



VAKRANGEE KENDRA WITH ATM
Version 01 | 2023

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Introduction

One Brand One Design

The design manual has been created to ensure that Kendra's design palette is consistent and expressed effectively across all the Kendra's at PAN India level.

The new design for Vakrangee Kendra With ATM is a holistic concept which completely reboots the Vakrangee brand experience for customers.

The Version 1 : 2023 Vakrangee Kendra With ATM Design Manual is MoHFW Compliance for any Pandemic like situation. Health and Safety related regulations are followed in principle and utmost care is taken to safeguard the interest of Franchisee and General Public.

All Specified materials are environment friendly and all service transactions are paperless.

The design is refreshing and will appeal to a wide range of markets.

A standardized design of Vakrangee Kendra in different regions is produced with a modular approach, and an unified enhancement. The concept strikes a balance between offering design elements and colour, along with offering quality, convenience and a high level of service.

The design is an open plan making it extremely comfortable to identify service touch points with ease of movement around the space.

The Kendra environment promotes customers to experience a new way to interact with Vakrangee brand, leading to a smooth and pleasant journey in an inviting and friendly place.

Instructions for franchisee

Franchisee must follow the Brand Manual for placement of signage's, marketing , branding and advertisement materials inside and outside the store. Company has the right to change the Artwork/contents as and when required. Franchisee cannot display any additional branding material inside the Kendra unless and until approved by the company.

Franchisee has no right to change/alter/delete/add any Artwork and Text matters in the Signage and Branding without written approval from the company. Maintenance of Signage's and Branding is in the scope of the Franchisee and any expenses incurred to maintain or repair any damage/defacing etc. will be in the scope of the Franchisee.

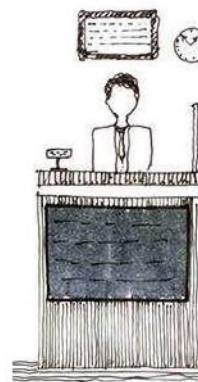
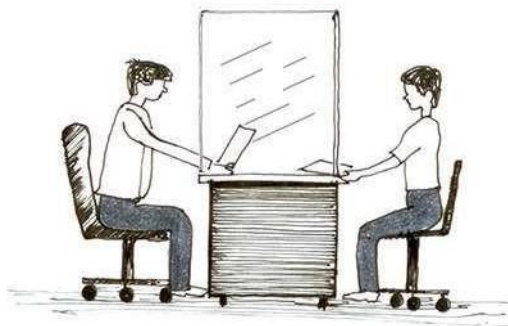
Vakrangee Kendra With ATM



Vakrangee Kendra With ATM offers a broad spectrum of services across different sectors to offer a “One Stop Shop” solution for its customers

Minimum carpet area for a Vakrangee Kendra: 100 sq.ft

Minimum components: Two counters and ATM



Exclusive Banking BC Point Operator

- Account Opening, Cash Withdrawal, Cash Deposits and Fund Transfer
- Social security schemes such as Atal Pension Yojana, Pradhan Mantri Jeevan Yojana, Suraksha Bima Yojana
- Any other products of the partner Bank

Vakrangee Kendra Operator

- E-Commerce services
- E-Governance services
- Insurance services
- Financial and other services
- Logistics services
- Telemedicine services
- Total Health care services
- DMT
- Telecom Services
- Bill Payment Services

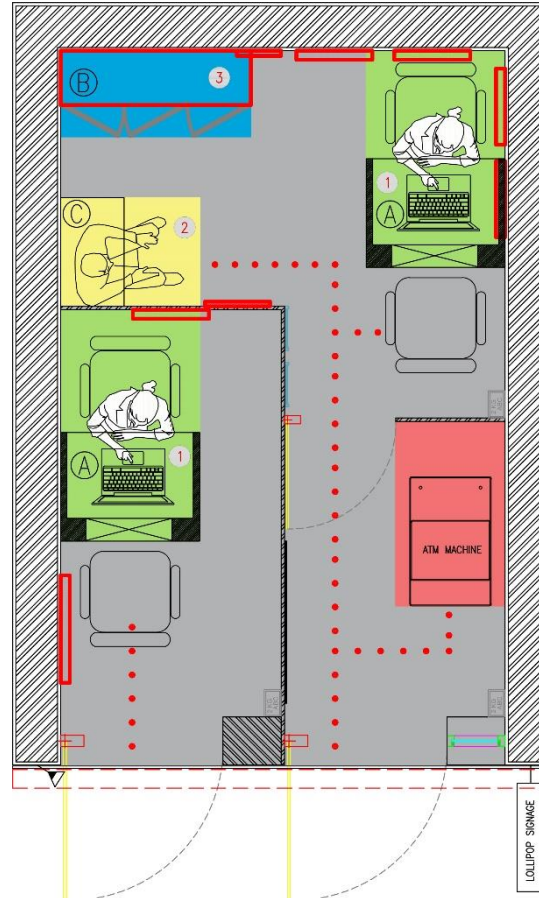
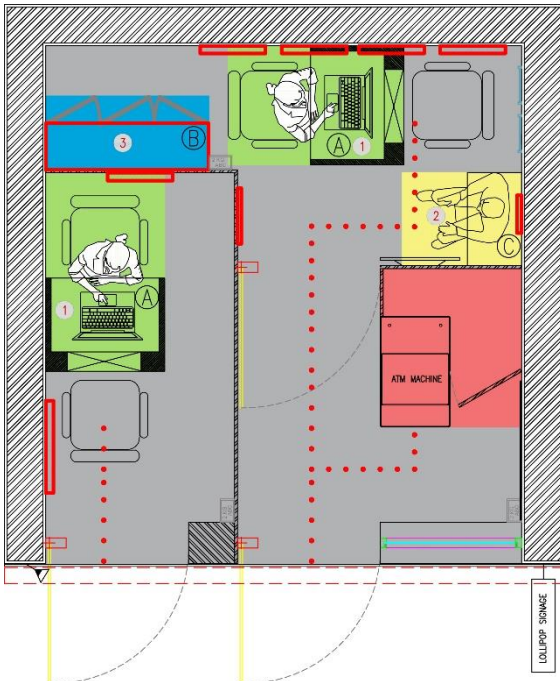
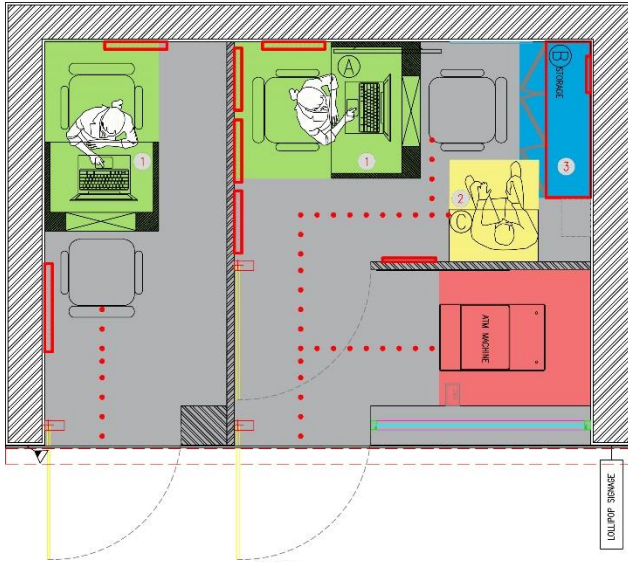
ATM

- Cash withdrawal
- Balance enquiry, Pin change, Mini Statement.
- Value added services - Aadhar seeding, statement request, card to card funds transfer, cheque book request, mobile banking registration

customer flow and zoning

04

Customer flow and zoning



With customer at the core, different zones are created to standardise Kendra layouts.

A Kendra is divided into four main zones :

Zone 1 - Sales/counter

Zone 2 - ATM

Zone 3 - Waiting Area/Customer Area

Zone 1 : Sales zone should cover approximate 23% of total floor space. This includes counter area and back storage area

Zone 2 : ATM zone should cover 10% of total floor space. This includes ATM machine, UPS battery space.

Zone 3 : Waiting Area/Customer Area should cover 59% of total floor space. This includes waiting bench, water dispenser and circulation area for the customer.

Zone 4 : Non-sales area should cover approximate 8% of total floor space. This only includes storage room area.

Customer flow

drawings

05

Vertical

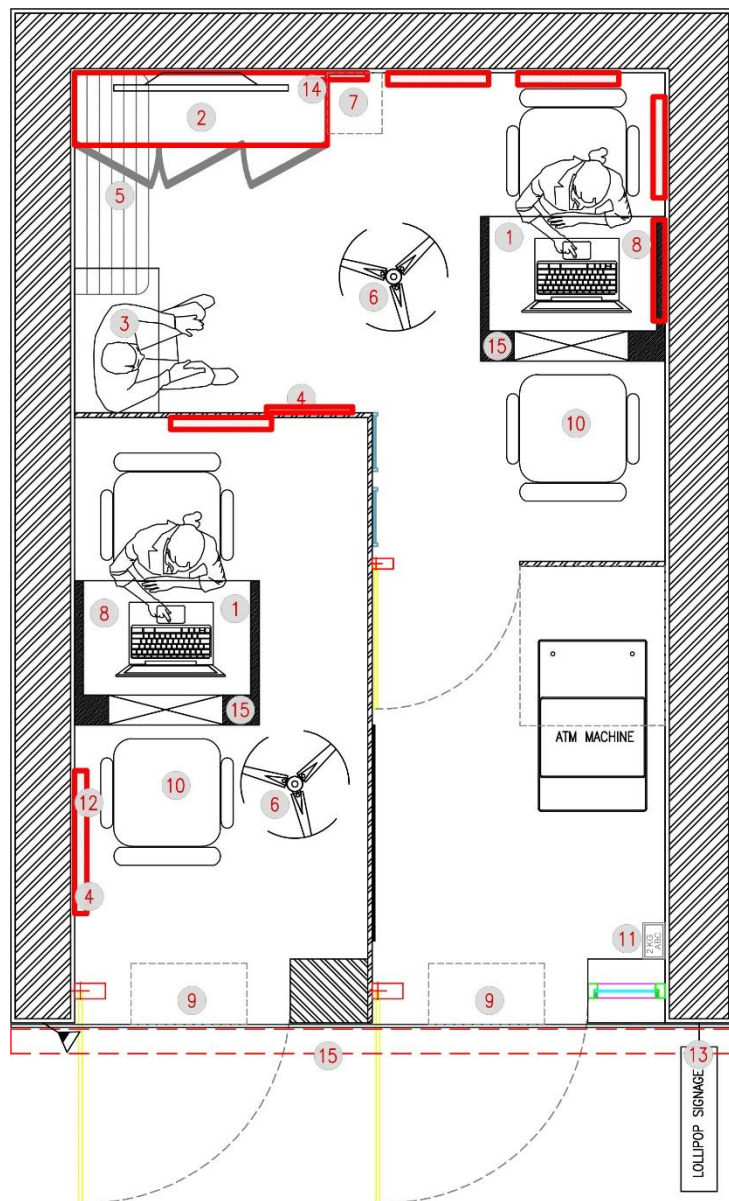
Format Rectangular

drawings

List of content • General arrangement plan • Kendra views • Civil line-out • Flooring layout • Furniture setting out • Paneling and wall finishes layout • RCP & Elec. power layout • Signage layout • Internal elevations

05.2

Drawings | Rectangular vertical format - General arrangement plan

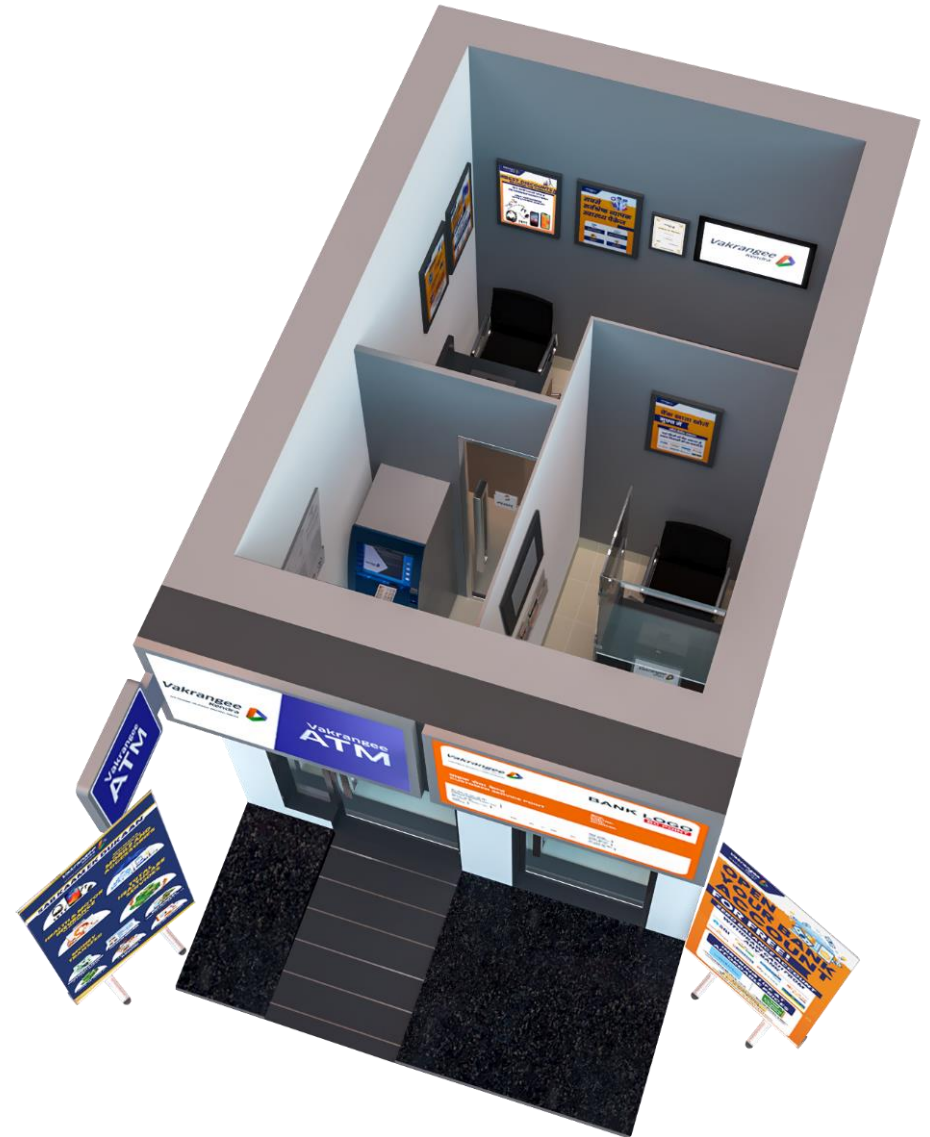
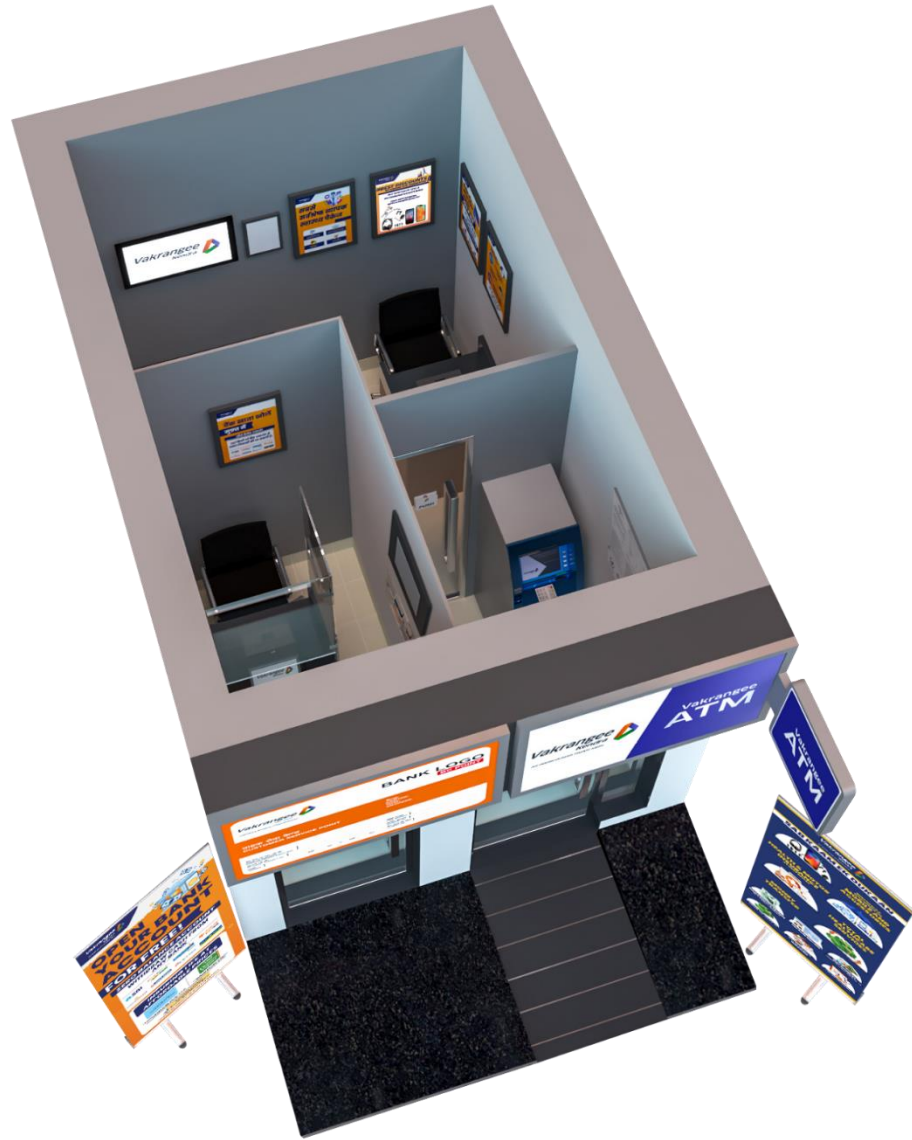


FURNITURE PLACEMENT (TO BE DONE BY FRANCHISEE)

Sr. No.	Items.	Qty.
1	Bank & Other Services Counter	2
2	Storage Cabinet	1
3	Waiting bench	1 (Preferable)
4	Leaflet Holder	2
5	Air Cooler / Air Conditioner	If Required
6	Fan	2
7	Water Dispenser	Preferable
8	Dustbin (steel, Foot operated)	2
9	Doormat	2
10	Chairs	4
11	Fire Extinguisher	1
12	Soft Board	1
13	ATM Lollipop Signage	1
14	Franchisee Certificate	1
15	Sanitizing station	As per requirement

01
XGA-0101 NTS GENERAL ARRANGEMENT PLAN

Renders | Rectangular vertical format - Top View

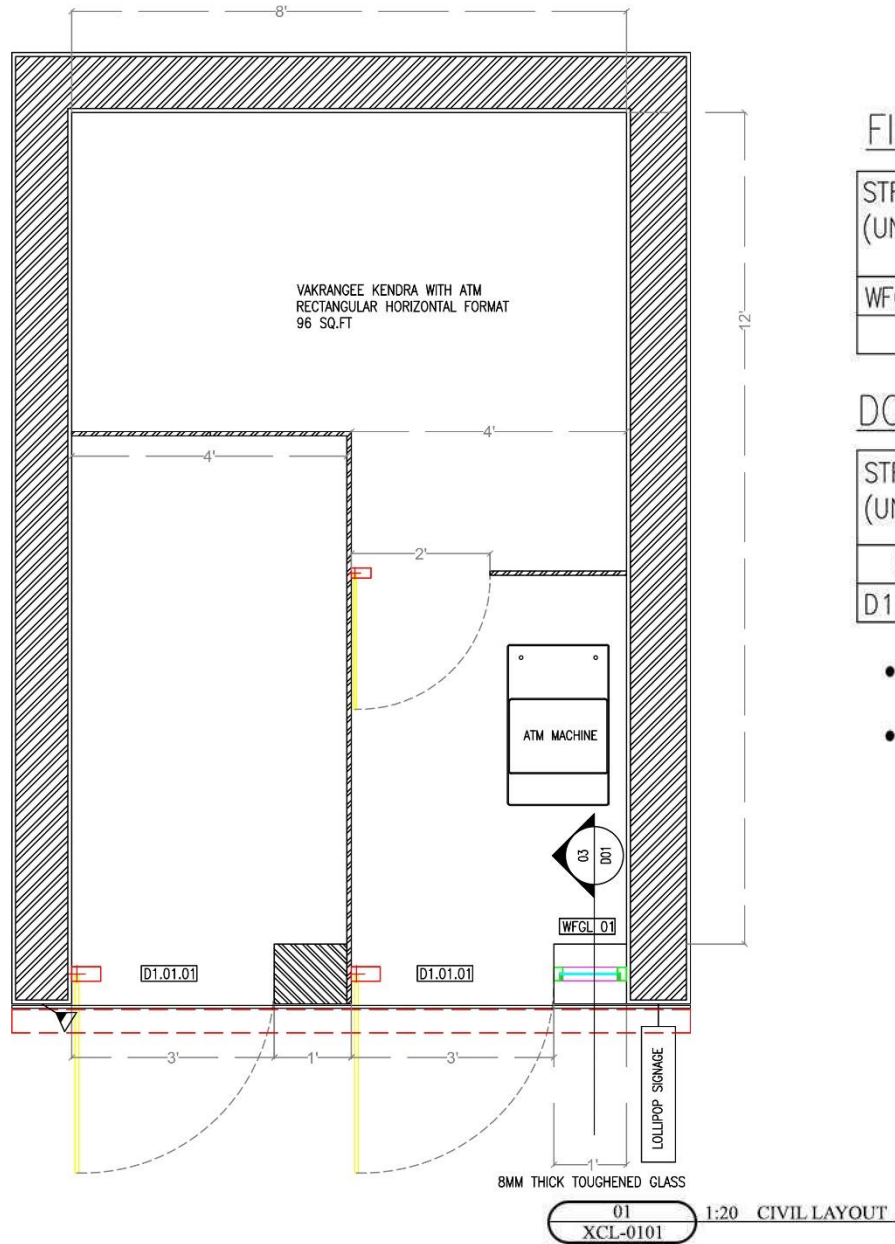


Note: Two shutter is mandatory.



