



URBANA ASSOCIATION OF APARTMENT OWNERS

Management Office: 783, Anandapur, Madurdaha, P.S.: Anandapur,
 P.O.- East Kolkata Township Project, Ward No. 108, Kolkata 700107
 (Registered under West Bengal Apartment Ownership Act.1972)
 Registration No. 005002023 Of 2023

Landscaping Committee Report – 28 Sept'24

Convenor: Kisor Kumar Nadhani
 Co-Convenors: Sanjay Doogar
 Members: Amit Tekriwal, Shankar Saraf

The Horticulture team under Asst. Manager Soumen Pal comprises of 30 Gardeners and 3 Supervisors.

- A team of 8 Gardeners with a Asst. Supervisor is dedicated for Bungalow area.
- 9-10 Gardeners work at Tower area under the guidance of a supervisor
- 12-13 Gardeners work in a Common Areas under Asst Supervisor.

How they begin their Day?

They reach Urbana by 6 AM, at Main Gate their entry is recorded at MyGate app, then assemble at Horticulture Stores at B1.

They stand in Que in the corridor outside the Stores. Supervisor then Roll call individually, write Time of Arrival,

Thereafter assigns days' responsibilities according to Daily Duty Roster (usually prepared in advance)

Sl. No.	Name	Task
6-04	Sumanta	Supervisor Tower Area
6-04	Jyoti	T1 - Tower Surrounded all area sweeping & cleaning
6-04	Ripon	T2 - "
6-04	Riya	T3 - "
6-04	Rishi	T4 - "
6-04	Nishi	T5 - "
6-04	Sudhakar	T6 - "
6-04	Surpan Saha	T7 - "
6-04	Dipankar	Tower Area hedge trimming
6-04	Rafan	
6-04	Rakesh	Asst. Supervisor - Common Area
6-04	Uttam	Central Garden cleaning & Sweeping
6-04	Lattu	
6-04	Debashish	Grass Mowing [IF NOT RAIN]
6-04	Tapas	Hedge trimming
6-04	Bidhan	
6-04	Amit	Brush Rotten [IF NOT RAIN]
6-04	Rajesh	Hever Psc [IF NOT RAIN]
6-04	Balaji	Main Gate & Durga Mandap Area cleaning
6-04	Nikhil	
6-04	Sasmita	Club
6-04	Haja	Van - Garden waste collect
6-04	Krishna	Tower Lobby Plant + D12 Nursery
6-04	Phani	Asst. Supervisor - Bungalow Area - B Avenue Sweeping
6-04	Pooch	A-Avenue cleaning & Sweeping
6-04	Surpan Mondal	C-Avenue
6-04	Bablu	D-Avenue
6-04	Sukhdev	Hedge trimming
6-04	Ranjan	
6-04	Rajib	Lawn Mower [IF NOT RAIN]
6-04	Satyajit	Brush cutter



A Group Photo is taken every morning

Next, they take their machines, tools etc. and proceed for work with their supervisor.

List of Machines used by the Gardeners:

- Lawn Mower
- Hover Pro
- Brush Cutter
- Hedge Trimmer
- Chain Saw
- Telescopic Poll Saw
- Mixed Blower
- Blower

The **Tower team** do have one dedicated Gardener for each Tower who primarily sweeps the mounds, lawns, remove weeds, collect waste and clean hedges and water plants..

Contact details shared with all Tower Captains advising to monitor their work.

UFM Supervisor:
Sumanta Mandal - 9903827645

Gardeners Details

Sl. No	Name	Ph. No
1	Sumanta Mondal (Supervisor)	99038 27645
2	Joydeb Mondal (Tower # 1)	96743 77210
3	Ripon Malik (Tower # 2)	98365 95472
4	Raju Munda (Tower # 3)	84208 48366
5	Bula Munda (Tower # 4)	86971 57820
6	Netai Mondal (Tower # 5)	84207 22774
7	Buddheswar Mondal(Tower # 6)	80176 36788
8	Phoni Bhusan Mondal (Tower # 7)	84208 84695

UAAO Co-Ordinator:
Amit Tekriwal (9831077268)

Gardeners at Work – One Gardener exclusively dedicated for each Tower



Tower 1



Tower 2 : weeds cleaning



Tower 3



Tower 4



Tower 5: weeds cleaning



Tower 6



Tower 7

Additional Gardeners working at Towers



Tower 4 Hedge Trimming

Common Areas

- UFM Asst Supervisor – Rakesh Mondal (8910236131)
- UAAO Landscaping Co-Ordinator: **Sanjay Doogar** (8910850993)

It covers vast areas starting from Main Gate, Mist Fountain, Club, front of Club, Central Lawn, Puja Mandap, along the Periphery Road.

