Disposal of surplus items in interior stores – Guidelines

1. As much of the material from sales office / sample flat should be earmarked for use within the same project for:
    a. Clubhouse / other KCA
    b. Furnished units (some units can be earmarked as furnished at time of launch and accordingly the show flat items can be used there).
2. All furniture pieces, not covered by 1., should be reused (possibility with refurbishing) in following (in order of preference):
    a. Future Sales office / Show flat
    b. Future Clubhouse
    c. Future Entrance Lobby
    d. Site office/other CM needs
3. All electronics, communication equipment, light fittings, furnishing, kitchen equipment, food service equipment (crockery and cutlery), and art pieces, not covered by 1., should be reused in following within 12 months of removal:
    a. Future Sales office / Show flat
    b. Future Clubhouse
    c. Future Entrance Lobby
    d. Site office/other CM needs
4. All bathroom fitments/accessories should be used in site office/other CM needs within 12 months of removal.
5. For Model, see 'Arch 110 Model-related Guidelines' (Architecture policy).
6. All other items (other than those covered under 1-4) should be sold off at time of demolition of sales office/sample flat itself.
7. An inventory of all items having value > INR 5000*, with photo, should be maintained by interior stores team and shared on shared drive with Design. Following data to be collected for each such item:

Category**	Photo	Qty	Source Site	MM/YY of entry into Stores	Description / Comment

** Furniture / Electronics / Communication Equipment/ Light fittings / Furnishing / Kitchen Equipment / Food Service Equipment / Art & related / Bath Fitments / Other.

8. Any items not used within 12 months after removal, excluding furniture and electronics, should be disposed off through sale. Furniture and electronics not used in 24 months after removal to be disposed off through sale. Sale to be conducted in full lot, 2 times/year.

9. **Responsibility for this entire process lies with CM-Finishing team. Design to help with material reuse and Procurement to facilitate sale.**
10. If feasible at all, attempt should be made to make the sales office in the permanent club from the very start (eg. Belmondo, Pune). Similarly, attempt should be made to have the unit built in the final building itself (eg. Aristo, Thane).

* to be increased by 25% (rounded to nearest 1000) every leap year, starting 2016.