* 3D renders are for reference only. Please refer drawings for detailed specifications

Drawings | Rectangular vertical format - Civil lineout 1/2



FIXED GLAZING SPECIFICATIONS

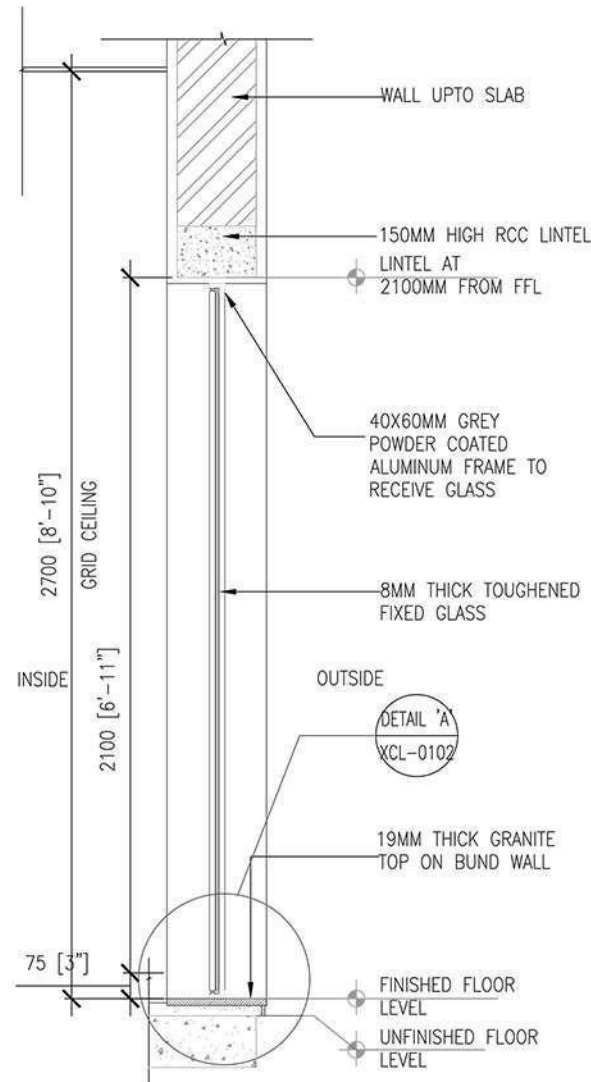
STRUCTURAL OPENING (UNFINISH TO UNFINISH)	SILL FROM FFL (IN MM)	LINTEL FROM FFL (IN MM)	WIDTH (IN MM)	HEIGHT (IN MM)	NOS.
WFGL 01	00	2150	AS PER SITE	AS PER SITE	1

DOOR SPECIFICATIONS

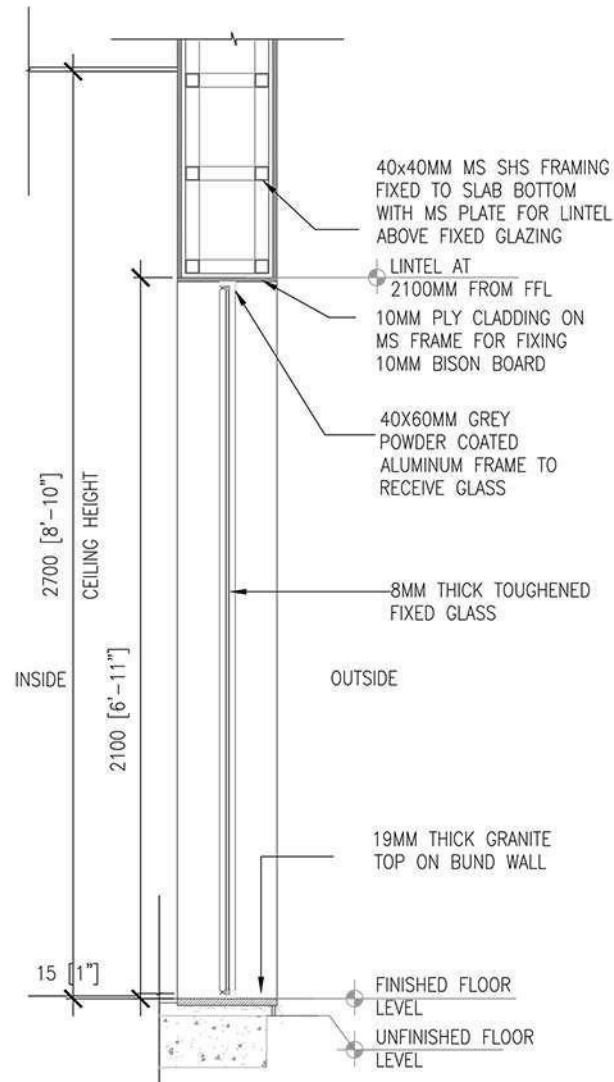
STRUCTURAL OPENING (UNFINISH TO UNFINISH)	WIDTH (IN MM)	HEIGHT (IN MM)
SERVICE AREA		
D1.01.01	900	2150

- DOOR HT. IS GIVEN CONSIDERING 50MM SCREED AND FLOOR TILE.
- ALL DOOR FINISHED HEIGHT TO BE 2100MM

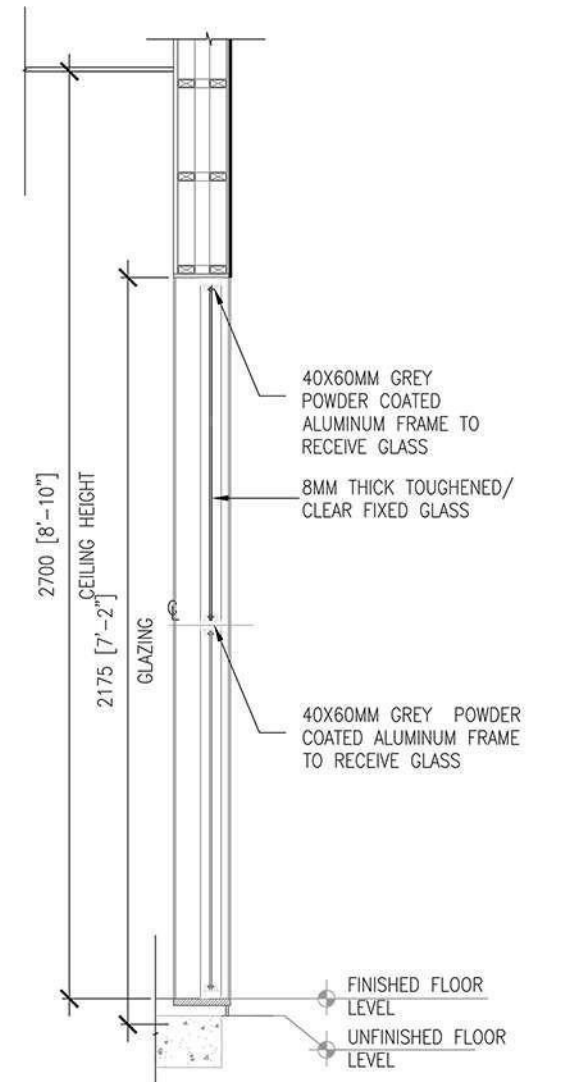
Drawings | Rectangular vertical format - Civil lineout 2/2



02
XCL-0102 1:20 FIXED GLAZING SECTION-OPT-01

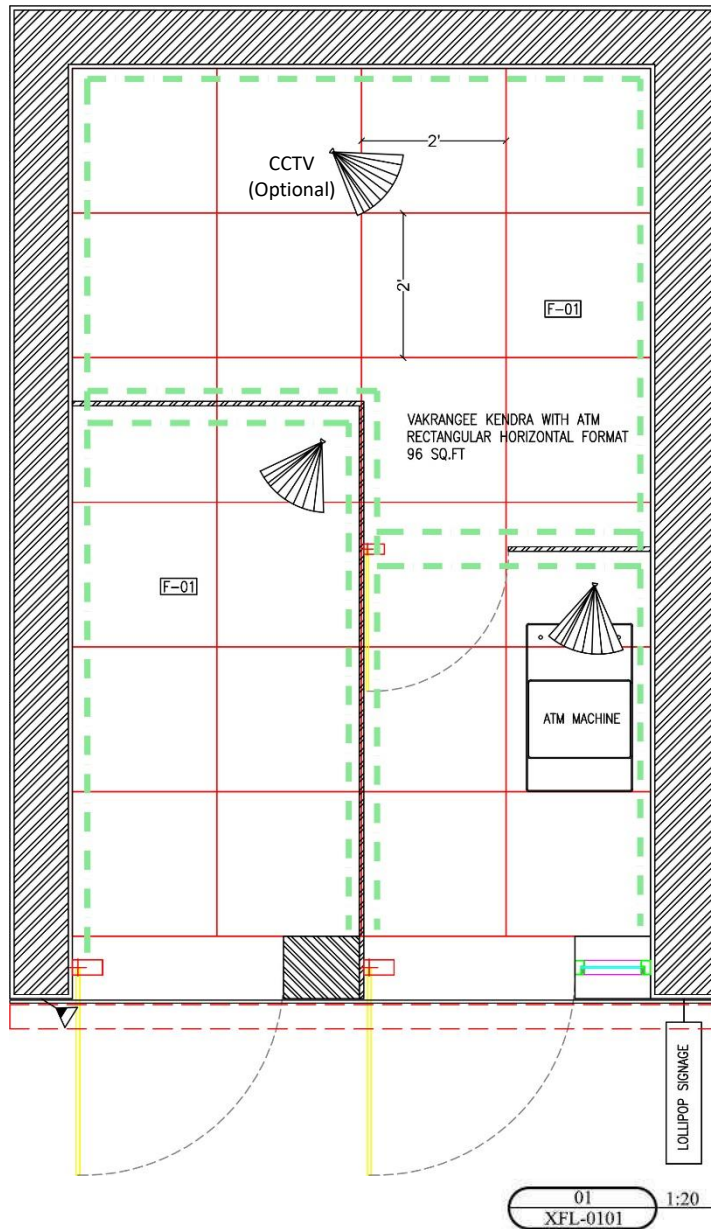


03
XCL-0102 1:20 FIXED GLAZING SECTION-OPT-02



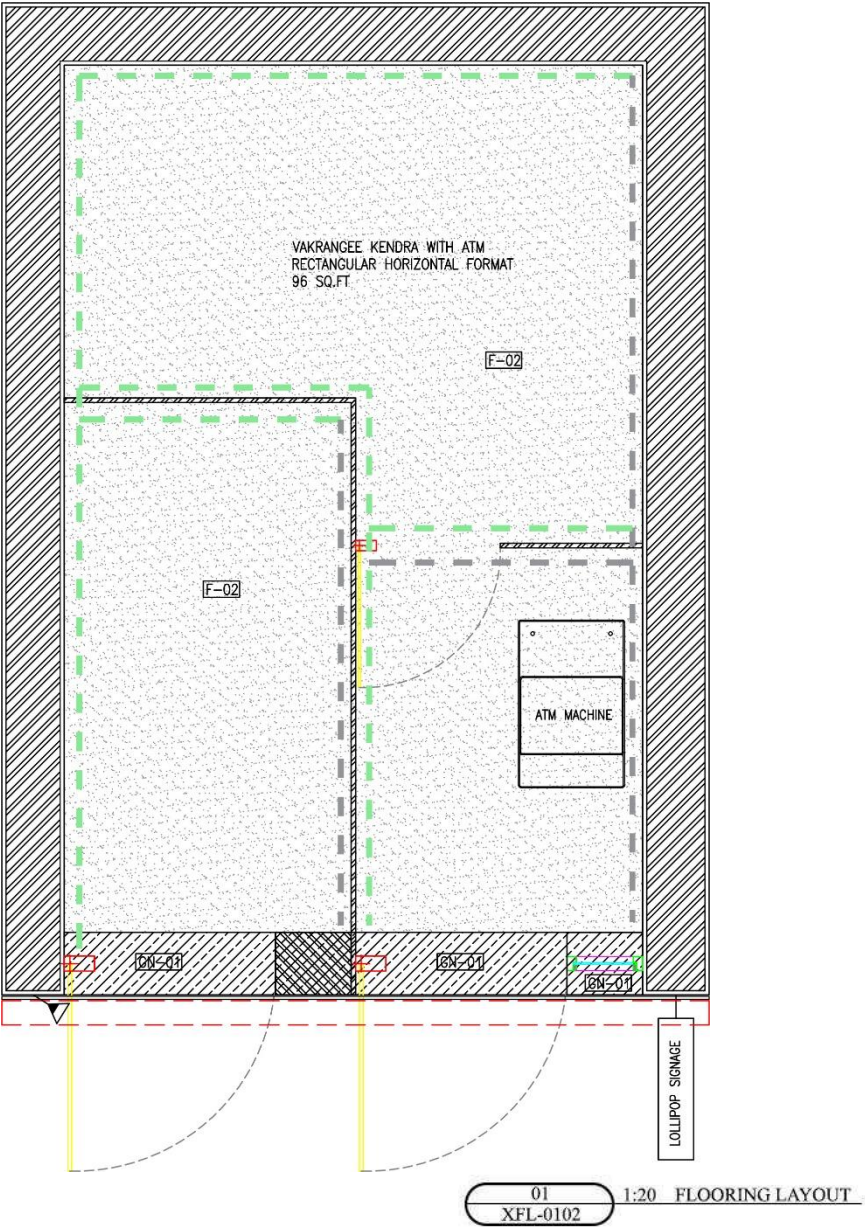
04
XCL-0102 1:20 FIXED GLAZING SECTION-OPT-03

Drawings | Rectangular vertical format - Flooring layout 1/2



LEGEND		
SYMBOL	SPECIFICATION	MAKE
	F01 ESCARA LIGHT GREY (600X600)	SOMANY CERAMICS
	F02 VINYL FLOORING- ROLL FORM GENTLE GREY (K822-001)	ARMSTORNG
	GN1 GRANITE	
	SK-01 75MM HIGH SKIRTING SAME AS FLOOR TILES (FOR VINYL FLOORING AND TILES FLOORING)	

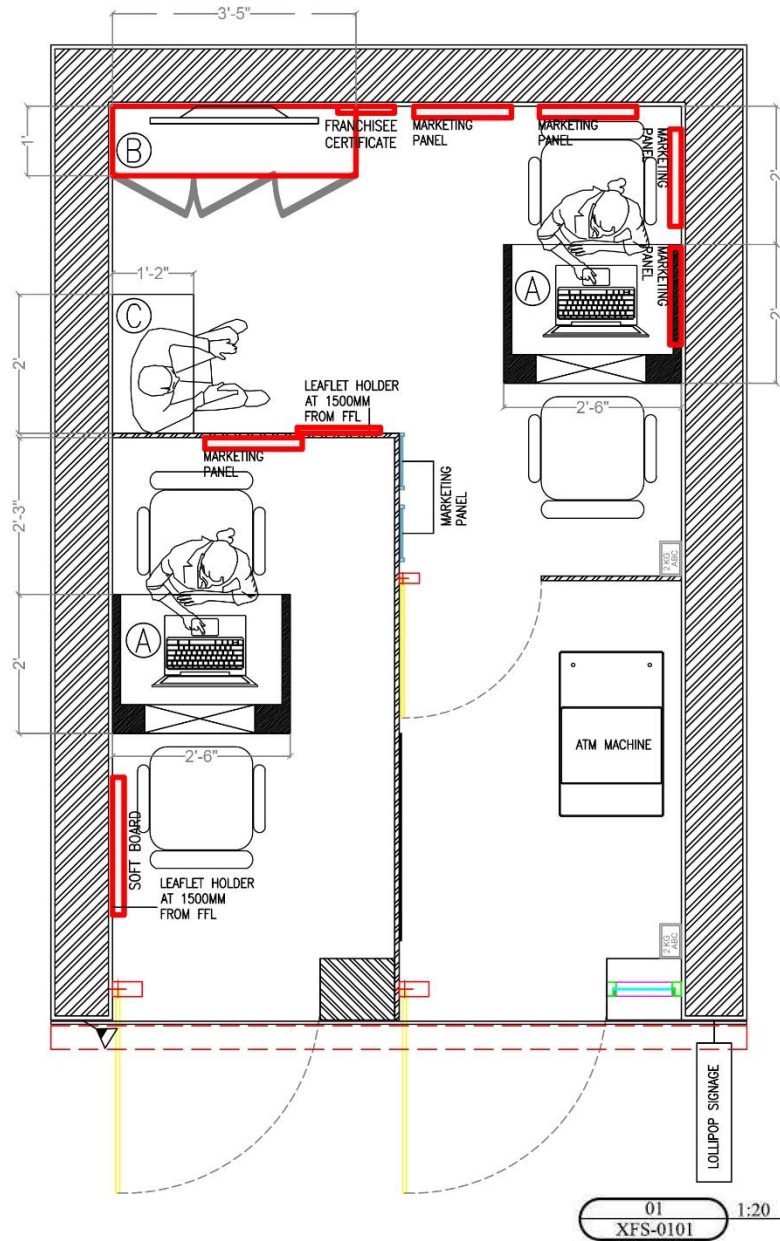
Drawings | Rectangular vertical format - Flooring layout 2/2



LEGEND

SYMBOL	SPECIFICATION	MAKE
	F01 ESCARA LIGHT GREY (600X600)	SOMANY CERAMICS
	F02 VINYL FLOORING- ROLL FORM GENTLE GREY (K822-001)	ARMSTORNG
	GN1 GRANITE	
	SK-01 75MM HIGH SKIRTING SAME AS FLOOR TILES (FOR VINYL FLOORING AND TILES FLOORING)	

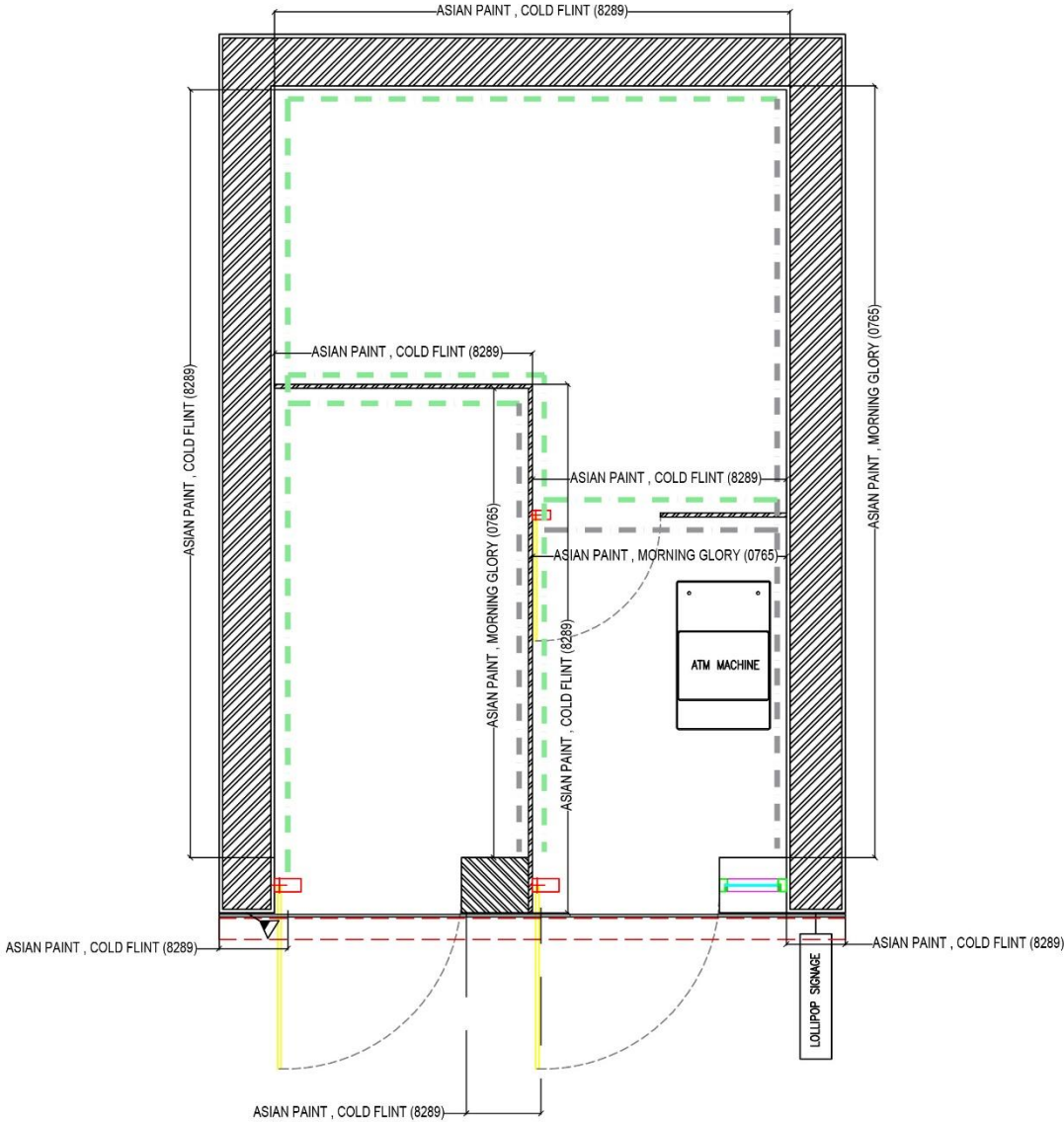
Drawings | Rectangular vertical format - Furniture setting out





SR.NO.	CODE	DESCRIPTION	DIMENSION	FIXING	NOTES
1	(A)	MODULAR WORKSTATION	1050(L)X600(W)X 925(H)MM	LOOSE	WORKSTATION FINISH IN APPROVED LAMINATE GREENLAM, NORDIC WALNUT (5333) AND SMOG (269).
2	(B)	STORAGE CABINET	1050(L)X300(W)X 750(H)MM	LOOSE	MODULAR STORAGE CABINET FINISHED IN GREENLAM, NORDIC WALNUT (5333) & SMOG (269)
3	(C)	WAITING BENCH	600(L)X350(W)X 450(H)MM	LOOSE	MODULAR WAITING BENCH FINISHED IN GREENLAM NORDIC WALNUT (5333)

NOTE : PROVISION OF WAITING BENCH IS PREFERABLE.