Gardeners in Action at Common Areas



Main Gat Sweeping



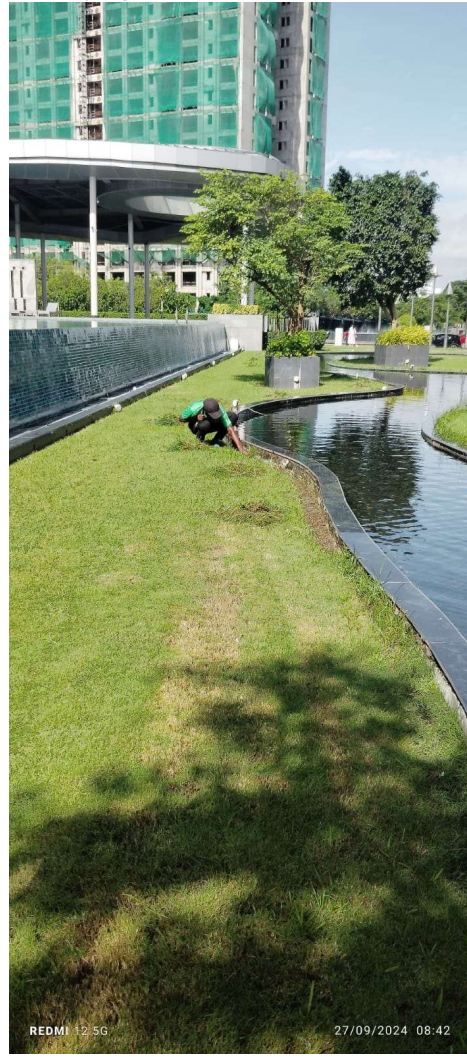
Club Mound sweeping



Central Garden sweeping



Canna Trimming -Central Garden



Weeds cleaning – Canal Side



Puja Mandal Area sweeping



Mound mowing at Central Lawn



Grass mowing at Central Lawn



Hedge Trimming (opp. to Bengal Gas)



Brush Cutter at Central Garden

Gardeners takes lunch break of 30 minutes, usually 10.00 to 10.30 AM. They get leave on Sunday.

At end of the Day

They return to their Stores at B1 after 2 PM, clean/service their tools and machines to make it work ready for next day.

Again, roll call is done, time is recorded and a group photo is taken before calling of the Day.



All the 3 Supervisors assemble and a *Daily Activity Report* is made and shared with all concerned.

\

Landscape working details
Date:27-09-2024

Tower Area
Supervisor: Sumanta Mondal

Manpower	Tower	Job details
7	All	Sweeping/ weeds cleaning/
2	T#4	Backside Hedge trimming
1		Supervisor
10		

Common Area
Asst Supervisor: RakeshMondal

Manpower	Area	Job details
3	Central Garden	Sweeping/garden waste clearing
1	Central Garden	Lawn Grass mowing
1	Central Garden	Mount grass mowing
1	Central Garden	footpath side brush cutter
1	Club	Maintening all potted plants. Cleaning and sweeping club surrounded area
2	Central Garden	Shifting all garden waste to vat
2	Main gate/ Durga Mandap	Sweeping & cleaning
1	all area	Garden waste collection
1		Supervisor
13		

Banglow Area
Asst. Supervisor: Phoni Bhusan Mondal

Manpower	Area	Job details
4	all Avenue side	Cleaning & Sweeping
1	D Avenue	Brush cutter
2	B avemue	Hedge trimming
1	D12	Nursery
8		

Fuel Consumption today

Lawn Mower(1)1	
Hover Pro (1)1	
Brush cutter(2)2	
Hedge Trimmer(1) 0.5 ltr	4.5 ltr.

A typical Daily Activity Report