged during execution or in the first 12 months post-possession start. Hence, it is imperative that a minimum quantity of the same is ordered extra and then handed over to FM by Stores at time of project handover to enable easy replacement and prompt fairs:

a. Flooring material (various):21% of the laid area, subject to max. of 5000 2500 sq. ft. and a min. of the minimum orderable qty. as defined by Procurement , when 12% is too small. To clarify, this would be for lift lobbies, common amenities like refuge areas, and podium / parking areas (paver blocks, checker tiles, etc), landscape flooring (e.g. stone, deck, etc.)This list should also include cladding (dado) material used in kitchens/bathrooms. This also covers wooden flooring.

b. Door hardware (locks, handles, other accessories): 2 flats equivalent for all projects and 4 flats equivalent for Palava

c. Plumbing:
   i. CP Parts: 1% for parts in which the supplier has not real service base in the city in which the fittings are being installed.
   ii. Sanitary ware: one item of each make
   iii. CP connector pipes – 2%
   iv. PRV - 2 % (minimum 2 nos.)

d. Doors: Flush door 1% of each size (subject to min. of 1 of each size).

e. **Aluminum windows:** Only hardware of aluminum windows such as locks, handles, bearings, gasket, glass etc equivalent to 2 flats.

- This excess ordering has to be done by Procurement and Procurement to coordinate with Stores for their storage and thereafter, and over to HFM/PC. The quantities generated by Design will not contain these excess quantities but Cost Mgmt will add these to the orderable quantities.
- At time of project handover to FM/PC, Stores will handover these goods to FM and they will thereafter be maintained in FM/PC custody. These materials will be 'free of cost' to FM and cost for these will be borne by the Construction Budget as part of regular material cost.
- The aforesaid list may be reviewed from time to time by Procurement and Post-Const Head based on actual learning's.

End to end process

1. **Cost management** should
    a. Create Handover WBS' for HFM in SAP at the start of the project
    b. Use these guidelines to allocate construction budget for these materials under HFM handover WBS (over and above wastage quantities)
    c. Create corresponding attachments with these quantities under handover WBS
2. **Procurement** should ensure that whenever PR's are received for the aforesaid materials, the HFM quantity is added to the order (beyond the indent that is raised by CM which will be for CM needs only) to ensure that material gets delivered together and separate lots are not required. The additional requirement should be included in contracts terms and conditions in case of labour + material contracts for materials like aluminum windows
3. **Stores** should store these materials a separate HFM stores (can be a room or the final HFM store, based on availability), in case the materials are procured before P*-3, till CM requests for handover of material to HFM. Stores should then transfer these materials to HFM store in SAP (setup in progress).
4. **HFM** should reconcile actual usage in SAP on a quarterly basis

IT process and authority matrix reflecting site process

Site Process	SAP/Site Owner	SAP Process
Budget allocation	CMD	Budget upload
Material attachment	CMD	Attachment
Procurement of material	Procurement	PO
Material receipt from vendor	Stores	GRN
Separation of FM material from CM material in SAP FM store	Stores	Transfer**
Issue of material for FM use from SAP FM store - consumption in SAP	Stores	GI

* P means possession date for the project buildings

** SAP transfers from stores to FM store within same SAP Project