Drawings | Rectangular vertical format - Paneling and wall finishes layout



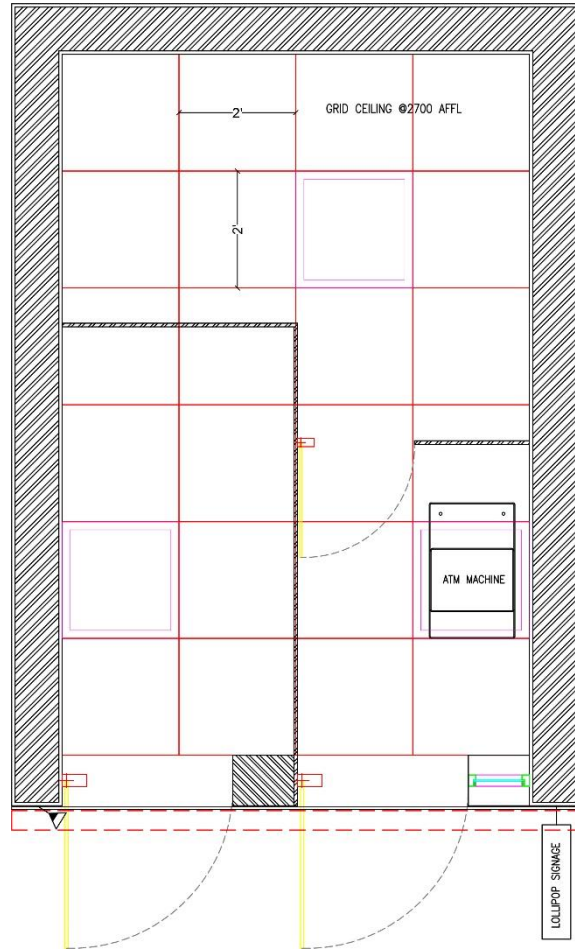
LEGEND OF FINISHES			
SR.NO	FINISHES CODE	DESCRIPTION	
PAINT			
1	PT-01 ■ ■ ■ ■ ■ ■ ■ ■	ASIAN PAINT , MORNING GLORY (0765).	
2	PT-02 ■ ■ ■ ■ ■ ■ ■ ■	ASIAN PAINT , COLD FLINT (8289).	

NOTE :


- ROLLING SHUTTER TO BE FINISHED WITH SYNTHETIC ENAMEL PAINT TO MATCH WITH -ASIAN PAINT, MORNING GLORY (0765)

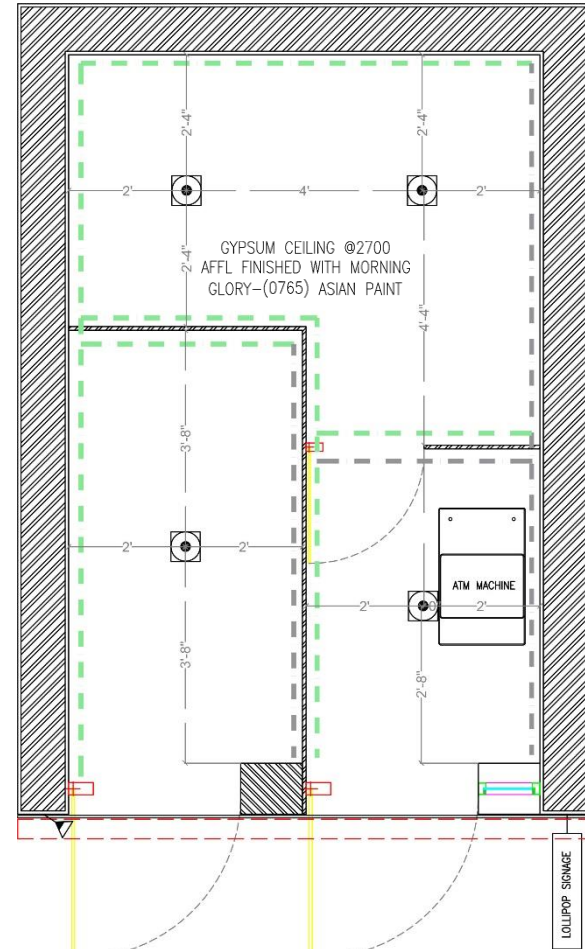
01 1:20 PANELLING LAYOUT
XGA-0101

Drawings | Rectangular vertical format - RCP & Elec. power layout 1/2






01 NTS: REFLECTED CEILING PLAN
XRC-0101 OPTION 1 WITH GRID CEILING

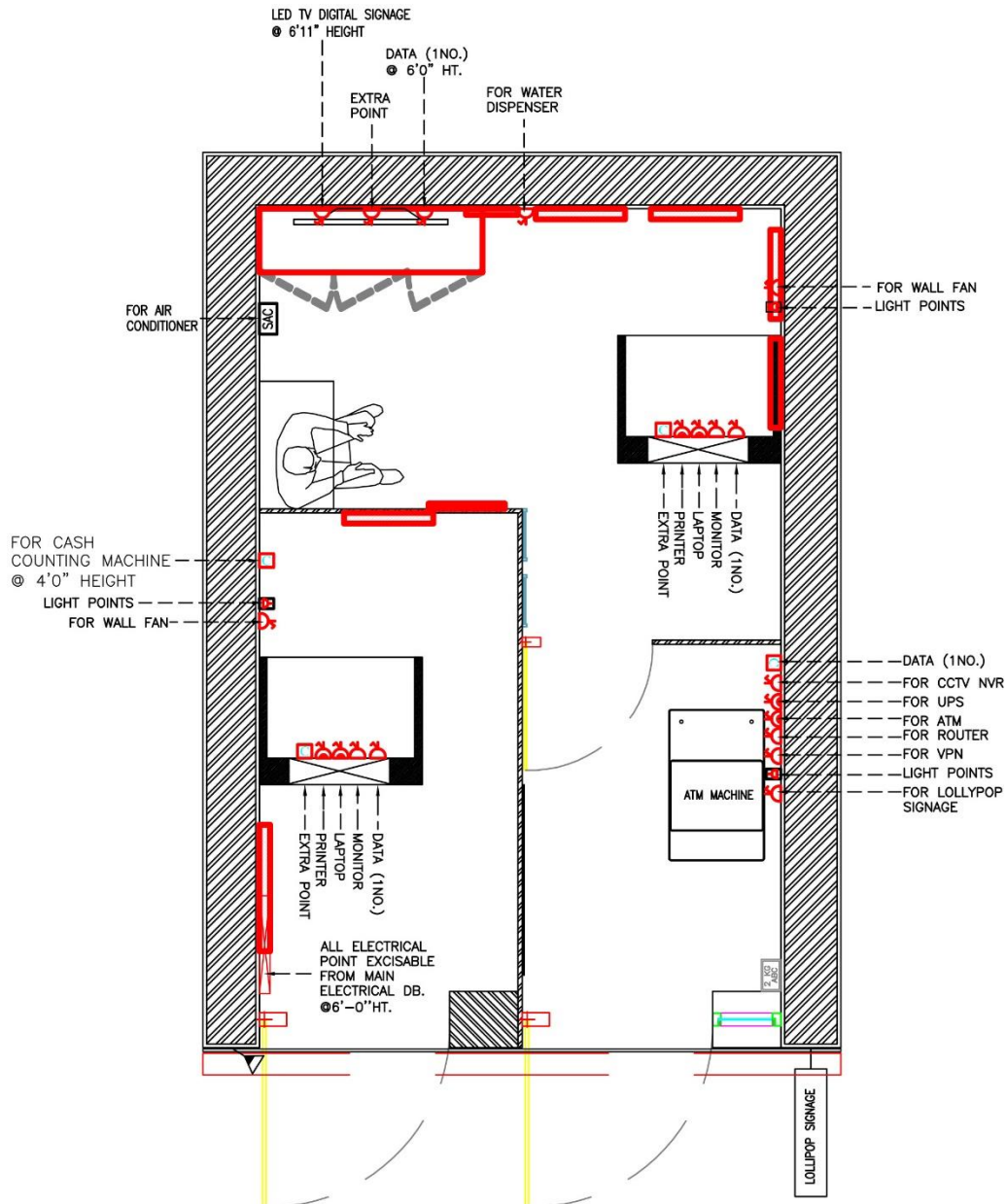
CEILING FINISHES LEGEND	
REF.	FINISHES
	CH2700 AFFL GRID CEILING WITH 600 X 600MM TILES TEGULAR EDGE REGULAR COLOUR:WHITE ARMSTRONG- FINE FISSURED



01 NTS: REFLECTED CEILING PLAN
XRC-0101 OPTION 2 WITH GYPSUM CEILING

LIGHT FIXTURE LEGEND	
	AELP36W, 36W, 6000K WITH LED EDISO LED & PHILIPS DRIVER
	150 W LED -BRIGHT WHITE -FOCUS LIGHT ABOVE EXTERNAL- MAIN SIGNAGE
	18 W RECESSED LED LIGHT 150X150

Drawings | Rectangular vertical format - RCP & Elec. power layout 2/2

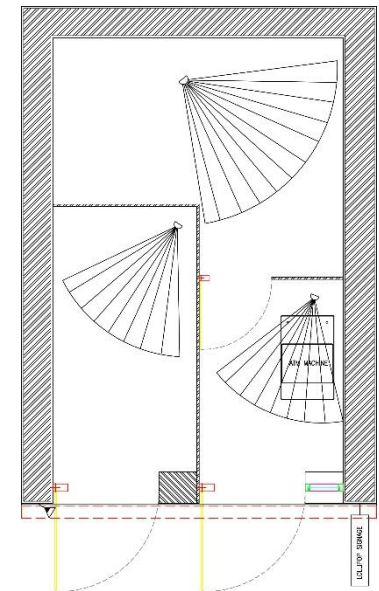


ELECTRICAL LEGEND:

	2/3 PIN 6A SWITCH SOCKET ON RAW POWER
	3/3 PIN 16A SWITCH SOCKET ON RAW POWER
	3/3 PIN 6/16A SWITCH SOCKET ON UPS
	2/3 PIN 16A SWITCH SOCKET EXTERNAL SIGNAGE
	DATA OUTLET (CAT 6)
	WALL FAN @ 2100mm/7' FFL IF REQUIRED
	CEILING FAN @ 2700mm FFL/HIGH SPEED/WHITE COLOR
	32A AC SWITCH @ 2100mm/7' FROM FFL AND AC AT 2400mm/8' FROM FFL
	AC UNIT AT 2400mm/8' FROM FFL
	SWITCH @ 1200mm/4' FROM FFL-ANCHOR ROMA ROMA CLASSIC/ ANCHOR PENTA MODULAR WHITE PLATES
	2 kg ABC FIRE EXTINGUISHER AT 900mm FFL
	CCTV CAMERA @ CEILING HT LVL

SWITCH-A (AT 4' FROM FFL)	1. 2 WAY SWITCH FOR ONE LIGHT POINT 2. SWITCH FOR EXTERNAL SIGNAGE LIGHT
SWITCH-B (AT 4' FROM FFL)	1. 1 SWITCH FOR ALL LIGHT POINTS 2. 2 WAY SWITCH FOR ONE LIGHT POINT 3. SWITCHES FOR FANS 4. SWITCH FOR STORE ROOM LIGHT
SWITCH-C (AT 4' FROM FFL)	1. SWITCH FOR ATM- BACK ROOM LIGHT.

NOTE: BOTTOM OF SWITCHBOARD BELOW COUNTER -600MM/(2')



NOTES:

LIGHT FITTING - LED LIGHT

WORKSTATION - ALL POINTS BELOW TABLE TOP

STORAGE CABINET - ALL ELECTRICAL POINTS TO BE AT 900MM

GENSET TO BE PLACED AS PER SITE CONDITION.

IN CASE IF THERE IS NO STORAGE WITHIN THE SITE, DB AND INVERTER TO BE KEPT NEAR THE MAIN ENTRY.

VOLTAGE PARAMETERS REQUIRED FOR NORMAL OPERATING OF ATM MACHINE

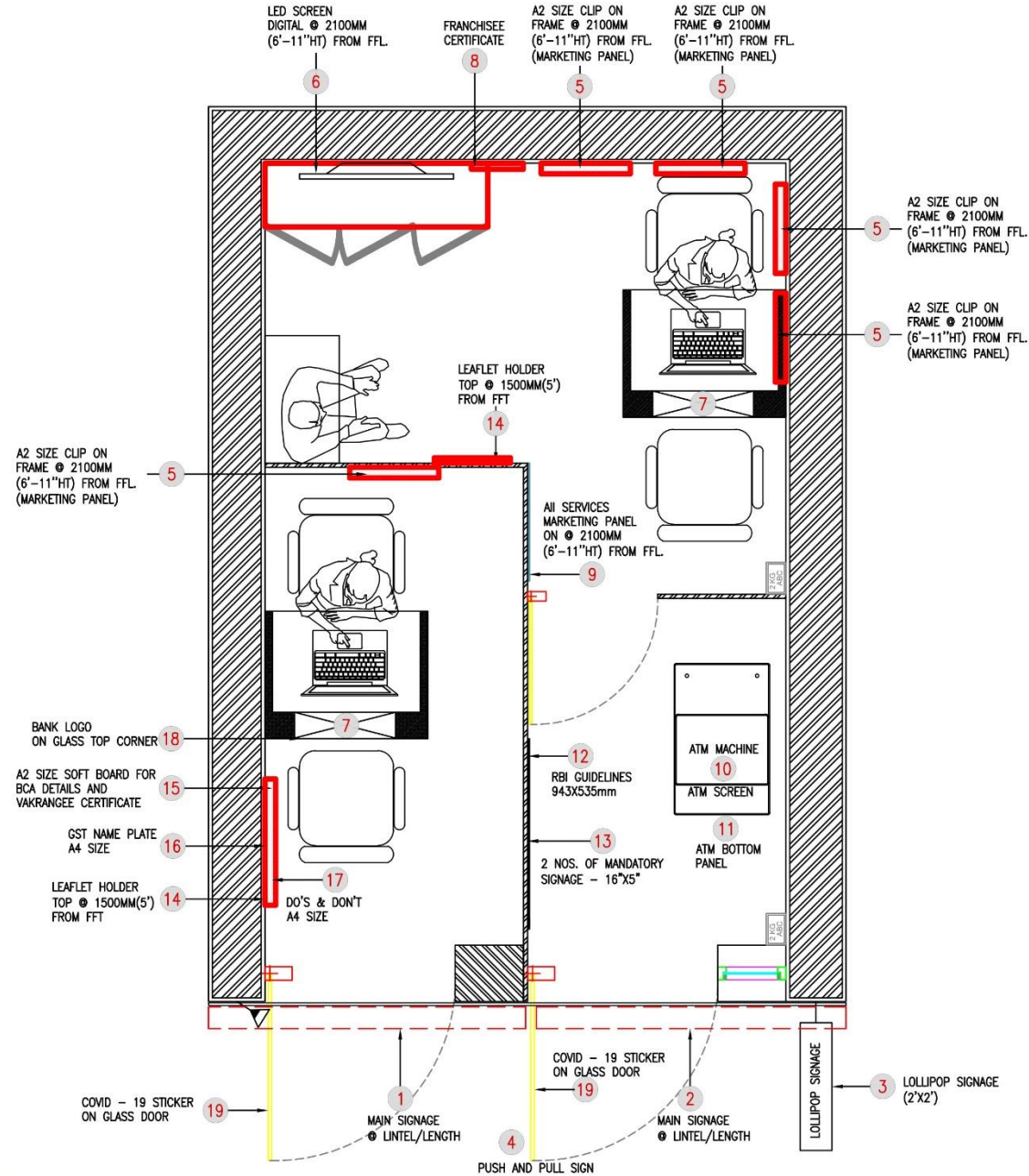
AC VOLTAGE - 198V TO 257V WITH 50Hz FREQUENCY
EARTHING - 0V TO 3V (BETWEEN NEUTRAL AND EARTH)

- LAPTOP, ATM, NVR, ROUTER ARE ON UPS POWER
- SEPARATE MCB IN ELECTRICAL DB TO BE PROVIDED FOR ATM SWITCH BOARD
- FRANCHISEE MUST KEEP PROVISION OF DIGITAL THERMOMETER TO MEASURE AND KEEP TRACK OF PREVAILING TEMPERATURE AROUND ATM MACHINE
- RECOMMENDED WORKING TEMPERATURE SHOULD BE BETWEEN +5 °C TO +40 °C FOR SMOOTH FUNCTIONING OF ATM MACHINE.
- IN CASE THE TEMPERATURE EXCEED THIS LIMIT THEN FRANCHISEE HAS TO MAKE ARRANGEMENTS FOR BRINGING DOWN THE TEMPERATURE BY EITHER FAN OR AIR CONDITIONING TO AVOID DAMAGE TO CRITICAL PARTS OF ATM.

NOTE : • PLEASE KEEP EXTRA CABLE LENGTH OF 2MTR AT THE CCTV CAMERA LOCATION FOR SMOOTH INSTALLATION.
• THE CASH COUNTING MACHINE SHOULD BE VISIBLE IN CAMERA WHILE CASH-LOADING OF ATM

Drawings | Rectangular vertical format - Signage layout

*** PLEASE REFER PAGE NO 60 – 61 FOR DETAILS**



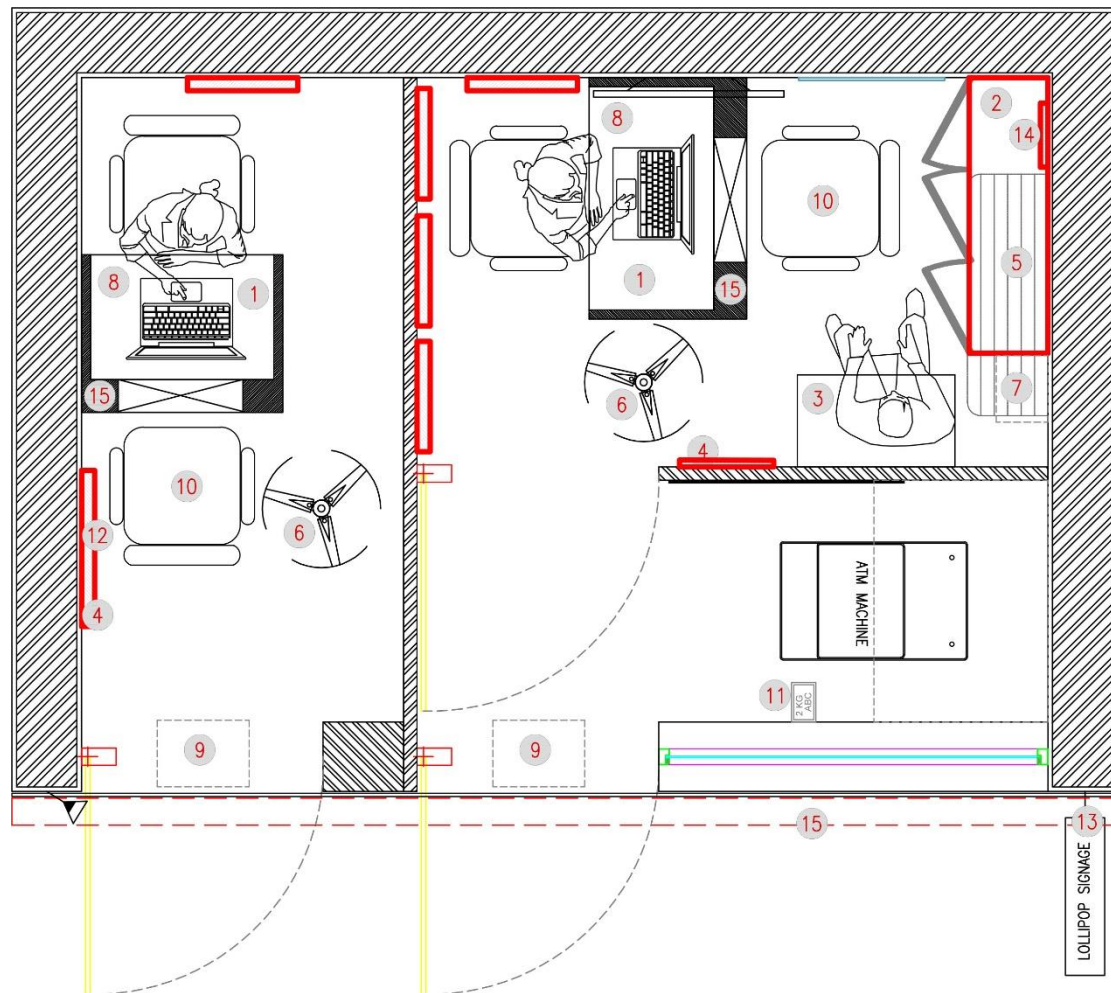
01 1:20 SIGNAGE LAYOUT
XSL-0101

Format Rectangular Horizontal

drawings

List of content • General arrangement plan • Kendra views • Civil line-out • Flooring layout • Furniture setting out • Paneling and wall finishes layout • RCP & Elec. power layout • Signage layout • Internal elevations

05.1

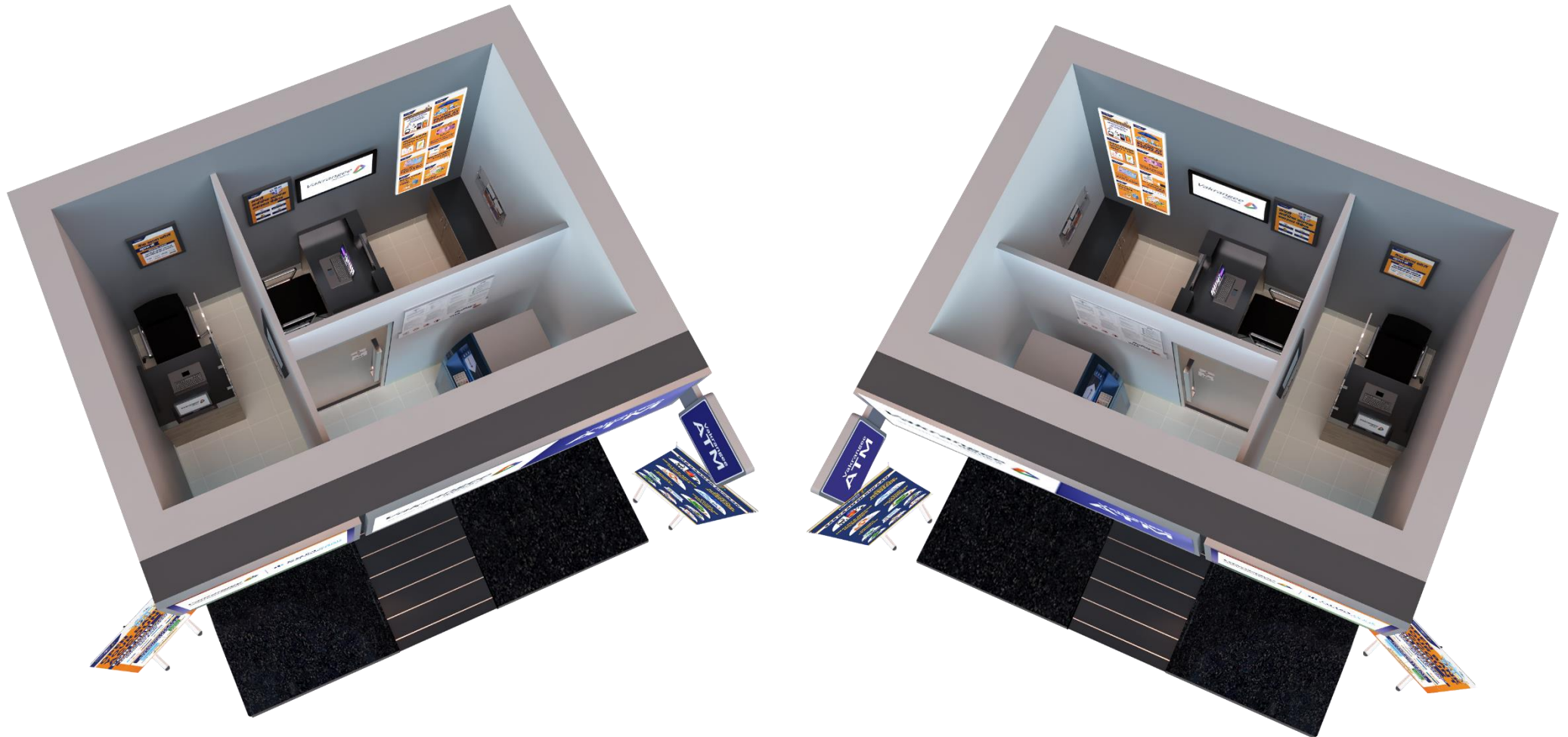


FURNITURE PLACEMENT (TO BE DONE BY FRANCHISEE)

