Guidelines for completion of common areas:

All common areas will be finished in all respects by the Design and Construction Management team, prior to handover to Facilities Management.

All capital items (except as noted in Annexure A below) required for the common areas, shall be finalized by Design and procured as part of the Const Mgmt budget (indicative list provided in Annexure B below), prior to handover.

After handover, all replacement of capital items and all operational items shall be managed / procured by Facilities Management.

In case of sales office and sample flats, the items to be handed by FM shall be handled by Admin.

Annexure A
Capital items to be procured directly by Facilities Management:

1. Music CD's for playing in common areas
2. Lodha Branded Towels
3. Lodha Branded Hand towels / napkins
4. First Aid Box
5. Security Access cards (for humans and vehicles)

Annexure B
Indicative list of capital items to be procured for finalization of common areas by Design / Project Management:

1. Art
2. Telephones
3. Flower Vases
4. All Furniture (indoor and outdoor) (along with associated furnishing eg. table cloths, napkins, cutlery etc. – if applicable) (to be clarified whether we are providing or operator is providing; to be procured if we are providing)
5. Loose furniture eg. newspaper holder, towel holder, soiled towel basket etc.
6. Standardized set of pantry equipments (in case there is not a full-fledged café / restaurant with its own kitchen) i.e. 1 Microwave, 1 Mini-refrigerator, 1 Hot plate (single vessel size), 1 toaster; open racks and standardized cutlery / crockery items to be provided in pantry area. In case there is a full-ledged café / restaurant with its own kitchen, the kitchen will need to be designed to have all equipment for full-service usage (a kitchen consultant may be engaged, if needed, and design finalized based on restaurant / café capacity and key menu items). In either case, it should be clarified with FM, whether we are providing or operator is providing the equipment and these items to be procured only if we are providing).
7. Customer facing IT equipment for Business Centre (and other common areas)
8. Books for library (standardized set)

9. DVDs for movie lounge (standardized set)
10. Carpets
11. Door mats (standardized for wet and non-wet areas)
12. All key equipment (including gym, play area, indoor games, equipment for other activity areas eg. yoga mat, gym mats etc.) (For Gym equipment - to be clarified whether we are providing or operator is providing; to be procured if we are providing)
13. Signage
14. Security related equipment (Card readers, intercom, cameras, baggage scanners, handheld scanners, metal detectors etc.)
15. Dustbins
16. All Audio-visual equipment (including any required CD's / DVD's for theatre room – standardized set)
17. Clocks
18. Soap Dispensers
19. All fixed items in bathrooms – towel hooks / rods, clothes handing hooks / rods, lockers, soap dish, mirror, toilet paper holder, paper napkin holder etc.