

P & G DHAKA FIT-OUT HAND-OVER

Snag List as on 25-10-2016 11:15 PM

Sl.	Task Name	Done	Rectified	Remarks
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Conference Room				
1	Conference table procurement	Y		
2	Conference table installation			
3	Chair	Y		
4	Monitor procurement			
5	Monitor Installation			
6	Partition Glass procurement	Y		
7	Partition Glass Installation	Y		
8	Glass door procurement			Size not matched, re-delivery tommorow
9	Glass door Installation			
10	Branding			
11	White board			
12	Ceiling (Final coat)	Y		
13	Wall painting (Final coat)	Y		
14	Network / Cable connection			
15	Glass cleaning			
16	Carpet	Y		
17	AC filter procurement	Y		
18	AC filter Installation	Y		
19	Roller Blinds Installation	Y		
20	Lighting installation	Y		

Server Room				
1	Ceiling (Final coat)	Y		
2	Wall painting (Final coat)	Y		
3	Network / Cable connection			
4	Networking Rack procurement	Y		
5	Networking Rack Installation	Y		
6	A/C procurement	Y		
7	A/C installation	Y		
8	Lighting installation	Y		

4-Person Discussion Room				
1	Table procurement	Y		
2	Table installation			
3	Chair			
4	Ceiling (Final coat)	Y		
5	Wall painting (Final coat)	Y		
6	Glass Cleaning			
7	Roller Blind Installation	Y		
8	Network / Cable connection			
9	Lighting installation	Y		

Sl.	Task Name	Done	Rectified	Remarks
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Quiet Room-Back

1	Ceiling (Final coat)	Y		
2	Wall painting (Final coat)	Y		
3	Network / Cable connection			
5	Chair			
6	Lighting installation	Y		

Compactor / Storage Room

1	Compactor procurement	Y		
2	Compactor Installation	Y		
3	Ceiling (Final coat)	Y		
4	Wall painting (Final coat)	Y		
5	Network / Cable connection			
6	Glass door procurement			Size not matched, re-delivery tomorrow
7	Glass door installation			
8	Carpet	Y		
9	Lighting installation	Y		

Quiet Room-Front

1	Ceiling (Final coat)	Y		
2	Wall painting (Final coat)	y		
3	Network / Cable connection			
5	Chair			
6	Lighting installation	Y		

Pantry

1	Marble procurement			
2	Marble installation			
3	Sink procurement	Y		
4	Sink installation			
5	Kitchen items procurement			
6	Kitchen items installation			
7	Cabinet Installation	y		
8	Sliding door procurement	Y		
9	Sliding door installation	y		
10	Ceiling (Final coat)	Y		
11	Wall painting (Final coat)			
12	Network / Cable connection			
13	Lighting installation	Y		

Sl.	Task Name	Done	Rectified	Remarks
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Meeting Room				
1	Conference table procurement	Y		
2	Conference table installation			
3	Chair	Y		
4	Monitor procurement			
5	Monitor Installation			
6	Partition Glass procurement	Y		
7	Partition Glass Installation	y		
8	Glass door procurement			Size not matched, re-delivery tommorow
9	Glass door Installation			
10	Branding			
11	White board			
12	Ceiling (Final coat)	Y		
13	Wall painting (Final coat)	Y		
14	Network / Cable connection			
15	Glass cleaning	y		
16	Roller Blind Installation	Y		
17	Carpet	Y		
18	AC filter procurement	y		
19	AC filter Installation	y		
20	Lighting installation	Y		

Toilet Area				
1	Hand dryer procrement	Y		
2	Hand dryer installation			
3	Cabinet handle fixing			
4	Toilet Paper Holder Procrement	Y		
5	Toilet paper holder fixing			
6	Cleaning	Y		
7	Light installation	Y		
8	Soap dispenser Procrement	Y		
9	Soap dispanser installation			

Workstation-Small				
1	Table procurement	Y		
2	Table installation			
3	Chair	Y		
4	Ceiling (Final coat)	Y		
5	Wall painting (Final coat)	Y		
6	Network / Cable connection			
7	AC filter procurement	Y		
8	AC filter Installation	Y		
9	Low storage and cabinet	Y		
10	Carpet	Y		
11	Lighting installation	Y		

Sl.	Task Name	Done	Rectified	Remarks
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Lounge

1	Ceiling (Final coat)	Y		
2	Wall painting (Final coat)	Y		
3	Network / Cable connection			
4	Chair			
5	Sofa			
6	Table Procurement			
7	Light installation	Y		

Workstation-Large

1	Table procurement	Y		
2	Table installation	Y		
3	Chair	Y		
4	Ceiling (Final coat)	Y		
5	Wall painting (Final coat)	Y		
6	Network / Cable connection			
7	AC filter procurement	Y		
8	AC filter Installation	Y		
9	Glass cleaning			
10	Roller Blinds Installation	Y		
11	Low storage and cabinet			
12	Carpet	Y		
13	Lighting installation	Y		

Reception

1	Ceiling (Final coat)	Y		
2	Wall painting (Final coat)	Y		
3	Network / Cable connection			
4	Sofa			
5	Branding & Logo			
6	Glass door procurement	Y		
7	Glass door installation			
8	Light installation	Y		

Entrance/Lift Lobby				
1	Ceiling (Final coat)	Y		
2	Wall painting (Final coat)	Y		
3	Network / Cable connection			
4	Zerflor Installation	Y		
5	Lighting Installation	Y		
6	Garden Dressing			
7	Cleaning			
8	Signage procurement	Y		
9	Signage installation			
10	Access control			