Sr. No.	Items.	Qty.
1	Bank & Other Services Counter	2
2	Storage Cabinet	1
3	Waiting bench	1 (Preferable)
4	Leaflet Holder	2
5	Air Cooler / Air Conditioner	If Required
6	Fan	2
7	Water Dispenser	Preferable
8	Dustbin (steel, Foot operated)	2
9	Doormat	2
10	Chairs	4
11	Fire Extinguisher	1
12	Soft Board	1
13	ATM Lollipop Signage	1
14	Franchisee Certificate	1
15	Sanitizing station	As per requirement

01
XGA-0101 01 GENERAL ARRANGEMENT PLAN

Renders | Rectangular horizontal format - Top View



* 3D renders are for reference only. Please refer drawings for detailed specifications

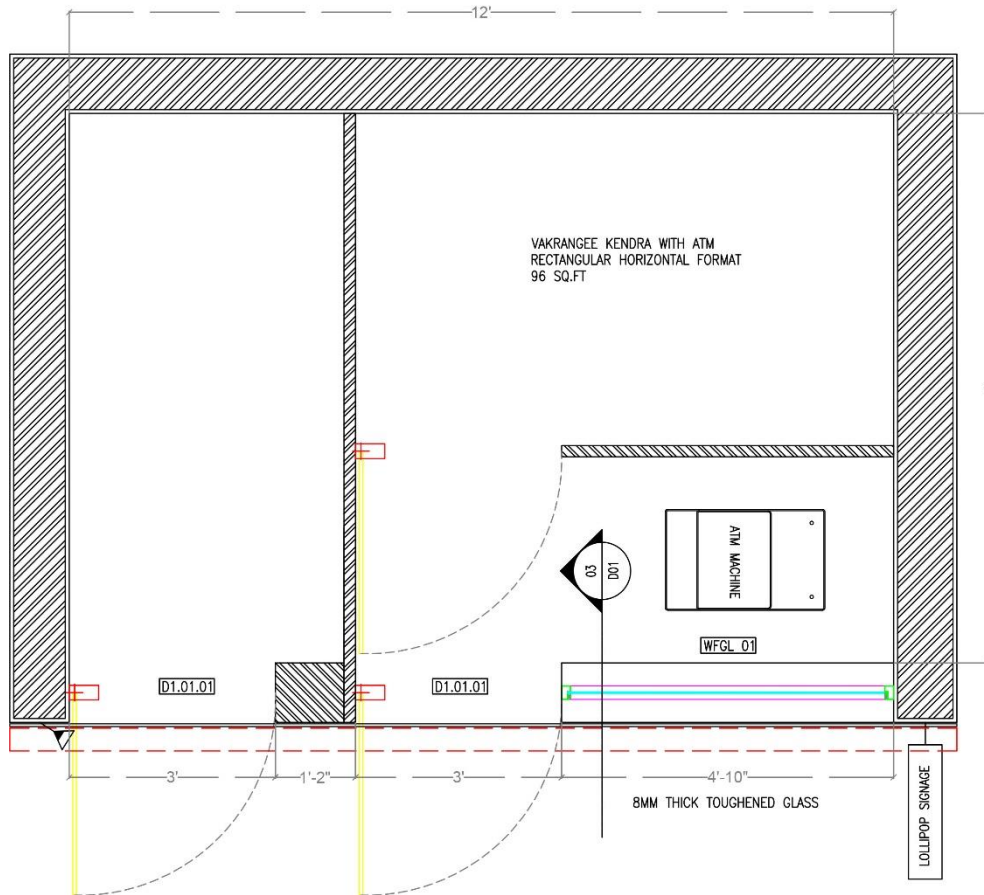
Renders | Rectangular horizontal format - Front View

Note: Two shutter is mandatory.



* 3D renders are for reference only. Please refer drawings for detailed specifications

Drawings | Rectangular horizontal format - Civil lineout 1/2



FIXED GLAZING SPECIFICATIONS

STRUCTURAL OPENING (UNFINISH TO UNFINISH)	SILL FROM FFL (IN MM)	LINTEL FROM FFL (IN MM)	WIDTH (IN MM)	HEIGHT (IN MM)	NOS.
WFG 01	00	2150	AS PER SITE	AS PER SITE	1

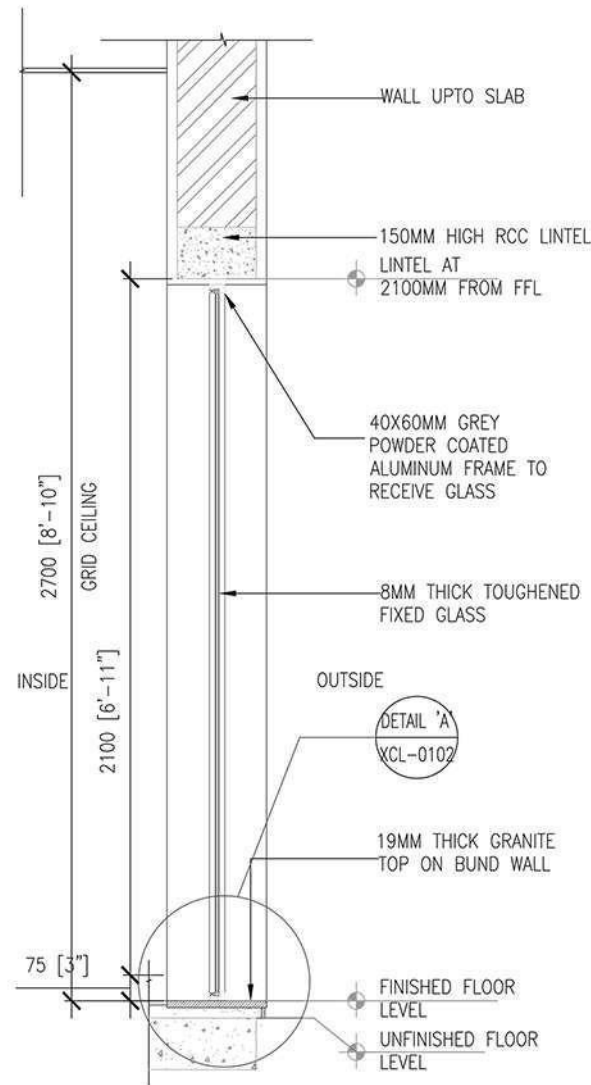
DOOR SPECIFICATIONS

STRUCTURAL OPENING (UNFINISH TO UNFINISH)	WIDTH (IN MM)	HEIGHT (IN MM)
SERVICE AREA		
D1.01.01	900	2150

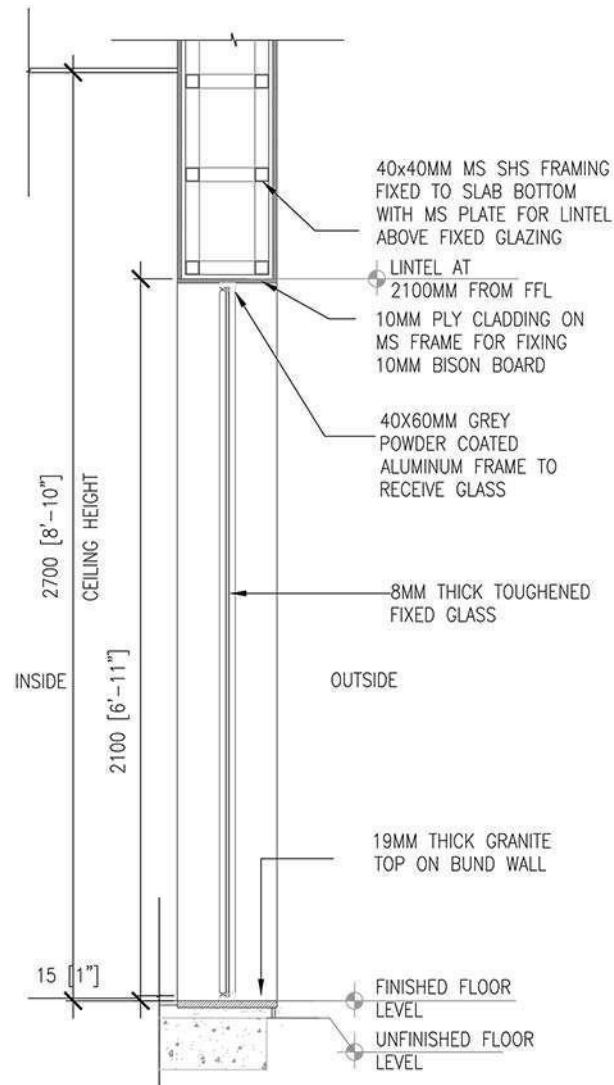
- DOOR HT. IS GIVEN CONSIDERING 50MM SCREED AND FLOOR TILE.
- ALL DOOR FINISHED HEIGHT TO BE 2100MM

01
XCL-0101 1:20 CIVIL LINE-OUT

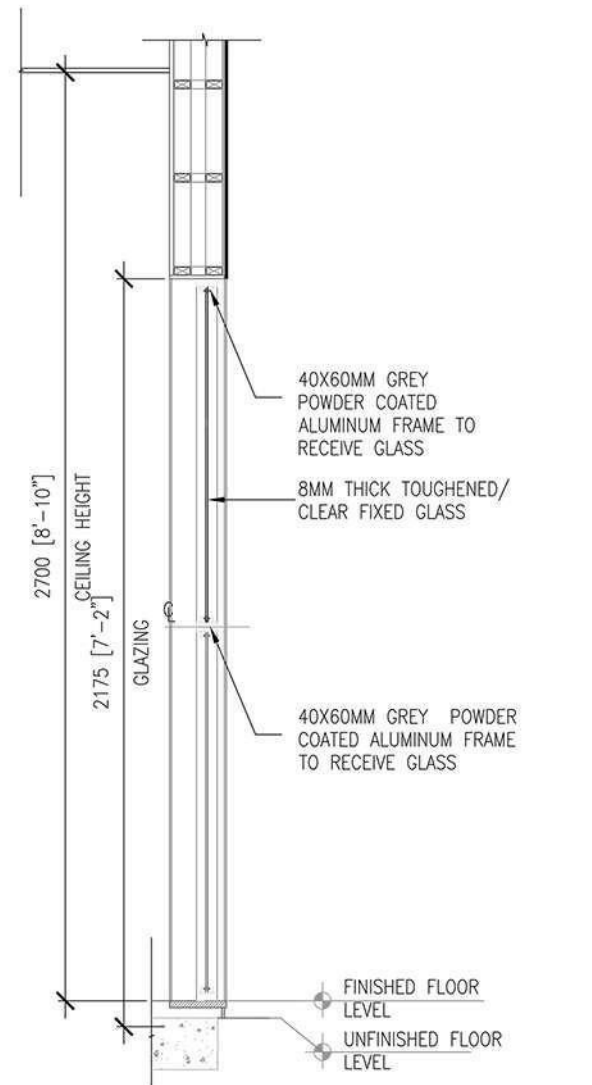
Drawings | Rectangular horizontal format - Civil lineout 2/2



02 1:20 FIXED GLAZING SECTION-OPT-01
XCL-0102

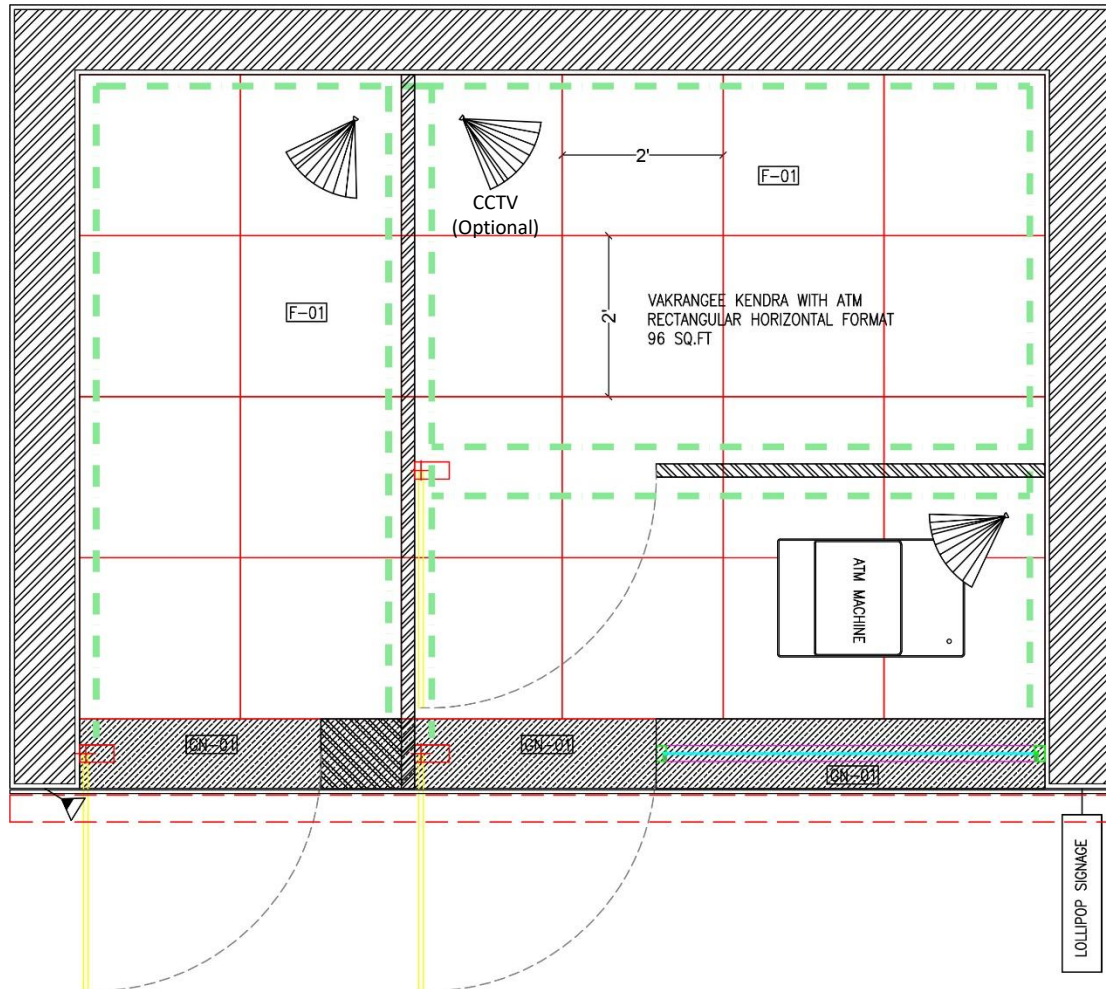


03 1:20 FIXED GLAZING SECTION-OPT-02
XCL-0102



04 1:20 FIXED GLAZING SECTION-OPT-03
XCL-0102

Drawings | Rectangular horizontal format - Flooring layout 1/2



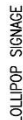
LEGEND

SYMBOL	SPECIFICATION	MAKE
	F01 ESCARA LIGHT GREY (600X600)	SOMANY CERAMICS
	F02 VINYL FLOORING- ROLL FORM GENTLE GREY (K822-001)	ARMSTORNG
	GN1 GRANITE	
	SK-01 75MM HIGH SKIRTING SAME AS FLOOR TILES (FOR VINYL FLOORING AND TILES FLOORING)	

01
XFL-0101 1:20 FLOORING LAYOUT

Drawings

Rectangular horizontal format - Flooring layout 2/2



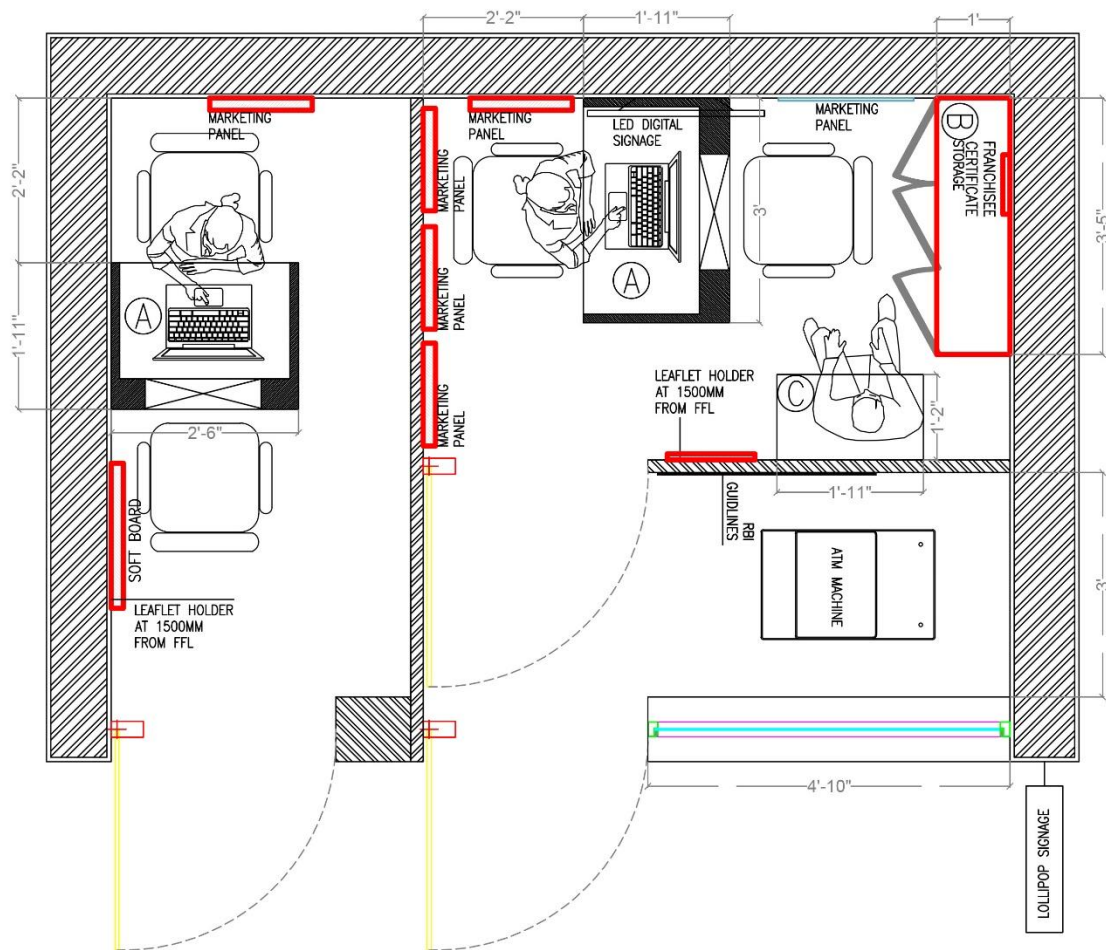
LEGEND

SYMBOL	SPECIFICATION	MAKE
	F01 ESCARA LIGHT GREY (600X600)	SOMANY CERAMICS
	F02 VINYL FLOORING– ROLL FORM GENTLE GREY (K822-001)	ARMSTORNG
	GN1 GRANITE	
	SK-01 75MM HIGH SKIRTING SAME AS FLOOR TILES (FOR VINYL FLOORING AND TILES FLOORING)	

