Guidelines for Site based offices (eg.CM/Stores/QC):

It is essential to provide a good quality work environment for our associates at site, so that they feel happy and proud to work there. At the same time, it is necessary to keep costs for temporary establishments under contro.

a. Site offices should be established in a location which will not require relocation for at least 2 years. Any shifting of site office after first establishment should be done with email / written approval of Project Management Head (PMH) /Project Director (PD)/COO.
b. If the planned final location of the CM office is not available for the initial period (due to excavation), use of shipping containers is encouraged for initial period of 6-12 months. Thereafter, shifting into one of the stilt/parking levels of the constructed building should be considered since same is most cost efficient.
c. QC lab/office should always be part of/immediately adjacent to the CM office.
d. As far as possible, Stores office should be part of / co-located with the physical store. If Stores office is close to the CM office, several facilities like toilets, dining area etc. can be shared.
e. Project design team can be asked by the CM head of the site to assist with the design of these offices.
f. Depending upon the existing site conditions, attempt should be made to utilize the existing shed/structure (if available) for designing the Site CM/Stores office. (subject to the site logistics plan).
g. Office space should be determined as per the likely number of associates needed over next 2 years, based on company office space allocation policy for Const Mgmt:

Level	Type of Office Space
0 (including C-level and Directors)	Cabin
1	1A, 1B – Cabin; 1C – Cubicle
2	2A, 2B – Cubicle; 2 C –workstation.
3	Workstation @ 50% of total no with usage on rotational / shared seating basis
4	Workstation @ 50% of total no with usage on rotational / shared seating basis
5	No seating provision

Total area of site office should not exceed on average 70-80 sq. ft. carpet area per person.

h. For large and very large projects, site office should have one conference room with seating capacity of 12 persons along with provision for a whiteboard and two small meeting rooms with seating capacity of 6-8 persons.
i. Site office should preferably be constructed on a single level. If that is not possible due to site conditions, the office can have a maximum of 2 levels only.

j. Site office should be equipped with air-conditioning with split units for all enclosed areas (e.g. cabins, conference rooms etc.) and with ductable system for other areas (e.g. open areas like workstations and areas with continuous to-and-fro movement of people).

k. Control of all electrical/lighting points of enclosed/open spaces (e.g. cabins/conference rooms, etc) to be in synchronisation with the main DB (via MCB's) to allow switching off during non – working hours.

l. The office should be provided with fax, scanner, printer, copier (4-in-1 unit), web connectivity and phone lines (1 for small or medium site, 2 for large and3 for very large projects).

m. Intercom facility should be provided only for a large or very large project.

n. Appropriate provision for filtered drinking water should be available i.e. 1water dispenser per 100 persons.

o. All project offices should be provided with a pantry which shall be equipped with tea/coffee vending machine, a microwave and a sink. For large &very large projects a separate dining space (of max 150 sq.ft carpet) should be provided.

p. Appropriate toilet facilities should be provided for associates as follows:
   - For Small Projects - one unisex toilet w/ basin
   - For Medium Projects – 2 Unisex toilet w/basin
   - For Large and Very Large Projects: M – 1 Shower, 2 WC's,2-Urinals,2- Wash Basin; F: 1 WC, 1 Wash Basin.

q. Waiting/Seating Space for max. 5 persons should be designed along with the reception desk.

r. Appropriate provision for documentation storage space should be designed.
   For large and very large projects – a separate Documentation Room of 100-150 sq.ft should be designed. A documentation in-charge should be designated who shall be responsible for maintaining the documentation.

s. It is suggested to maximise use of LED Lights where location of Site CM office is fairly fixed.*(Refer LED Usage policy)*

t. The Project Manager should coordinate with the Finishing Interior Design team to ensure appropriate salvage of site CM office materials at the time of demolition/relocation.

u. It is suggested to maximise use of balance material available from the Virtual Stores. In case the necessary materials are not available in the virtual store, the below mentioned Specifications/materials should be used:

Materials for Site CM/Stores Office:

Description	**Materials**	**Specifications**
Flooring:		
Cabins	Vitrified Tiles	Soluble Salt Vitrified Tiles
Open Area	Vitrified Tiles	
Other Areas	Vitrified Tiles	
Toilet/Pantry/Dining	Flat Ceramic Tiles	
Partitions :		

Cabin Partitions	Gypsum Partitions	75mm thk gypsum partitions – 12.5mm thk gypsum boards fixed on both sides of 0.5mm thk aluminium stud having equal flange @ 400mm c/c.
Cubicle/Work desk Partitions	Modular Partitions	
False Ceiling		
Cabin Areas	Grid Ceiling	600mm X 600mm Armstrong Gypsum Grid Ceiling with GI Suspension system.
Open Areas/Work desk/Cubicles	NA	
Finishes(Paint)	Plastic Paint	
Doors:		
Cabin Doors	Wooden door with small glass viewing pane.	Good local hardware (iron mongery) to be considered.
Services/Other Areas	Laminated flush doors	
Light Fixtures		
Cabin	Recessed Light Fixtures	1X18w or 2X 18 W, based on the design - CFL
Services/Other Areas	Hanging Downlighters	T5 type

v. Adequate numbers of fire extinguishers should be provided viz. 1-2 near the main entrance &one in the pantry area (CO_2 – type 5 kg extinguisher).

w. All the cabin lights should be equipped with switches to allow switching off when not in use.

x. Provision of Electrical points:

Description	**Specifications**
Cabin	2 no.s of 6A Sockets on 1 Swt
Work desk/Cubicles	1no. of 6A Swt/Soc,(Light Points as per design)
Pantry	1 no. 16A Swt/Soc for Microwave, 1 no. 16 A Swt/Soc for Tea/Coffee Vending Machine. 1no. 6A Swt/Soc ,(Light Points as per design)

y. Approximate budget of Site CM/Stores Office:

Sr.No	Description	Max Cost per sq.ft*
1	Refurbishment of existing shed/planned in apartment	Rs. 1200/-
2	New structure	Rs. 1800/-

* Includes all costs incurred inside the envelope of the building & all services up to their exit point from the building. These costs are as in 2013 and shall be increased by 25% every leap year starting 2016.