

# Indian Institute of Technology, Kanpur

## Office of the Dean of Infrastructure and Planning

DOIP/IITK/2021/OO-01

Date: 20/09/2021

### OFFICE ORDER

Subject: Regarding Setting Right / Renovation of Houses

For setting right of all houses, the following practice should be followed to make the process of setting right / renovation of houses faster and to minimize avoidable expenditure:

- (i) Each house, after being vacated, must be probed to understand the present structural conditions and a report along with Form 103 should be provided before initiating estimate preparation.
- (ii) The process of tiles replacement should not be initiated unless the tiles are damaged or it is required from the functional purpose
- (iii) For putting tiles where mosaic or cement floor exists, the floors must not be broken as it creates noise and dust, and generates significant amount of construction and demolition waste. Rather, tiles should be installed using floor finish as it is commonly done in academic buildings.
- (iv) Bathroom fixtures and sanitary installations should not be changed as a routine procedure (just like the apartments) unless damaged or due to functional issues arising out of change in specifications.
- (v) Pipelines should not be changed as a routine procedure unless damaged or due to functional issues arising out of change in specifications (such as to provide mixture for hot and cold water).
- (vi) Water proofing should not be considered unless significant seepage issues are there. In case of nominal seepage issues in terrace, water proofing using liquid membrane should be used.
- (vii) For water proofing using liquid membrane, the work should be done separately from that of the setting right activities using reputed supplier and considering several houses at one time so that a better service is obtained, and the security deposit amount is large enough for getting better performance guarantee.
- (viii) Installation of railing should be done not by breaking the existing parapet but rather using the mechanical anchor as have been adopted recently. Since most of these houses are old, any work on roof should be done with utmost care so that no damage to the existing water proofing takes place. This aspect must be ensured in tender documents.
- (ix) Electrical works should be done in harmony with civil works and no damage should be done to walls for wiring, as these commonly become the sources of seepage.

- (x) External painting of the whole houses should not be done in setting right of houses if it has been done within the last five years. Rather, only those portions where repair work has been done, should be considered.
- (xi) For replacing damaged existing MS/wooden windows, factory made items from reputed companies should be targeted for better quality control. This aspect should be in-built in tender documents.

This Office Order is issued with the approval of Competent Authority and is applicable with immediate effect.

This is for the necessary information to all concerned.



Dean of Infrastructure and Planning

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