01
XFL-0102

1:20 FLOORING LAYOUT

Drawings | Rectangular horizontal format - Furniture setting out

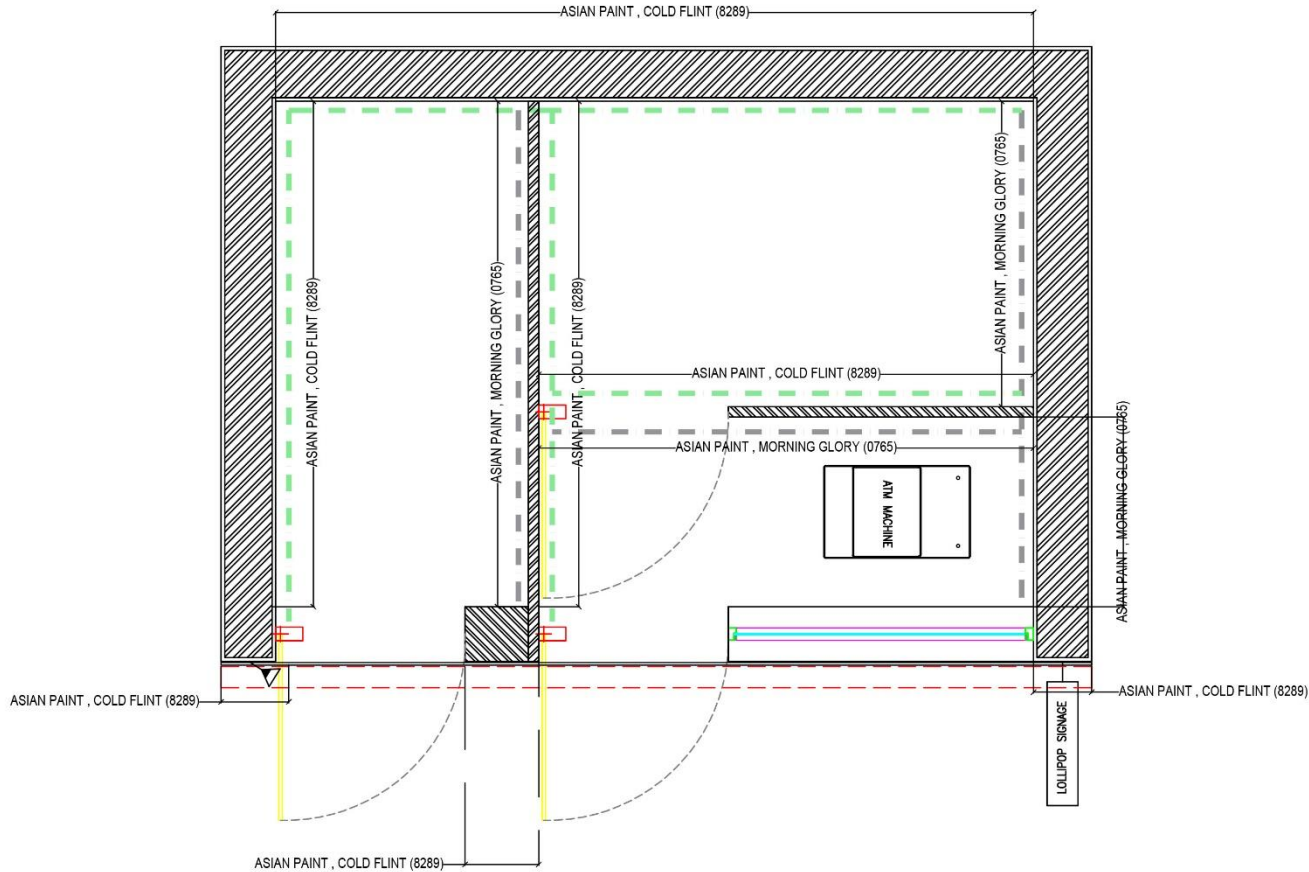


SR.NO.	CODE	DESCRIPTION	DIMENSION	FIXING	NOTES
1	(A)	MODULAR WORKSTATION	1050(L)X600(W)X 925(H)MM	LOOSE	WORKSTATION FINISH IN APPROVED LAMINATE GREENLAM, NORDIC WALNUT (5333) AND SMOG (269).
2	(B)	STORAGE CABINET	1050(L)X300(W)X 750(H)MM	LOOSE	MODULAR STORAGE CABINET FINISHED IN GREENLAM, NORDIC WALNUT (5333) & SMOG (269)
3	(C)	WAITING BENCH	600(L)X350(W)X 450(H)MM	LOOSE	MODULAR WAITING BENCH FINISHED IN GREENLAM NORDIC WALNUT (5333)


NOTE : PROVISION OF WAITING BENCH IS PREFERABLE

01 1:20 FURNITURE SETTING OUT
XFS-0101

Drawings | Rectangular horizontal format - Paneling and wall finishes layout



LEGEND OF FINISHES

SR.NO	FINISHES CODE	DESCRIPTION	
PAINT			
1	PT-01 ■ : ■■ : ■■■ : ■■■■	ASIAN PAINT , MORNING GLORY (0765).	
2	PT-02 ■ : ■■■ : ■■■■ : ■■■■■	ASIAN PAINT , COLD FLINT (8289).	

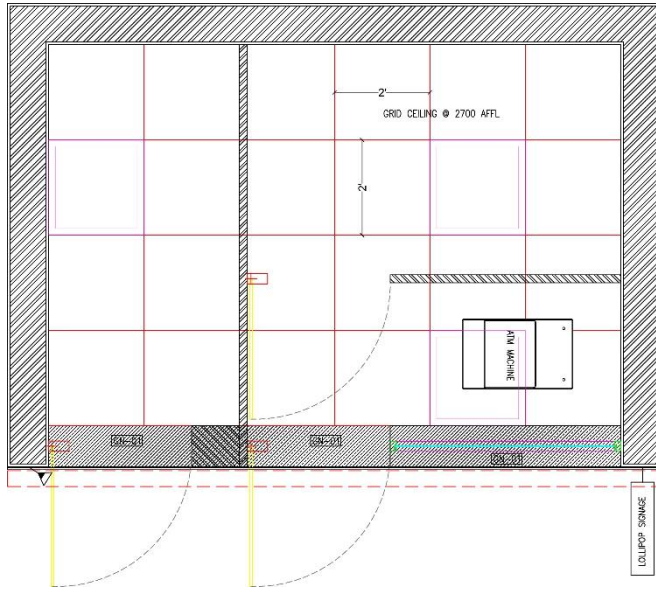
NOTE :

- ROLLING SHUTTER TO BE FINISHED WITH SYNTHETIC ENAMEL PAINT TO MATCH WITH -ASIAN PAINT, MORNING GLORY (0765)

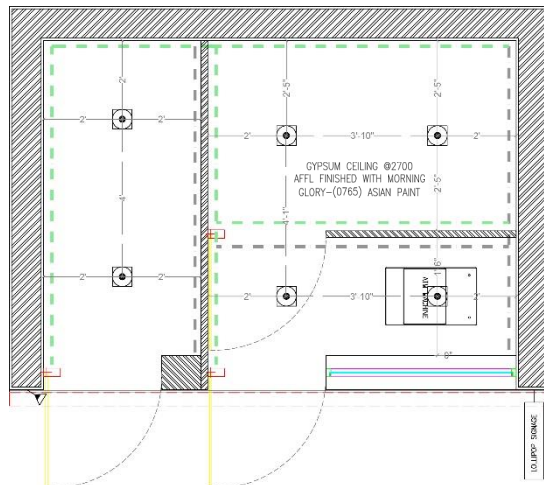
01
XPL-0101

1:20 PANELLING LAYOUT

Drawings | Rectangular horizontal format - RCP & Elec. power layout



01 NTS: REFLECTED CEILING PLAN
XRC-0101 OPTION 1 WITH GRID CEILING



01 NTS: REFLECTED CEILING PLAN
XRC-0101 OPTION 2 WITH GYPSUM CEILING

CEILING FINISHES LEGEND	
REF.	FINISHES
	02/100 AFFL GRID CEILING WITH 600 X 600MM TILES REGULAR EDGE REGULAR COLOUR/WHITE ARMSTRONG- FINE FIGURED
LIGHT FIXTURE LEGEND	
	ADP/30W, 30K, 6000K WITH LED EDGE LED & PHILIPS DRIVER
	150 W LED -BRIGHT WHITE -FOCUS LIGHT ABOVE EXTERNAL- MARK SIGNAGE
	18 W RECESSED LED LIGHT 150X150
	36/ 43000MM FAN @ 2700mm FFL HIGH SPEED/WHITE COLOR HUELLS/BAJA/CRIMPTON & GREEVES
ELECTRICAL LEGEND	
	2/3 PIN 6A SWITCH SOCKET ON RAW POWER
	3/3 PIN 16A SWITCH SOCKET ON RAW POWER
	3/3 PIN 6/16A SWITCH SOCKET ON UPS
	2/3 PIN 16A SWITCH SOCKET EXTERNAL SIGNAGE
	DATA OUTLET (CAT 6)
	WALL FAN @ 2100mm/7' FFL IF REQUIRED
	CEILING FAN @ 2700mm FFL/HIGH SPEED/WHITE COLOR
	32A AC SWITCH @ 2100mm/7' FROM FFL AND AC AT 2400mm/8' FROM FFL
	AC UNIT AT 2400mm/8' FROM FFL
	SWITCH @ 1200mm/4' FROM FFL-ANCHOR ROMA ROMA CLASSIC/ ANCHOR PENTA MODULAR WHITE PLATES
	2 kg ABC FIRE EXTINGUISHER AT 900mm FFL
	CCTV CAMERA @ CEILING HT LVL

NOTES:

LIGHT FITTING - LED LIGHT

WORKSTATION - ALL POINTS BELOW TABLE TOP

STORAGE CABINET - ALL ELECTRICAL POINTS TO BE AT 900MM

GENSET/INVERTER TO BE PLACED AS PER SITE CONDITION.

IN CASE IF THERE IS NO STORAGE WITHIN THE SITE, DB AND INVERTER TO BE KEPT NEAR THE MAIN ENTRY.

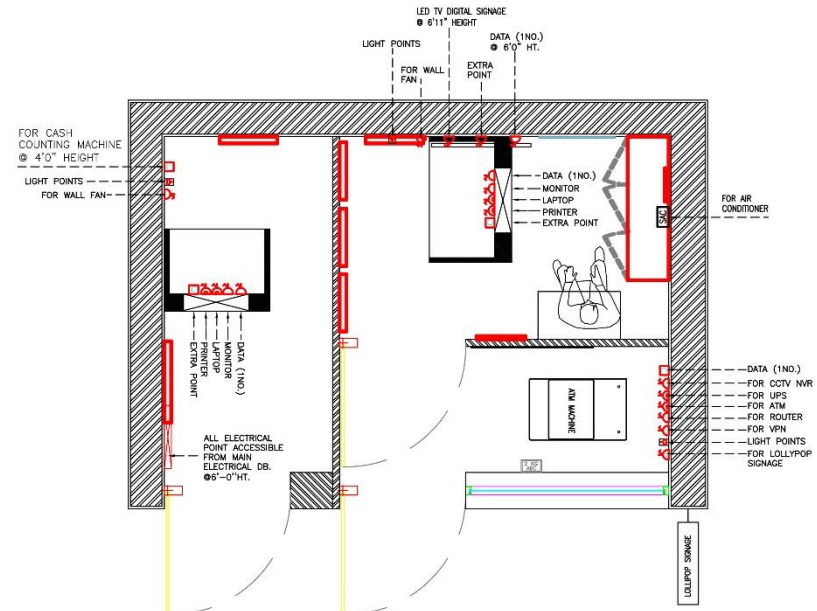
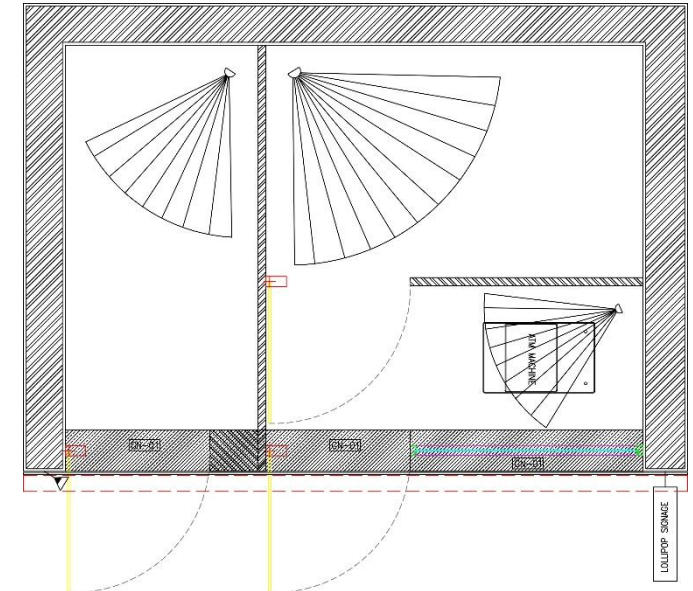
VOLTAGE PARAMETERS REQUIRED FOR NORMAL OPERATING OF ATM MACHINE

AC VOLTAGE - 188V TO 257V WITH 50Hz FREQUENCY

EARTHING - 0V TO 3V (BETWEEN NEUTRAL AND EARTH)

SWITCH-A (AT 4' FROM FFL)	1. 2 WAY SWITCH FOR ONE LIGHT POINT 2. SWITCH FOR EXTERNAL SIGNAGE LIGHT
SWITCH-B (AT 4' FROM FFL)	1. 1 SWITCH FOR ALL LIGHT POINTS 2. 2 WAY SWITCH FOR ONE LIGHT POINT 3. SWITCHES FOR FANS 4. SWITCH FOR STORE ROOM LIGHT
SWITCH-C (AT 4' FROM FFL)	1. SWITCH FOR ATM- BACK ROOM LIGHT.

NOTE: BOTTOM OF SWITCHBOARD BELOW COUNTER -600MM/(X'Z)

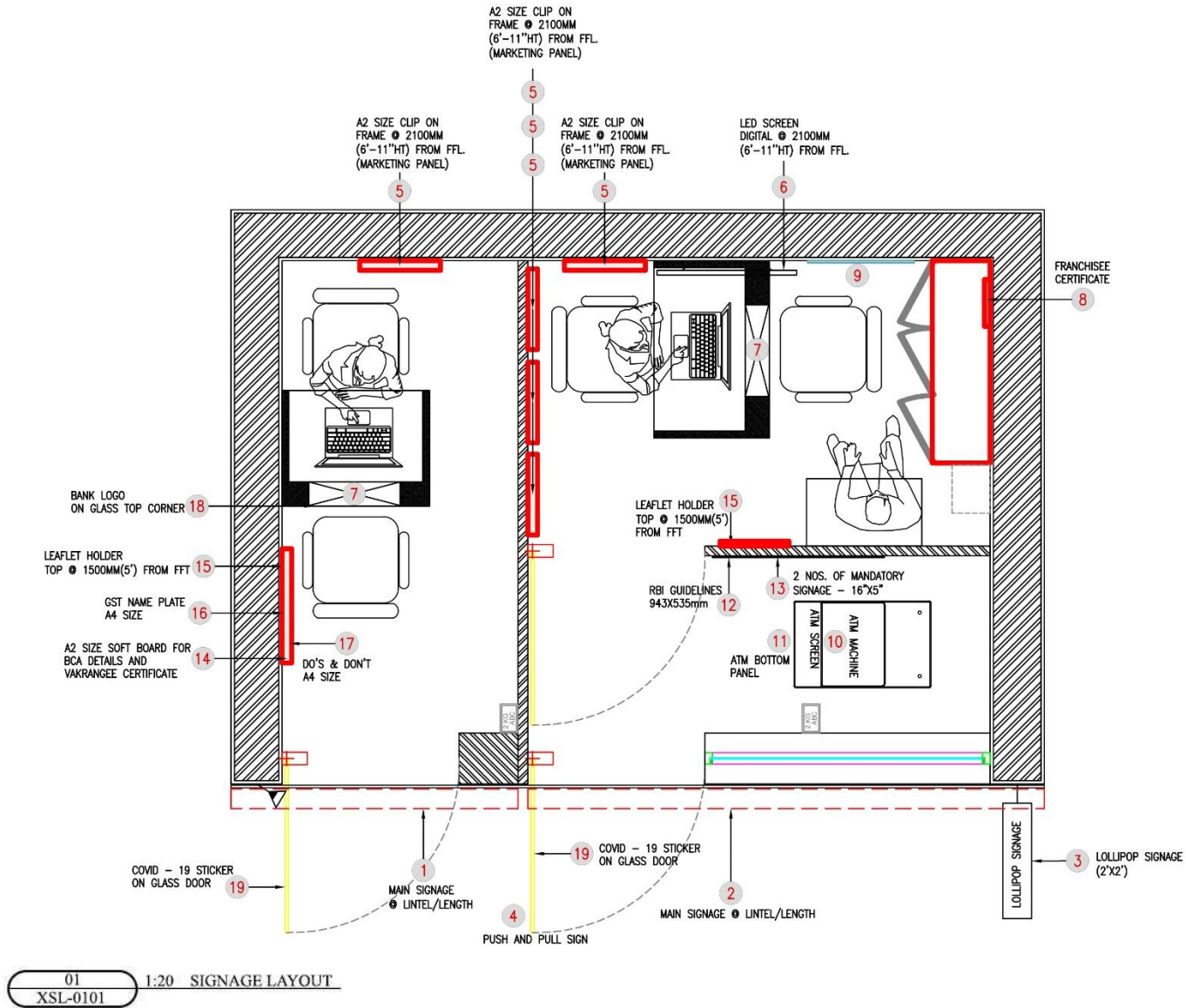


02 NTS: POWER LAYOUT
XRC-0101

- NOTE :
- LAPTOP, ATM, NVR, ROUTER ARE ON UPS POWER
 - SEPARATE MCB IN ELECTRICAL DB TO BE PROVIDED FOR ATM SWITCH BOARD
 - PLEASE KEEP EXTRA CABLE LENGTH OF 2MTR AT THE CCTV CAMERA LOCATION FOR SMOOTH INSTALLATION.
 - THE CASH COUNTING MACHINE SHOULD BE VISIBLE IN CAMERA WHILE CASH-LOADING OF ATM

Drawings | Rectangular horizontal format - Signage layout

* PLEASE REFER PAGE NO 60 – 61 FOR DETAILS

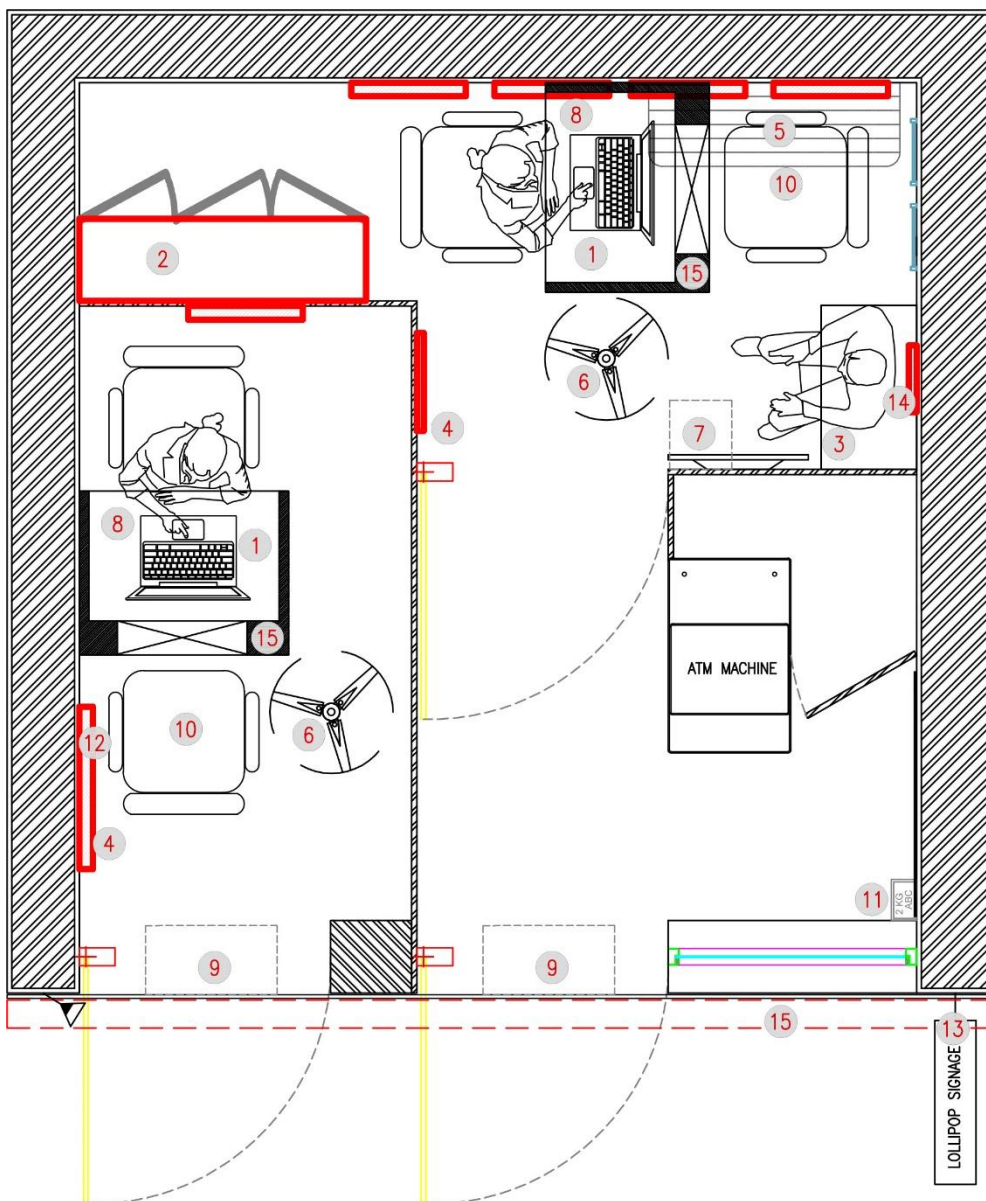


Format Square

drawings

05.3

List of content • General arrangement plan • Kendra views • Civil line-out • Flooring layout • Furniture setting out • Paneling and wall finishes layout • RCP & Elec. power layout • Signage layout • Internal elevations



FURNITURE PLACEMENT (TO BE DONE BY FRANCHISEE)

Sr. No.	Items.	Qty.
1	Bank & Other Services Counter	2
2	Storage Cabinet	1
3	Waiting bench	1 (Preferable)
4	Leaflet Holder	2
5	Air Cooler / Air Conditioner	If Required
6	Fan	2
7	Water Dispenser	Preferable
8	Dustbin (steel, Foot operated)	2
9	Doormat	2
10	Chairs	4
11	Fire Extinguisher	1
12	Soft Board	1
13	ATM Lollipop Signage	1
14	Franchisee Certificate	1
15	Sanitizing station	As per requirement

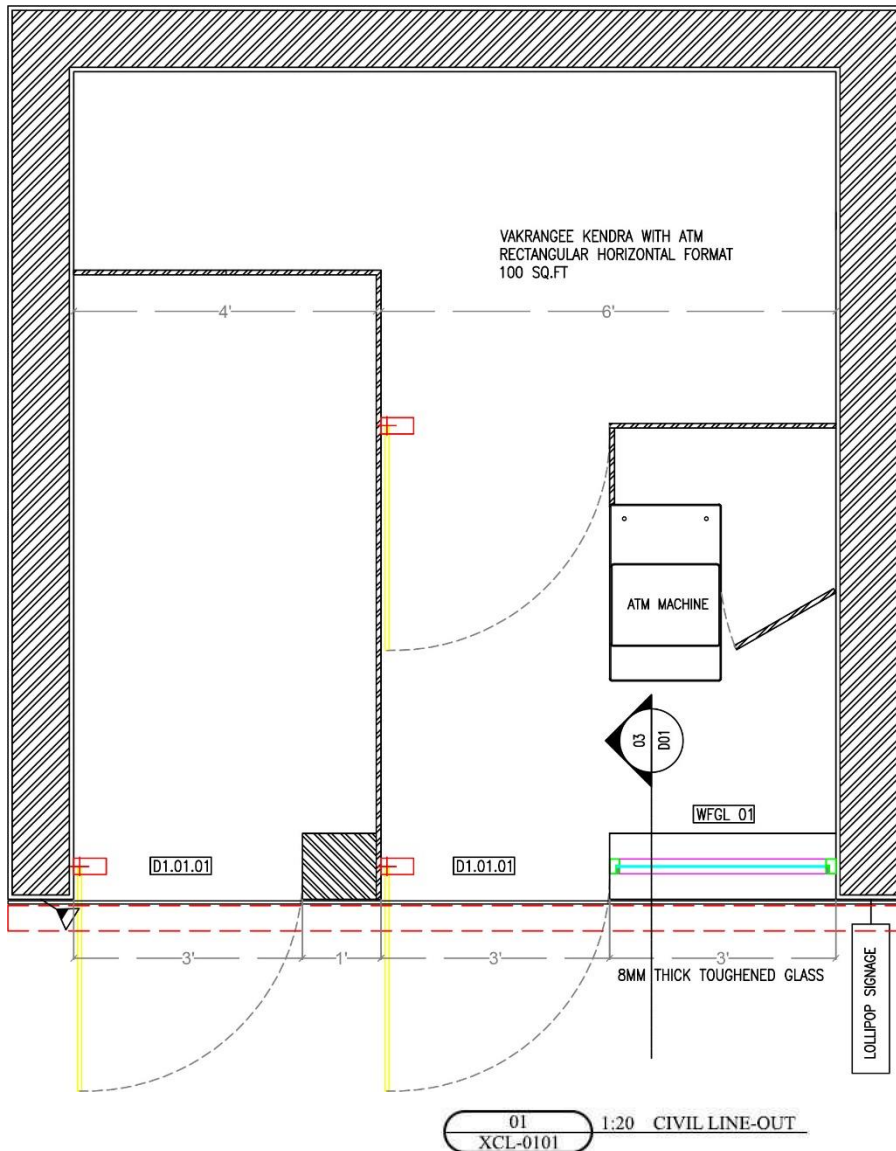
Renders | Square format - Top View



* 3D renders are for reference only. Please refer drawings for detailed specifications

Note: Two shutter is mandatory.





