

Delhi Development Authority,
(E.M.'s Sectt)

प्रणाली विभाग, दि.वि.आ.
COMPUTER CELL, D.D.A.
डापरी सं० 2084
Dy. No. 2084
दिनांक 19/5/16
Date. 19/5/16

No: EM3(5)2016/SOM/771

Dtd: 19/5/16.

To,

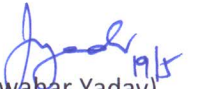
✓ The Director (System),
Delhi Development Authority,
Vikas Sadan, New Delhi.

Sub: Checklist for maintenance of Hort./Elect./Civil works in 17 Pilot Parks/Greens—Reg.

Please find enclosed the Checklist for maintenance of Hort./Elect./Civil works in 17 Pilot Parks/Greens as per Standard Operating Procedures (SOP) in line with the user feedback parameters. The same is required to be uploaded on Feedback for Maintenance of DDA Parks application on the DDA website.

Encl: As above.

20/5/16
Mr. Pradeep Singh
Pradeep Singh
20/05/2016
Mrs. Archana Arora, Program


(Jawahar Yadav)
Director (Works)

Pavans

CHECKLIST Wrt SOP FOR HORTICULTURE MAINTENANCE OF PARK.

SL.No	Activity	Defined Target Level	Frequency	Carried By	Carried Out & Verified(Yes/No)
1.	Watering of Lawn/Plants	1350 sqm per day	(2 time in a week)	Mali/Labour	
2.	Weeding of Lawns	675 sqm per day	(Weekly work)	Mali/Labour	
3.	Cleaning/Sweeping of Lawn area	4047 sqm per day	(everyday)	Mali/Labour	
4.	Cleaning of dustbin & removal of garden refuse	1 No. per day	(every day)	Mali/Labour	
5.	Pruning of Trees & shrubs Plants	T= 12 Nos. S = 40 Nos. per day	(fortnightly work)	Mali/Labour	
6.	Making of Tree & shrub thamlasi.c. hoeing of hedge beds	T= 12 Nos. S = 40 Nos. Hedge = 900 rft. per day		Mali/Labour	
7.	Seasonal flowering beds & shrub plants beds hoeing	2 Nos. Beds.	(Weekly work)	Mali/Labour	
8.	Pruning of Hedge	900 running ft. per day.	(fortnightly)	Hedgeman	
9.	Moving of Lawn through Machine/Bushcutter	5400 sqm per day	(fortnightly)	Machine man & Helper	
10.	Sweeping of Path/Jogging Track	5576 sqm. Per day	(every day)	Sweeper	
11.	One Supervisor	Supervision of 18 Nos. Mallis/labour works.	(every day)	Supervisor	

Seasonal Horticulture Works

1.	Top dressing of cow dung manure, Good Earth etc.	Once in a year
2.	Plantation of Saplings of seasonal flowers	Twice in a year (In summer and winter season)
3.	Spreading of murrham on kachha path	Twice in a year/ As per requirement
4.	Plantation of Trees and Shrubs	Once in a year/ As per requirement

Miscellaneous Work

1.	Repair of: <ul style="list-style-type: none">• Children Play Equipment• Garden Benches• Dustbins	As per requirement
2.	Naming and Numbering of Trees	

CHECKLIST Wrt SOP FOR CIVIL MAINTENANCE OF PARK.

S.No.	Civil Maintenance Work	Remarks	Carried Out & Verified(Yes/No)
1.	A) <u>Building work</u> Repair of damaged/broken boundary wall	15 days	
2	Repair of damaged footpath/toe wall	15 days	
3	Repair of damaged/broken existing grill/gate	7 days	
4	Repair of damaged/broken pump house, rain shelter etc.	15 days	
5	White wash/water proofing paint of boundary wall, pump house, rain shelter etc.	Once in two years	
6	Painting of existing grill, gates etc. in parks	Once in two years	
7	Removal of Malba/building material rubbish which is usually left out at site after execution of civil works	2 days	
8	B) <u>Water Supply/Sewage disposal/Storm water drain</u> Repair of existing services in parks. (i) Minor repair i/c blockage. (ii) Major repair	1 day 15 days	
9	C) <u>Maintenance of toilets/bio-toilets</u> (i) Sweeping, cleaning, watering etc. i.e caretaking.	Daily in two shifts	
10	D) <u>SignBoards</u> Providing of sign boards/Display Boards/Play Cards(one time after award of work)	30 days	
11	Redevelopment of bore well (one time after award of work).	21 days	
12	Miscellaneous (not covered above)	Within reasonable time.	

CHECKLIST Wrt SOP FOR ELECTRICAL MAINTENANCE OF PARK.

S.No.	Civil Maintenance Work	Remarks	Carried Out & Verified(Yes/No)
1.	<u>Minor Complaints</u> Replacement of bulbs, choke, starter, MCB, KitKats, etc...	3 days	
2	<u>Major Complaints</u> Replacement/Repair of junction box, rewinding, replacement of starter, replacement/addition of GI pipe/repair of accessories/control switch/switch gear in feeder pillar, etc....	10 days	
3	<u>Miscellaneous</u> Addition/alteration/providing fittings found missing, restorations of installations damaged due to constructions/other operations, etc...	Out of ambit of standard timeline and done as per site requirement in least possible time.	

Pts to be replied:->

- * Repair/replacement of non functioning of lights -> 3 days
- * Repair of tubewell pump. -> 10
- * Regarding display of electric sign boards. -> NA
- * Regarding electric meters in toilets -> 5
- * Regarding maintenance of working water fountain. -> NA
- * Reg. maintenance of feeder pillar/electric box or light poles/electric wiring -> No days

S 18/5
 Sh. Sandeep Mehta
 C.E (Electrical).