

# **AMRAPALI SAPPHIRE PHASE II APARTMENT OWNERS ASSOCIATION**

Sector -45, Noida (U.P)

(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)

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Ref. HK/SOP/PRE-8

Dated 08.09.2024

## **Standard Operating Procedure (SOP) for Housekeeping Committee**

### **1. Objective**

**The Housekeeping Committee aims to:**

- Help and recommend actions to the Amrapali Sapphire Phase 2 AOA Board of Management (BOM)
- Ensure cleanliness, orderliness, and overall aesthetic appeal of shared spaces
- Maintain well-kept, sanitary, and presentable common areas
- Contribute to a pleasant living environment for all residents

### **2. Scope and Responsibilities**

**The committee is responsible for:**

- **Vendor Management:**
  - Review housekeeping vendor work
  - Set up checklists for proper monitoring
  - Monitor housekeeping vendor personnel and their attendance
- **Waste Management:**
  - Oversee trash collection, segregation, and disposal
  - Ensure weekly disposal of construction waste
- **Supply Management:**
  - Prevent misuse of supplies and equipment
  - Maintain proper usage records
  - Establish monthly usage quantities
- **Coordination:**
  - Work with maintenance and clubhouse committees
- **Additional Tasks:**

- Take up any other related issues with prior written approval from BOM
- Address matters referred by BOM from time to time

### 3. Meeting Protocol

- **Frequency:**
  - Meet at least once a month (physically or virtually)
  - Additional meetings as required
- **Meeting Notification:**
  - Convener/Co-convener to inform date & time at least 48 hours in advance
  - Reschedule if more than 25% of members have reservations
  - 48-hour notice may be waived if majority agrees
- **Minutes:**
  - Record minutes for each meeting
  - Preferably signed by all attendees
  - Share with all committee members and BOM within 3 days
- **Quorum:**
  - At least 1/3rd of committee's strength (including Convener and Co-convener)
  - Reschedule if quorum not met
  - If quorum still not met in rescheduled meeting, proceed with discussions and circulate minutes for majority approval
- **Advisors:**
  - Invite appointed advisors to meetings
  - Capture their views in meeting minutes
- **BOM Coordination:**
  - Include designated BOM coordinator in committee groups & communications

### 4. Decision-Making Process

- **Majority Rule:**
  - Decisions/recommendations made by majority of committee strength
  - Members can be physically/virtually present or assent by circulation
- **Voting:**
  - Conduct voting in case of split views
- **Tie-breaker:**
  - BOM has the deciding vote in case of a tie

## 5. Budgeting and Financial Management

- **Annual Budget:**
  - Submit annual budget proposal to BOM by specified deadline
- **Expense Approval:**
  - All expenses must be pre-approved by BOM
  - Document all expenses with receipts

## 6. Reporting and Documentation

- **BOM Coordination:**
  - Mr. Saurabh Gupta designated as BOM coordinator for the committee
- **Information Requests:**
  - Coordinate with designated BOM member for required information/documents
- **Record Keeping:**
  - Convener to maintain records of all activities, communications, and transactions
- **Monthly Reporting:**
  - Submit monthly report to BOM summarizing activities

## 7. Code of Conduct

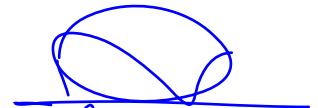
### Committee members must:

- Act in the best interest of the community
- Maintain transparency in all operations
- Disclose conflicts of interest and abstain from related voting
- Maintain respect and professionalism in all interactions
- Refrain from using/transferring resident data to personal possession
- Not disclose information publicly without BOM approval
- Obtain BOM approval before applying or sharing decisions with residents

## 8. Conflict Resolution

- **Internal Resolution:**
  - Resolve disputes within or between members/committees through discussion and consensus
- **Escalation:**
  - If unresolved, escalate to BOM for mediation and decision
  - BOM decision is final and binding

This SOP outlines the comprehensive guidelines for the House Keeping Committee's operations, ensuring effective management of cleanliness and housekeeping in general to generate ambience within the Amrapali Sapphire Phase II condominium.

  
8.9.24  
(DPS RAJESH)  
PRESIDENT