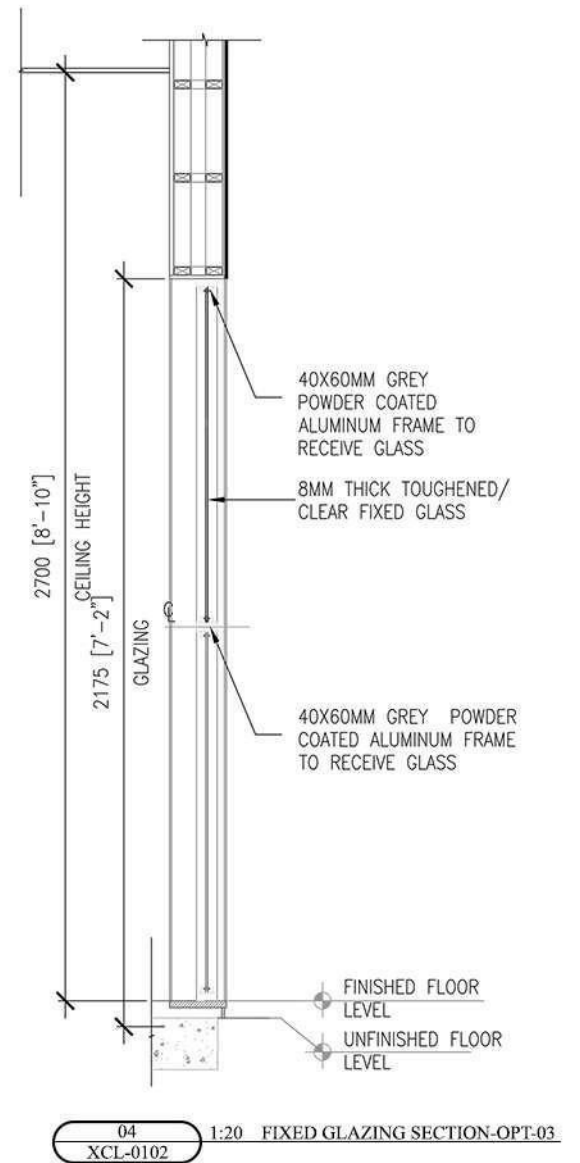
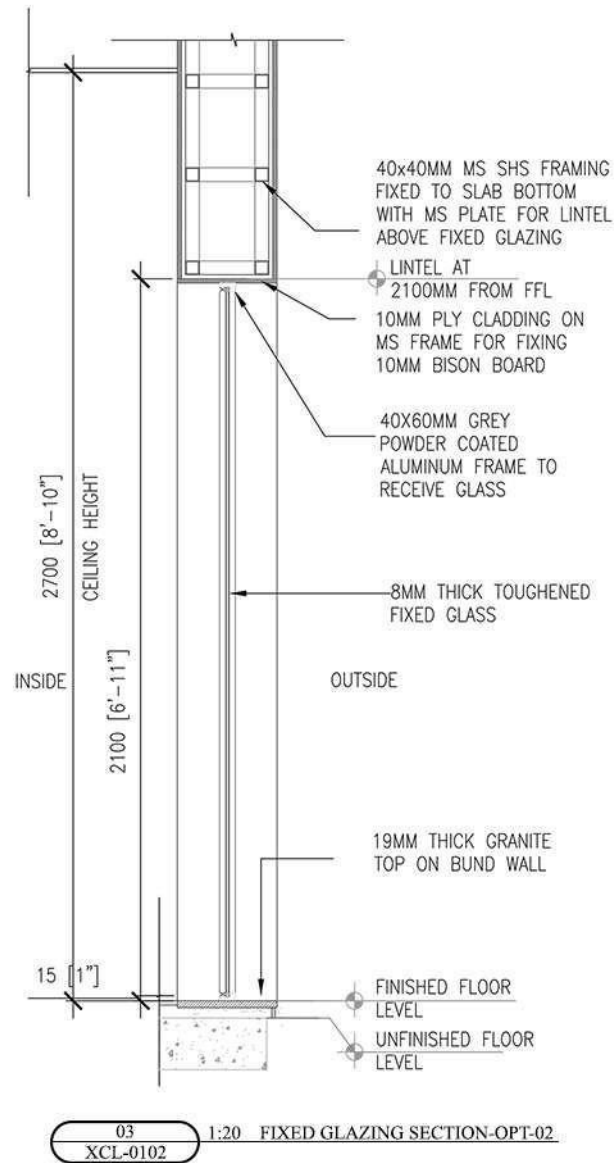
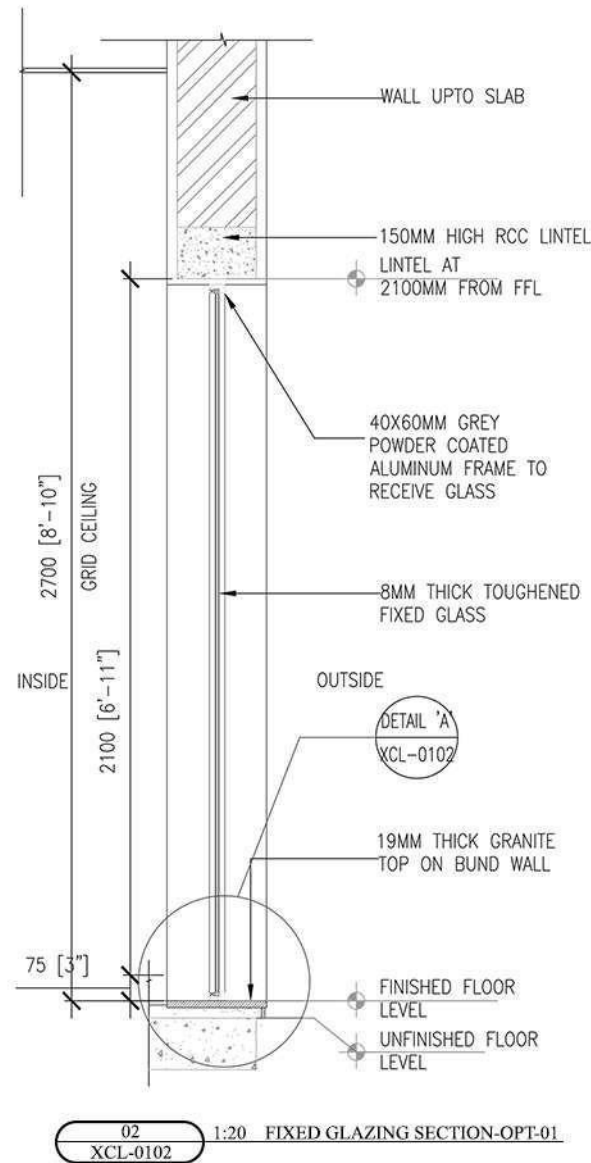
FIXED GLAZING SPECIFICATIONS

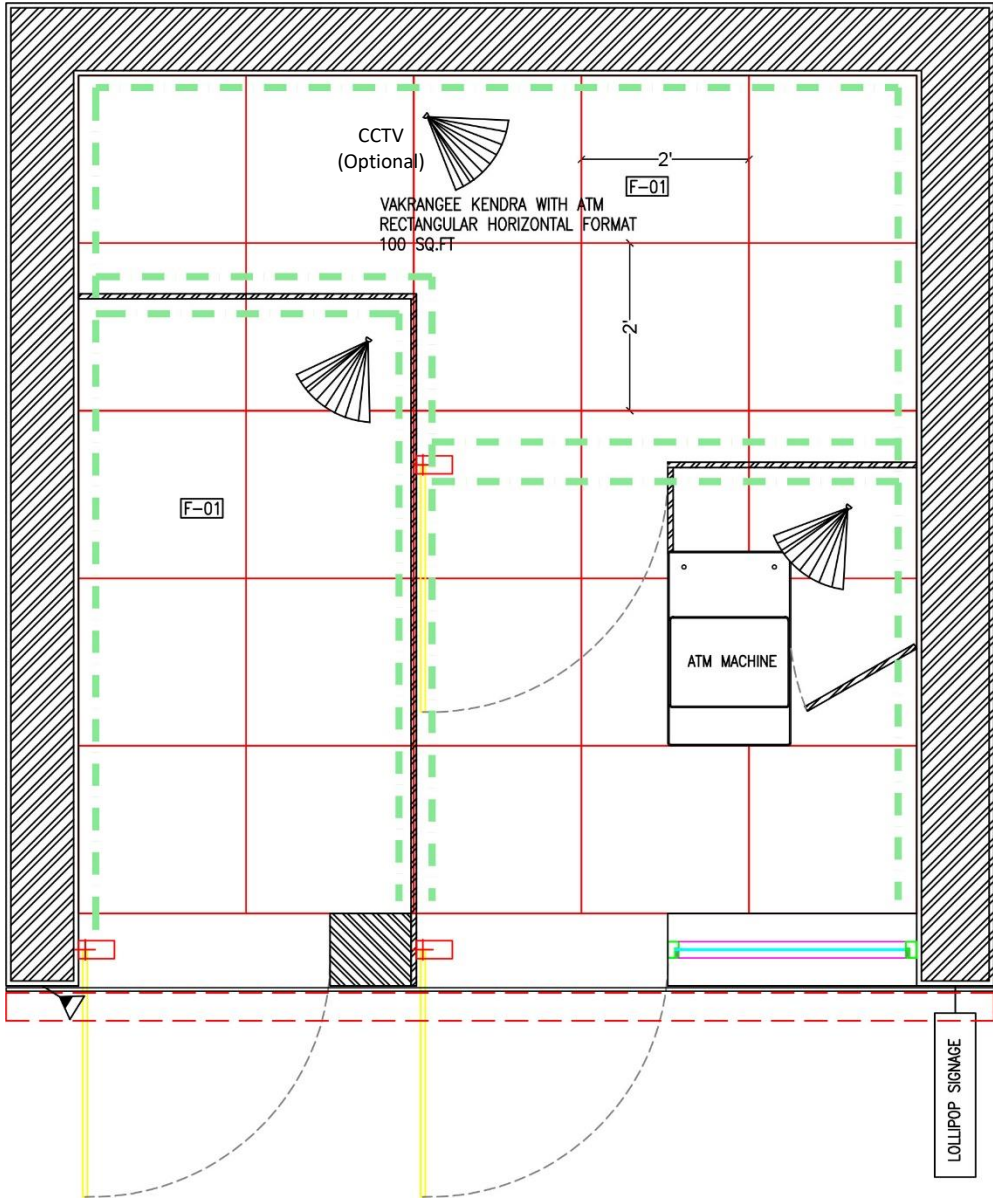
STRUCTURAL OPENING (UNFINISH TO UNFINISH)	SILL FROM FFL (IN MM)	LINTEL FROM FFL (IN MM)	WIDTH (IN MM)	HEIGHT (IN MM)	NOS.
WFGL 01	00	2150	AS PER SITE	AS PER SITE	1
WFGL 02	00	2150			1





DOOR SPECIFICATIONS

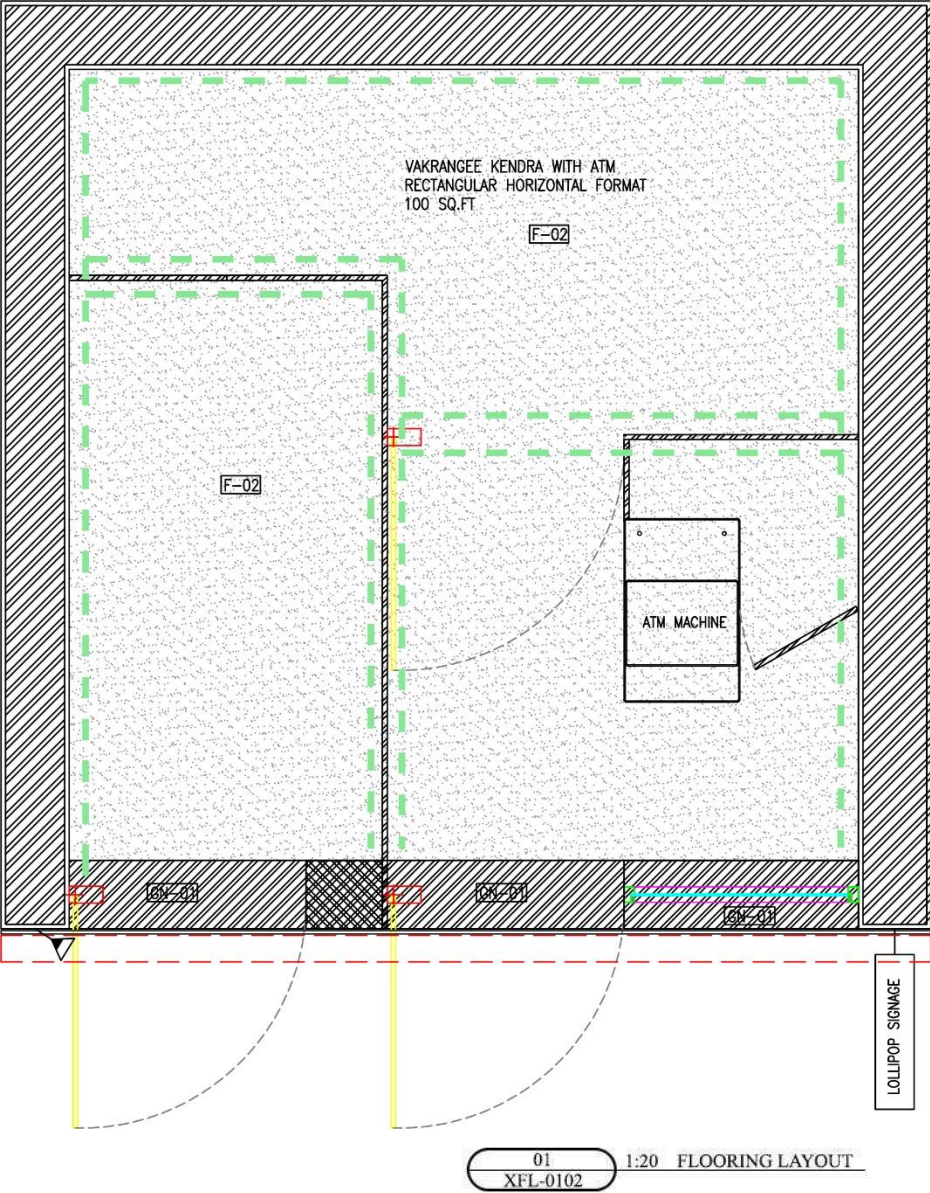
STRUCTURAL OPENING (UNFINISH TO UNFINISH)	WIDTH (IN MM)	HEIGHT (IN MM)
SERVICE AREA		
D1.01.01	900	2150

- DOOR HT. IS GIVEN CONSIDERING 50MM SCREED AND FLOOR TILE.
- ALL DOOR FINISHED HEIGHT TO BE 2100MM



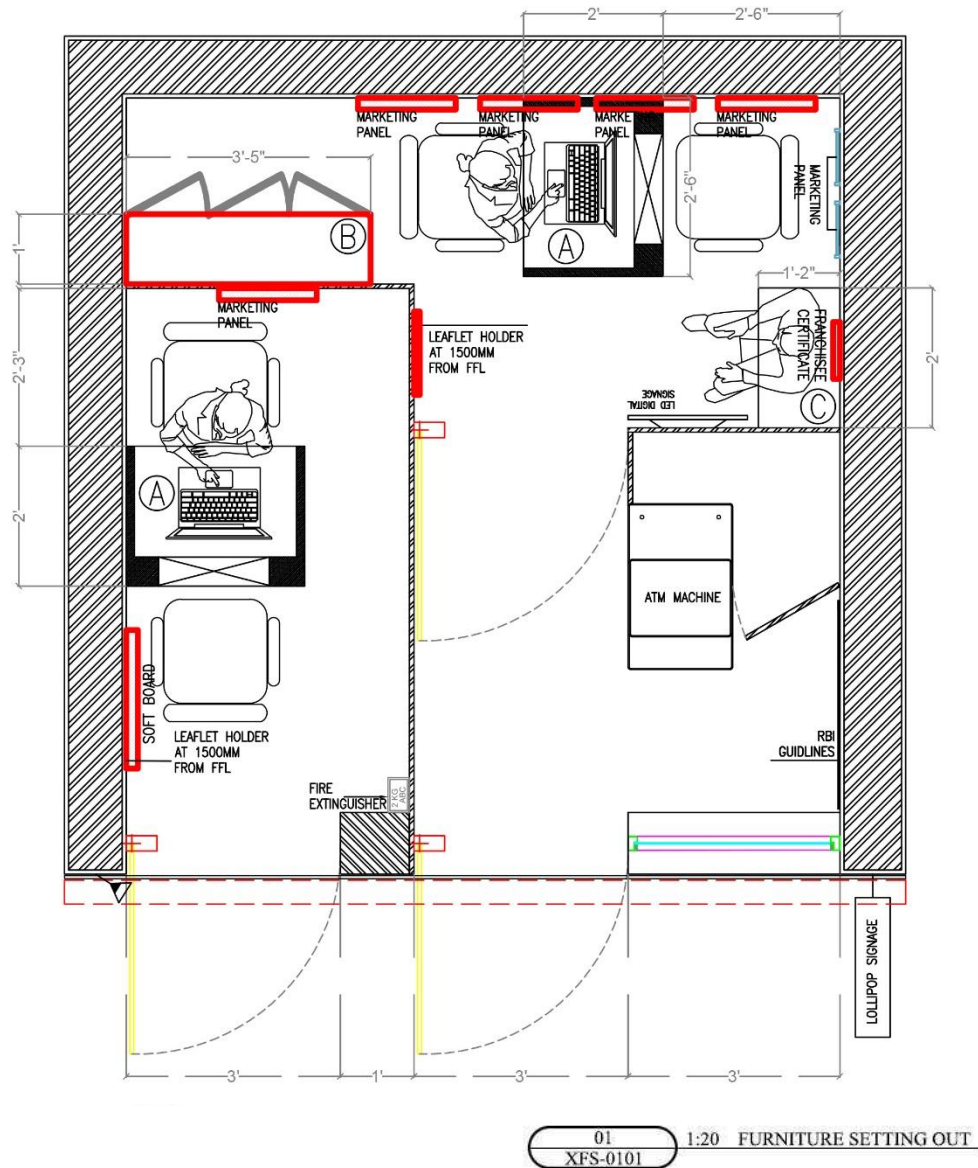


LEGEND		
SYMBOL	SPECIFICATION	MAKE
	F01 ESCARA LIGHT GREY (600X600)	SOMANY CERAMICS
	F02 VINYL FLOORING- ROLL FORM GENTLE GREY (K822-001)	ARMSTORNG
	GN1 GRANITE	
	SK-01 75MM HIGH SKIRTING SAME AS FLOOR TILES (FOR VINYL FLOORING AND TILES FLOORING)	



LEGEND		
SYMBOL	SPECIFICATION	MAKE
	F01 ESCARA LIGHT GREY (600X600)	SOMANY CERAMICS
	F02 VINYL FLOORING- ROLL FORM GENTLE GREY (K822-001)	ARMSTORNG
	GN1 GRANITE	
	SK-01 75MM HIGH SKIRTING SAME AS FLOOR TILES (FOR VINYL FLOORING AND TILES FLOORING)	