Outer area				
1	Parking sign install	Y		
2	Low height signage install			
3	Assembly point signage installation	Y		

P&G New office at Cityscape Tower , Dhaka

Sr. No.	Snags identified on 27th October	Current status as on 31 Oct 2016	Sanaul comment
1	Work station fabric change from maroon to Blue or Grey - urgent	Not changed	will be collected sample and send for approval by next week
2	Window on quite room door to see inside . Window at eye level 12 inch x 8 inch	Not made	to be completed next week
3	Gent Washroom - marks on main door and swing doors.. Need touch up	Touch-up done	Photo attached
4	Ladies Washroom - marks on wooden pelmet behind wc.. Need polishing	Polish done	Photo attached
5	Gents washroom - hand dryer fixing	Fixed	Photo attached
6	LED TV connection and show demo to Rahat	Connection done. Demo not shown	Aaamra Part
7	Pantry glass door - Door latch to be fixed.	Fixed	Photo attached
8	Some glasses need proper silicon filing	Done	will be shown to Rahat tomorrow- 01 Nov 2016
9	Phone installation in huddle and conference rooms	Done	Photo attached
10	Main glass door - white solid vinyl sticker needs to be pasted to hide the history branding from outside..this is Client (Mr. Navin) requirement . Shahed is aware	Done	Photo attached
11	Glass board in meeting rooms pending	Fixed	Photo attached
12	Work station fabric change to Blue or Grey	Not changed	same as 1
13	Access control reader testing and 50 cards to be handover to Rahat	Access control reader tested	
14	Sofa at reception is pending	Received	Photo attached
15	Table in huddle room pending	Received	Photo attached
16	Some Loose furniture at lounge area pending	Table received, Sofa not received	will be received tonight
17	All unwanted material to be removed from Quiet room	Removed	Photo attached
18	All unwanted material to move out of site	Removed	
19	Extra material such as carpet , lights fixtures to be handed over to Rahat	Not handed over	3-pcs for each will be handed over tomorrow 01 Nov 2016
20	All keys handover to Rahat	ready to handover	Handed over tomorrow 01 Nov 2016
21	Compactor installation pending	Not Installed	will be installed on 01 Nov 2016
22	Signages like fire extinguishers etc..	Installed	Photo attached
23	Fire extinguishers to be moved in side the office at 2 location (explained to kayyum).	Installed	Photo attached
24	Painting is needed on some wall	Done	

P&G DHAKA SNAGS

UPDATED AS ON 31 OCT 2016

3.WASH ROOM MAINDOOR - TOUCH-UP COMPLETED



Photo Taken: 31 Oct 2016 04:52 PM

3. WASH ROOM SWING DOOR-TOUCH-UP COMPLETED



Photo Taken: 31 Oct 2016 04:51 PM

4. LADIES WASH ROOM WOODEN PELMET BEHIND-POLISH COMPLETED



Photo Taken: 31 Oct 2016 04:42 PM

5. GENTS WASH ROOM- HAND DRYER FIXED



Photo Taken: 31 Oct 2016 02:40 PM

7. PANTRY GLASSDOOR LATCH FIXED



Photo Taken: 31 Oct 2016 02:47 PM

9. PHONE INSTALLED IN CONFERENCE ROOM



Photo Taken: 31 Oct 2016 02:44 PM

9. PHONE INSTALLED IN MEETING ROOM



Photo Taken: 31 Oct 2016 02:45 PM

9. PHONE INSTALLED IN 4-SEATER MEETING ROOM/ HUDDLE
15. TABLE INSTALLED IN 4-SEATER MEETING ROOM/ HUDDLE



Photo Taken: 31 Oct 2016 03:41 PM

10. MAIN GLASS DOOR-VINYL STICKER PASTED



Photo Taken: 31 Oct 2016 05:33 PM

11. GLASS BOARD FIXED IN CONFERENCE ROOM



Photo Taken: 31 Oct 2016 02:43 PM

11. GLASS BOARD FIXED IN MEETING ROOM



Photo Taken: 31 Oct 2016 03:20 PM

11. GLASS BOARD FIXED IN 4-SEATER MEETING ROOM



Photo Taken: 31 Oct 2016 03:42 PM

13. ACCESS CONTROL READER TESTED-LOUNGE



Photo Taken: 31 Oct 2016 05:22 PM

13. ACCESS CONTROL READER TESTED-SERVER ROOM



Taken: 31 Oct 2016 05:22 PM

13. ACCESS CONTROL READER TESTED-STORE



Taken: 31 Oct 2016 05:22 PM

14. RECEPTION-SOFA RECEIVED



Photo Taken: 31 Oct 2016 03:38 PM

16. ROUND TABLE RECEIVED IN LOUNG AREA



Photo Taken: 31 Oct 2016 05:35 PM

17. UNWANTED MATERIAL REMOVED FROM QUIET ROOM (BACK)



Photo Taken: 31 Oct 2016 04:56 PM

22. SIGNAGE – FIRE EXTINGUISHER FIXED AT LOUNGE
23. FIRE EXTINGUISHER MOVED AT LOUNGE



Photo Taken: 31 Oct 2016 04:50 PM

22. SIGNAGE – FIRE EXTINGUISHER FIXED AT BACK-SIDE
23. FIRE EXTINGUISHER MOVED AT BACK-SIDE



Photo Taken: 31 Oct 2016 05:13 PM