Sample Flat & Sales Office (including landscape and other associated areas)

Process Responsibility:

Process	Responsibility
Design, execution, preparation and handover*	Interior Design sub-cell + Finishing sub-cell + Const Mgmt
Maintenance / cleaning / upkeep on day-to-day basis (post handover from Interior Design sub-cell)	Admin
Monthly inspection and highlighting any issues / damage / replacement needs to Contracts (Sample Flat, Sales office and Clubhouse team)	Admin
Monthly inspection and report of any issues / concerns to Contracts (Sample Flat, Sales office and Clubhouse team)	Sales
Getting issues resolved within 30 days of reporting from Admin / Sales (help of Project Architect and/or Project Manager and/or Finishing sub-cell and/or Interior sub-cell may be taken as needed)	Contract (Sample Flat, Sales office and Clubhouse team)

* It will be assumed that all elements of the sample flat will be given to the customer, unless explicitly stated otherwise. In general, a disclaimer will be placed at/near entry of the show flat stating 'This is an exact replica of the *<Type (eg. 3 BHK)>* residence, except *<Elements (eg. Furniture, fixtures, wall treatments and automation)>* which do not form part of the actual residence.' Note: this can be changed/adapted as needed based on site specific circumstances.