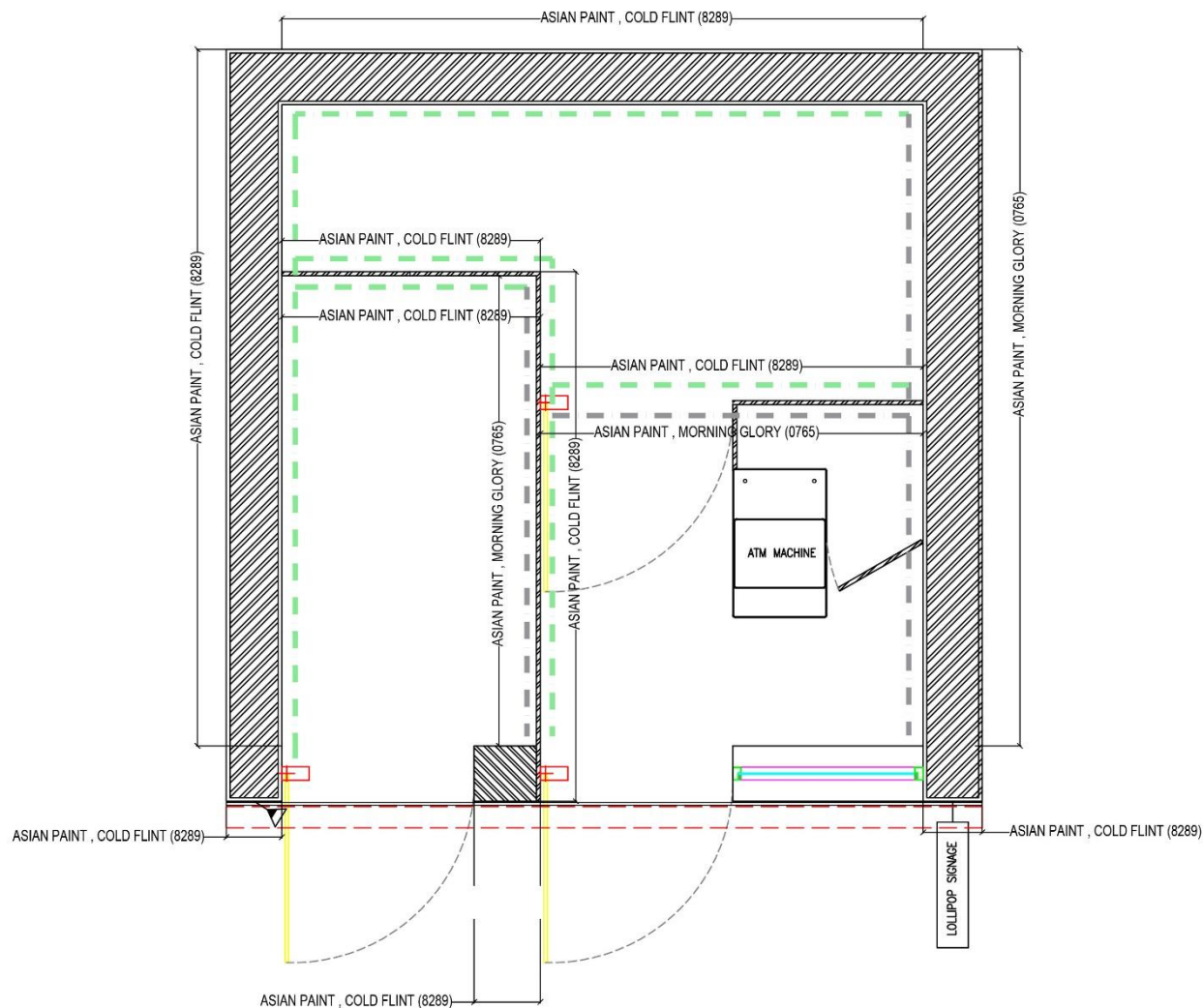
Drawings | Square format - Furniture setting out



SR.NO.	CODE	DESCRIPTION	DIMENSION	FIXING	NOTES
1	(A)	MODULAR WORKSTATION	1050(L)X600(W)X 925(H)MM	LOOSE	WORKSTATION FINISH IN APPROVED LAMINATE GREENLAM, NORDIC WALNUT (5333) AND SMOG (269).
2	(B)	STORAGE CABINET	1050(L)X300(W)X 750(H)MM	LOOSE	MODULAR STORAGE CABINET FINISHED IN GREENLAM, NORDIC WALNUT (5333) & SMOG (269)
3	(C)	WAITING BENCH	600(L)X350(W)X 450(H)MM	LOOSE	MODULAR WAITING BENCH FINISHED IN GREENLAM NORDIC WALNUT (5333)

NOTE : PROVISION OF WAITING BENCH IS PREFERABLE.

Drawings | Square format - Paneling and wall finishes layout



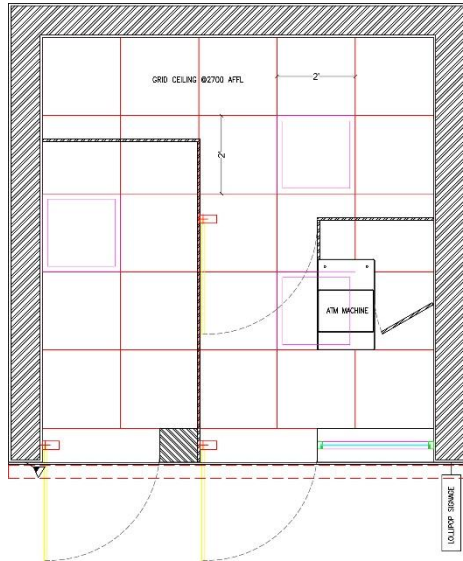
LEGEND OF FINISHES			
SR.NO	FINISHES CODE	DESCRIPTION	
PAINT			
1	PT-01 ■ ■■ ■■■ ■■■■	ASIAN PAINT , MORNING GLORY (0765).	
2	PT-02 ■ ■■ ■■■ ■■■■	ASIAN PAINT , COLD FLINT (8289).	

NOTE :

- ROLLING SHUTTER TO BE FINISHED WITH SYNTHETIC ENAMEL PAINT TO MATCH WITH -ASIAN PAINT, MORNING GLORY (0765)

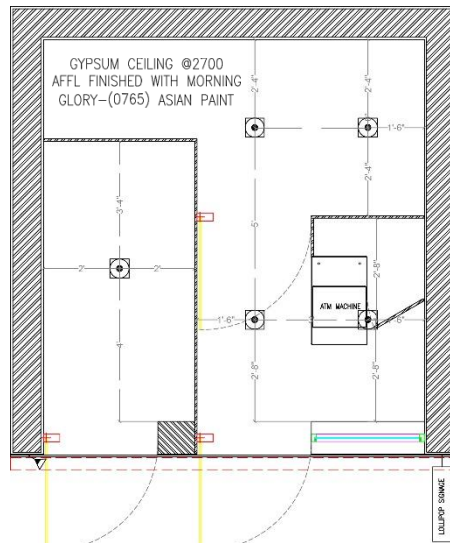
01 1:20 PANELLING LAYOUT
XPL-0101

Drawings | Square format - RCP & Elec. power layout



NTS: REFLECTED CEILING PLAN
OPTION 1 WITH GRID CEILING

01
XRC-0101



NTS: REFLECTED CEILING PLAN
OPTION 2 WITH GYPSUM CEILING

01
XRC-0101

CEILING FINISHES LEGEND	
REF.	FINISHES
	GRID CEILING @2700 AFFL. GRID CEILING WITH 600 X 600MM TILES REGULAR EDGE REGULAR DOUGHNUTS ANCHORING - FINE TISSUE
LIGHT FIXTURE LEGEND	
	LED 30W, 30W, 6000K WITH LED EDGE LED & PHILIPS DRIVER
	150 W LED -BRIGHT WHITE -4000K LIGHT ABOVE EXTENSION - MAIN SPACE
	18 W RECESSED LED LIGHT 1500/150

ELECTRICAL LEGEND

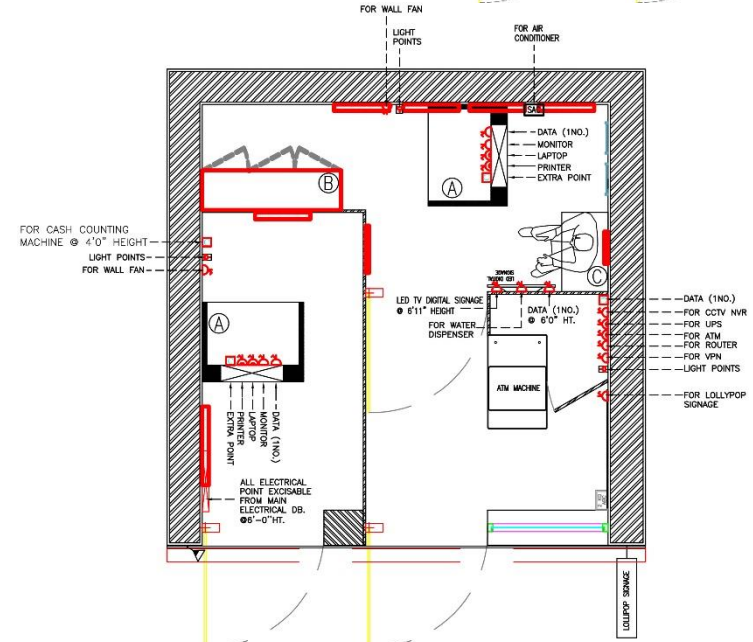
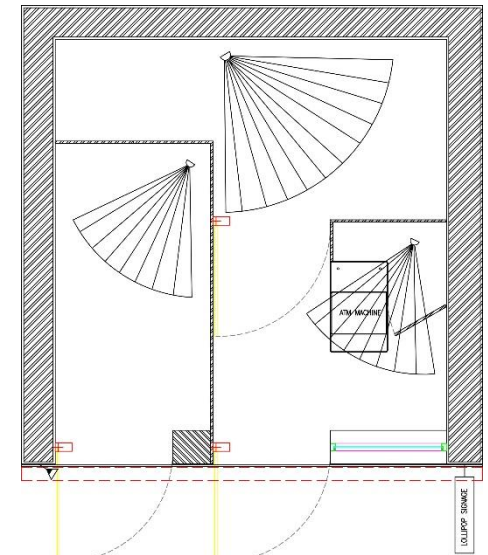
	2/3 PIN 6A SWITCH SOCKET ON RAW POWER
	3/3 PIN 16A SWITCH SOCKET ON RAW POWER
	3/3 PIN 6/16A SWITCH SOCKET ON UPS
	2/3 PIN 16A SWITCH SOCKET EXTERNAL SIGNAGE
	DATA OUTLET (CAT 6)
	WALL FAN @ 2700mm FFL IF REQUIRED
	CEILING FAN @ 2700mm FFL/1600 SPEED/WHITE COLOR
	32A AC SWITCH @ 2700mm FFL FROM FFL AND AC AT 2400mm/B FROM FFL
	AC UNIT AT 2400mm/B FROM FFL
	SWITCH @ 1500mm/F FROM FFL-ANCHOR ROMA ROMA GLASS/2 ANCHOR POKTA MODULAR WHITE PLATES
	2 kg ABC FIRE EXTINGUISHER AT 900mm FFL
	CCTV CAMERA @ CEILING HT LVL

NOTES:

- LIGHT FITTING - LED LIGHT
- WORKSTATION TOP - ALL POINTS BELOW TABLE
- STORAGE CABINET - ALL ELECTRICAL POINTS TO BE AT 900MM
- CONSET TO BE PLACED AS PER SITE CONDITION.
- IN CASE IF THERE IS NO STORAGE WITHIN THE SITE, DB AND INVERTER TO BE KEPT NEAR THE MAIN ENTRY.
- VOLTAGE PARAMETERS REQUIRED FOR NORMAL OPERATING OF ATM MACHINE
- AC VOLTAGE - 100V TO 250V WITH 50Hz FREQUENCY
- EARTHING - 0V TO 3V (BETWEEN NEUTRAL AND EARTH)

SWITCH-A (AT 4' FROM FFL)	1. 2 WAY SWITCH FOR ONE LIGHT POINT
	2. SWITCH FOR EXTERNAL SIGNAGE LIGHT
SWITCH-B (AT 4' FROM FFL)	1. 1 SWITCH FOR ALL LIGHT POINTS
	2. 2 WAY SWITCH FOR ONE LIGHT POINT
	3. SWITCHES FOR FANS
	4. SWITCH FOR STORE ROOM LIGHT
SWITCH-C (AT 4' FROM FFL)	1. SWITCH FOR ATM - BACK ROOM LIGHT

NOTE: BOTTOM OF SWITCHBOARD BELOW COUNTER - 600MM/(2)

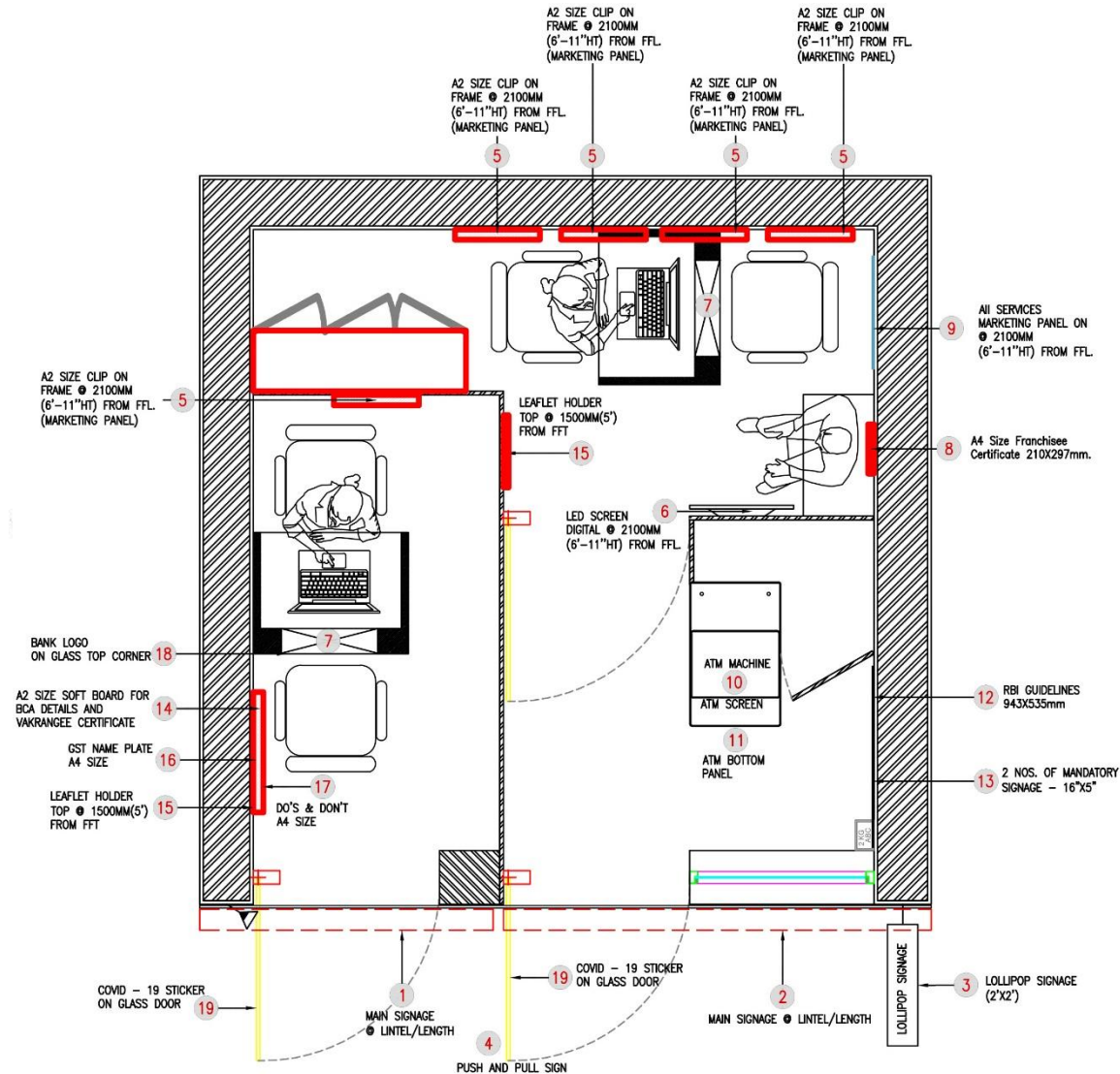


NTS: POWER LAYOUT

02
XRC-0101

- NOTE :
- LAPTOP, ATM, NVR, ROUTER ARE ON UPS POWER
 - SEPARATE MCB IN ELECTRICAL DB TO BE PROVIDED FOR ATM SWITCH BOARD
 - PLEASE KEEP EXTRA CABLE LENGTH OF 2MTR AT THE CCTV CAMERA LOCATION FOR SMOOTH INSTALLATION.
 - THE CASH COUNTING MACHINE SHOULD BE VISIBLE IN CAMERA WHILE CASH-LOADING OF ATM

* PLEASE REFER PAGE NO 60 – 61 FOR DETAILS



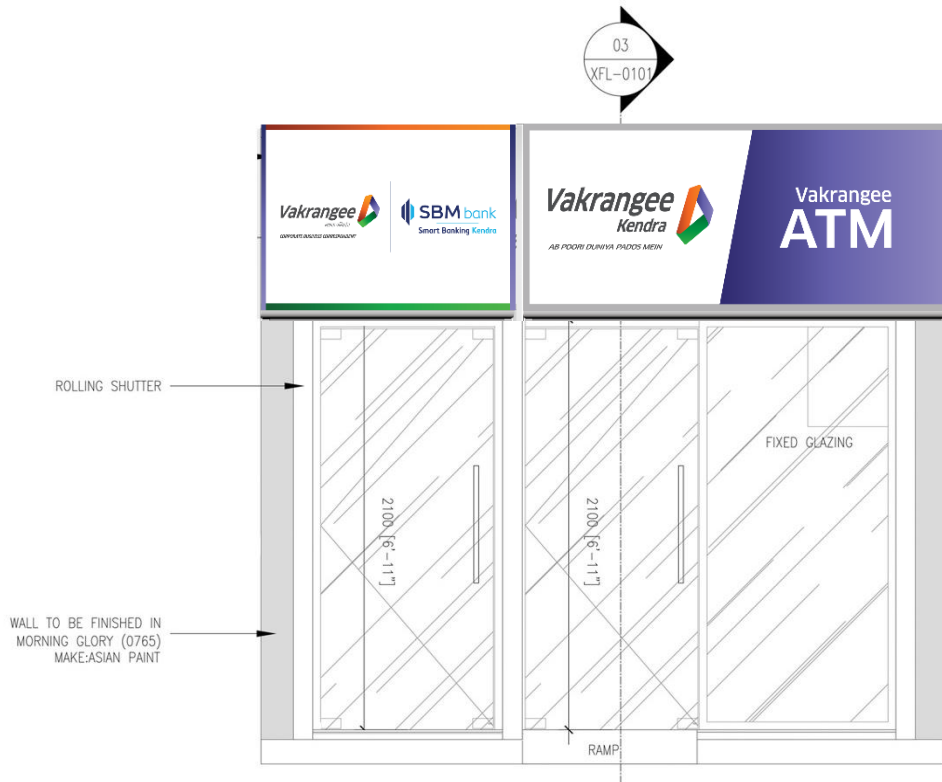
01
XSL-0101 1:20 SIGNAGE LAYOUT

Typical DETAILS

drawings

05.4

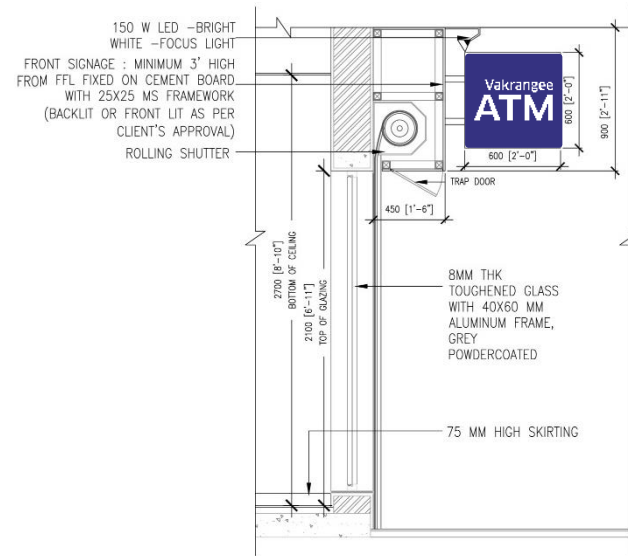
Drawings | Typical details - External elevations



1:20 FRONT FACADE
EXTERNAL ELEVATION



01	1:20	GENERAL PLAN
		EXTERNAL ELEVATIONS



LOLLIPOP SIGNAGE -

OPTION 1
DOUBLE SIDED WALL MOUNTED FLANGE
SIZE - 2ft x 2ft x 5 inch(depth)

MATERIAL SPECS:
WHITE COLOUR ACRYLIC MOLDED FLANGE WITH ALUMINUM FRAME.
TO BE FIXED WITH M. S BRACKETS ON WALL WITH FASTENERS.
VINYL - STAR/3M/LG VINYL
PRINTING - 3RD GENERATION HP LATEX PRINTING OR PLOTTER CUT
VINYL
LIGHT - LED STRIP LIGHTING SYSTEM

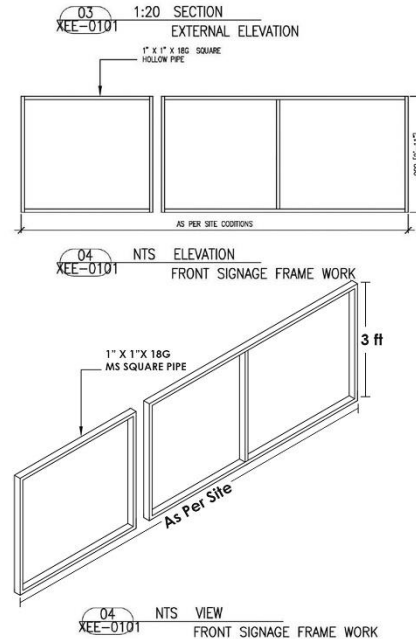
OPTION 2
GLOW SIGNBOARD WITH 1"x1" MS SQUARE PIPE BOX FRAME WITH
ALUMINUM L ANGLE ON BORDER FOR EDGE TO EDGE LIGHTING
WITH LED STRIP / TUBELIGHT.
PRINTING – BACKLIT STARFLEX ON HP LATEX PRINTER WITH BACK
TO BACK FLEX PRINTING WITH 3 YEAR WARRANTY

Note :

- **ATM Lollipop : Mandatory.** Franchisees can opt for additional locations apart from as shown in this page.
- **Main Signboard :** Artwork will be provided by Vakrangee.

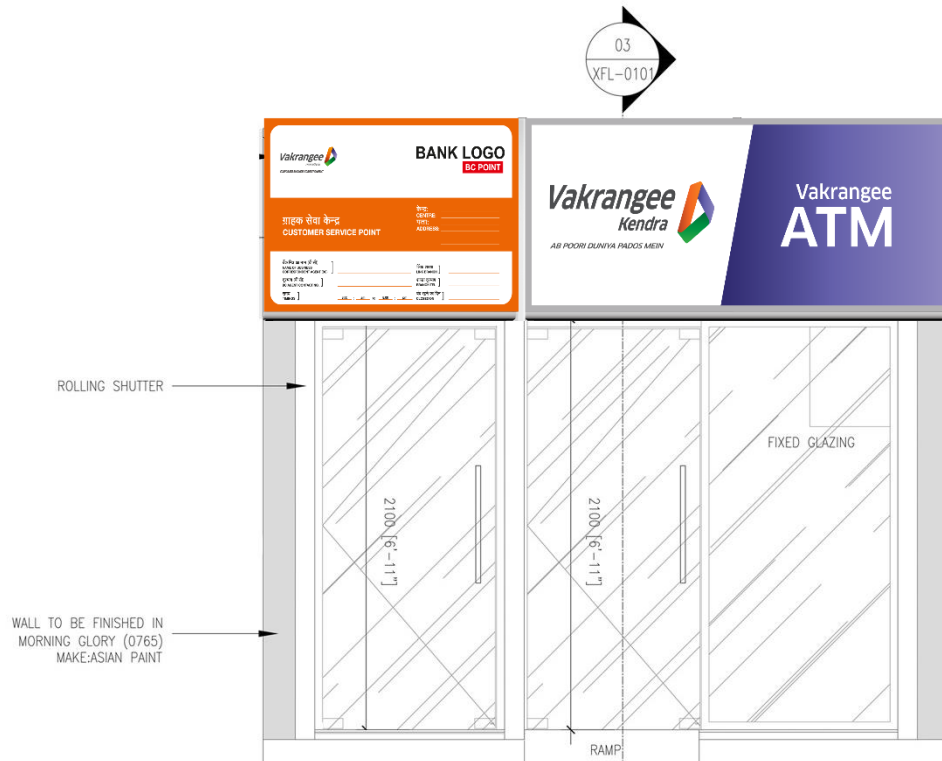
Main Signage Specifications

- **Flex Media – Star Flex – Avery
Dennison – LG**
- **Flex Quality – Front lit flex with Grey or
Black Back – minimum 14 oz.**
- **Printing technology – HP latex – third
Generation
Lamination - Gloss.**



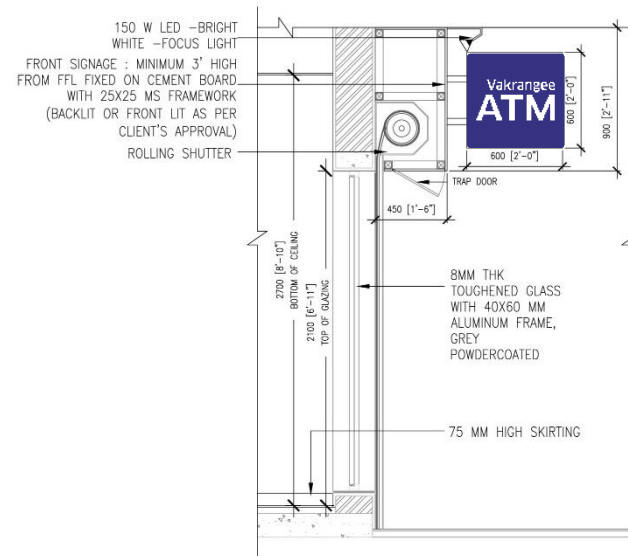
04 NTS VIEW
XEE-0101 FRONT SIGNAGE FRAME WORK

Drawings | Typical details - External elevations



1:20 FRONT FACADE EXTERNAL ELEVATION

01 1:20 GENERAL EXTERNAL



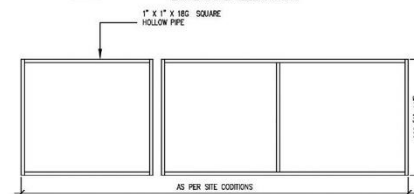
LOLLIPOP SIGNAGE -

OPTION 1
DOUBLE SIDED WALL MOUNTED FLANGE
SIZE - 2ft x 2ft x 5 inch(depth)

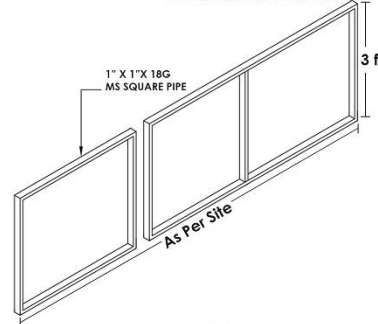
MATERIAL SPECS:
WHITE COLOUR ACRYLIC MOLDED FLANGE WITH ALUMINUM FRAME.
TO BE FIXED WITH M. S BRACKETS ON WALL WITH FASTENERS.
VINYL - STAR/3M/LG VINYL
PRINTING - 3RD GENERATION HP LATEX PRINTING OR PLOTTER CUT VINYL
LIGHT - LED STRIP LIGHTING SYSTEM

OPTION 2
GLOW SIGNBOARD WITH 1"x1" MS SQUARE PIPE BOX FRAME WITH ALUMINUM L ANGLE ON BORDER FOR EDGE TO EDGE LIGHTING WITH LED STRIP / TUBELIGHT.
PRINTING - BACKLIT STARFLEX ON HP LATEX PRINTER WITH BACK TO BACK FLEX PRINTING WITH 3 YEAR WARRANTY

03 1:20 SECTION EXTERNAL ELEVATION



04 NTS ELEVATION FRONT SIGNAGE FRAME WORK



04 NTS VIEW FRONT SIGNAGE FRAME WORK

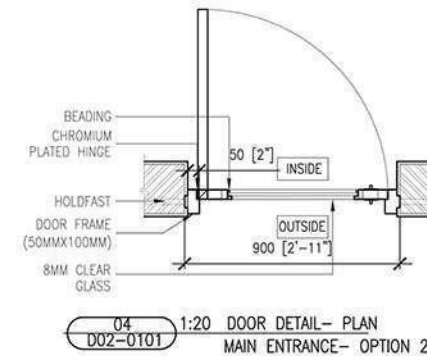
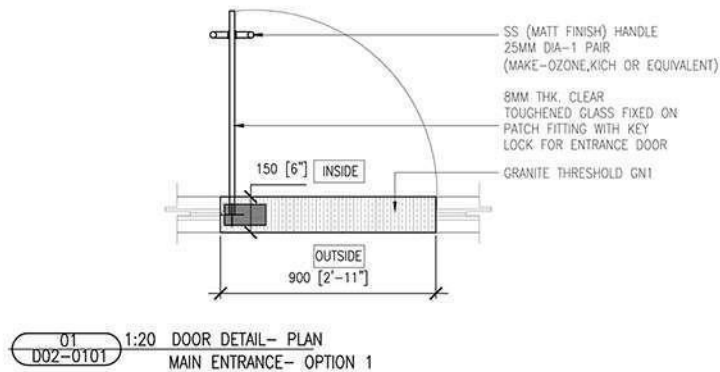
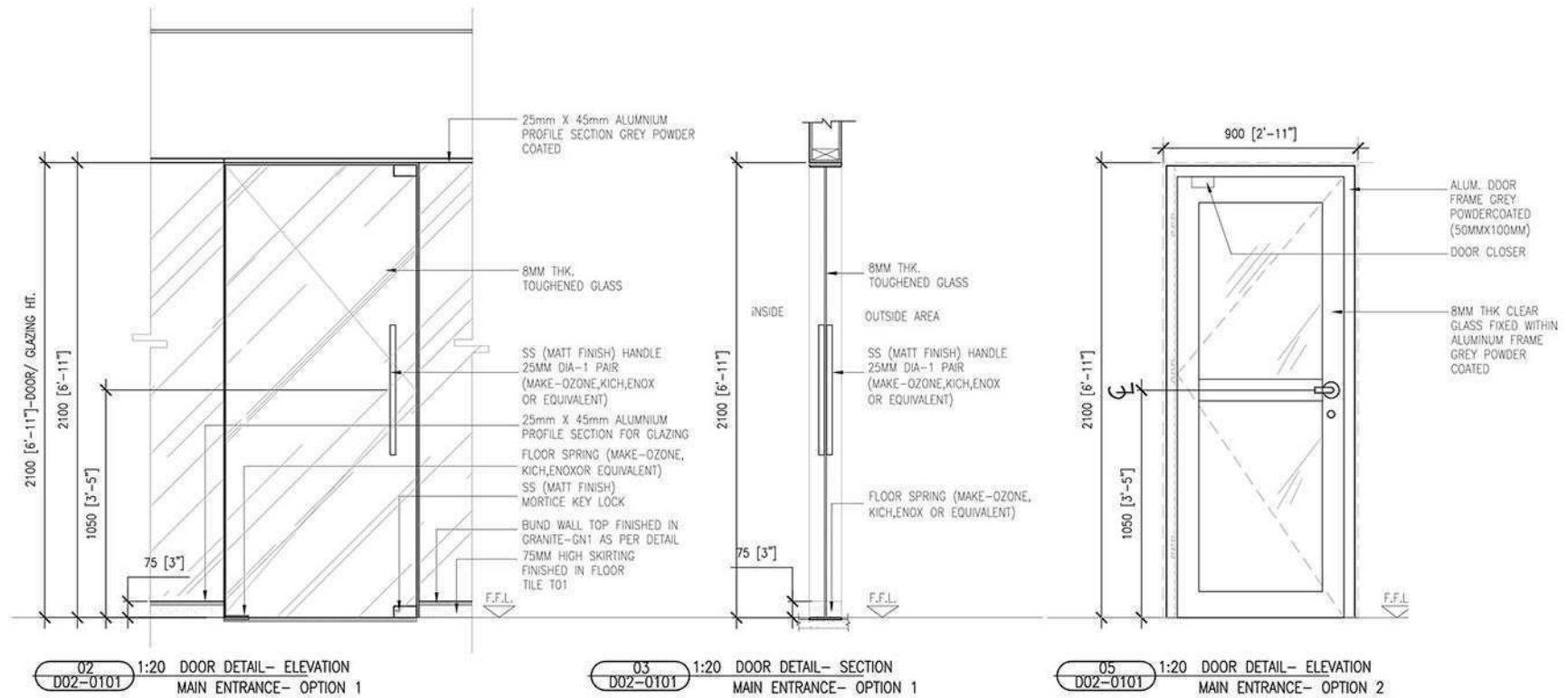
Note :

- ATM Lollipop : Mandatory. Franchisees can opt for additional locations apart from as shown in this page.
- Main Signboard : Artwork will be provided by Vakrangee.

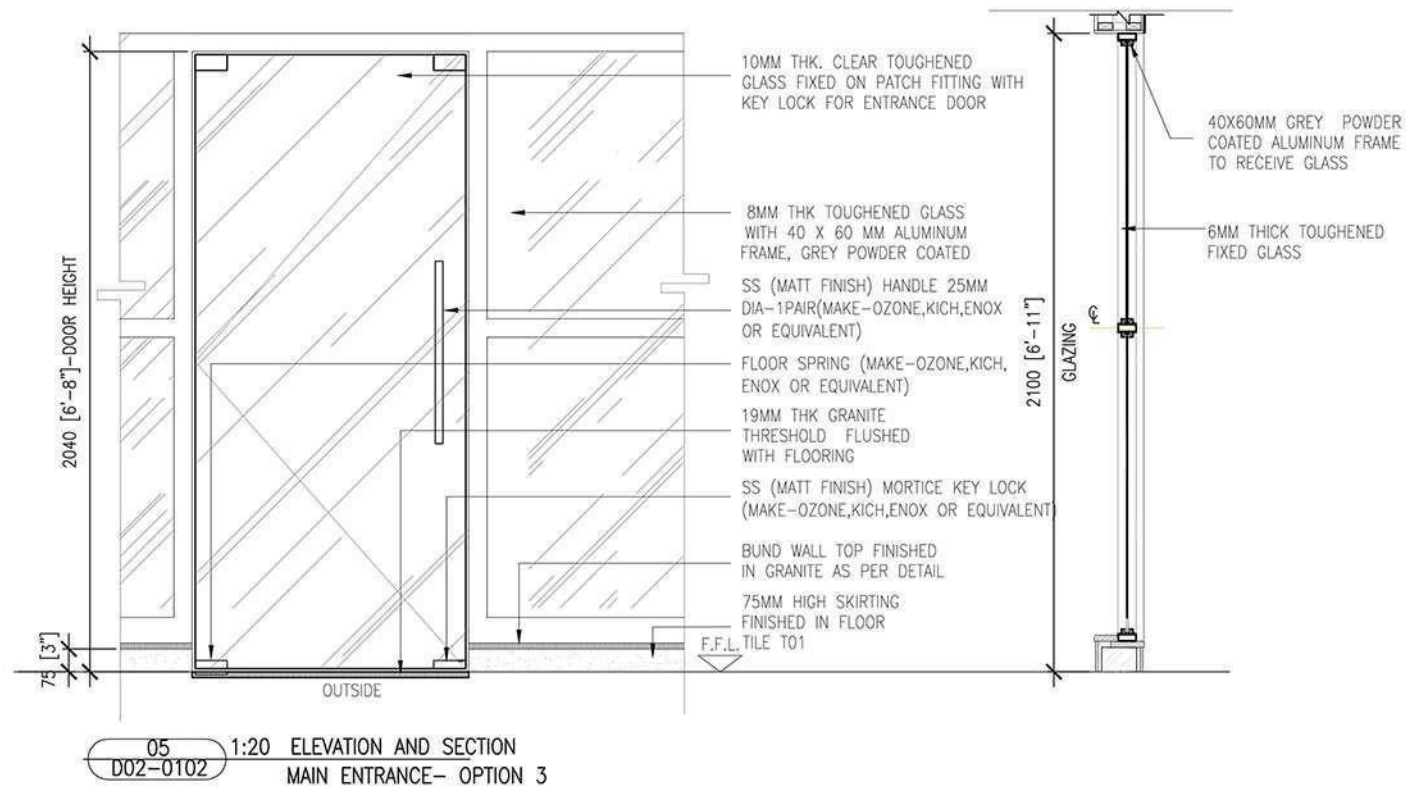
Main Signage Specifications

- Flex Media - Star Flex - Avery
- Dennison - LG
- Flex Quality - Front lit flex with Grey or Black Back - minimum 14 oz.
- Printing technology - HP latex - third Generation Lamination - Gloss.

Drawings | Typical details - Door 1/2



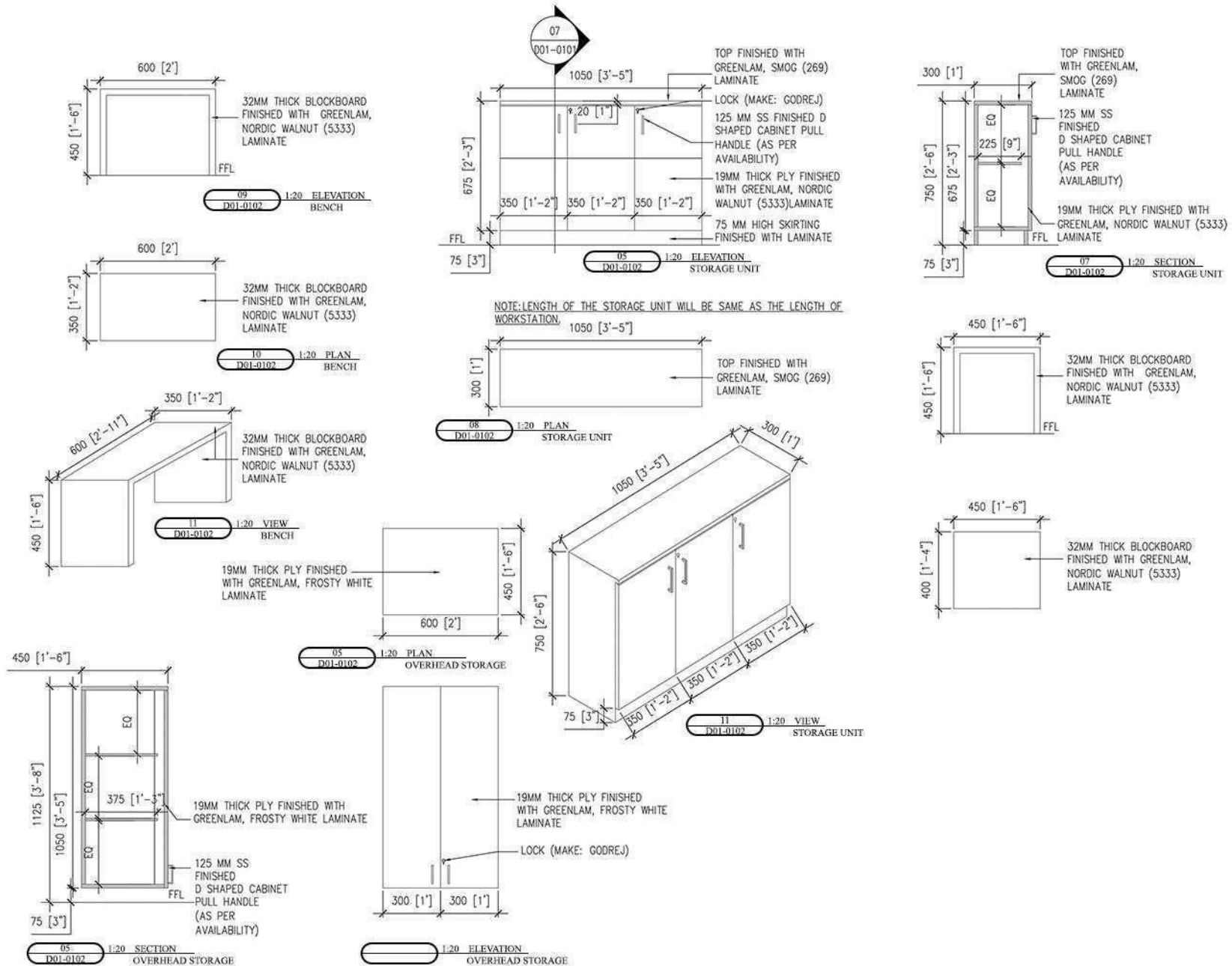
Drawings | Typical details - Door 2/2



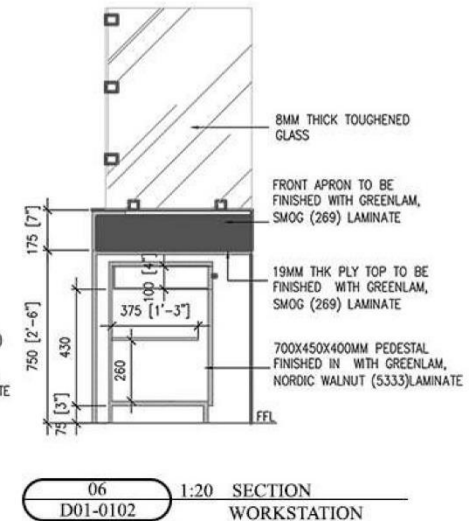
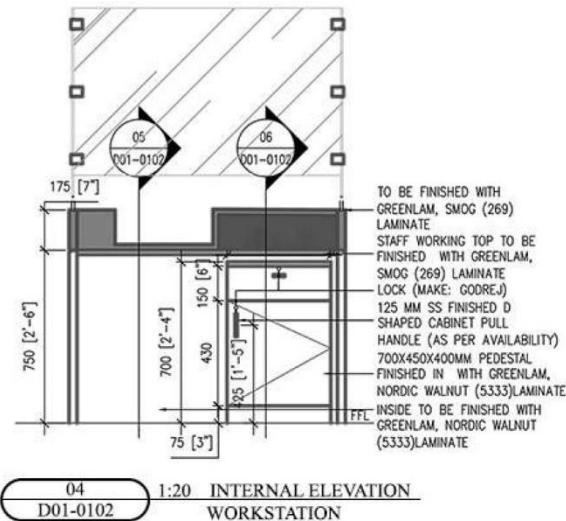
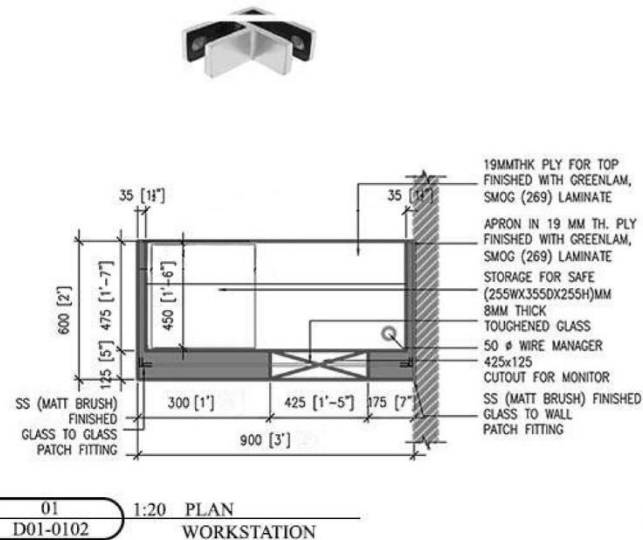
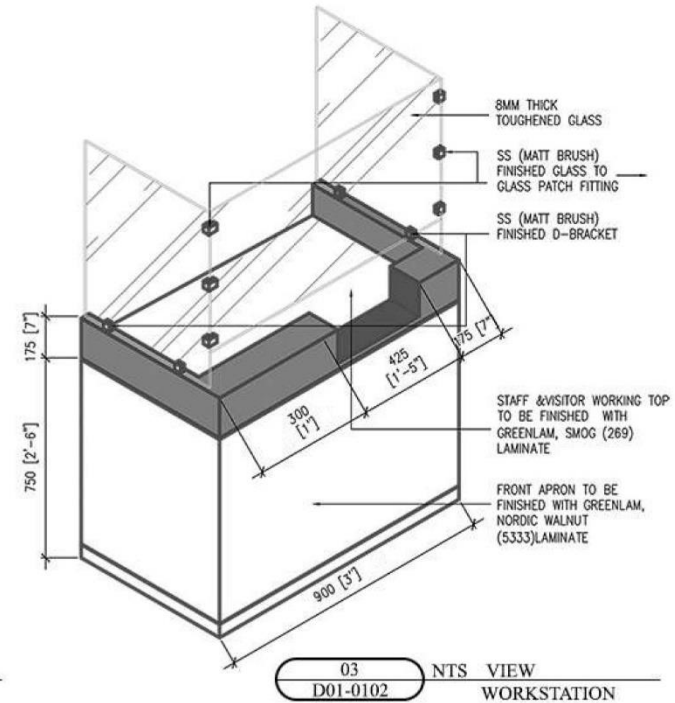
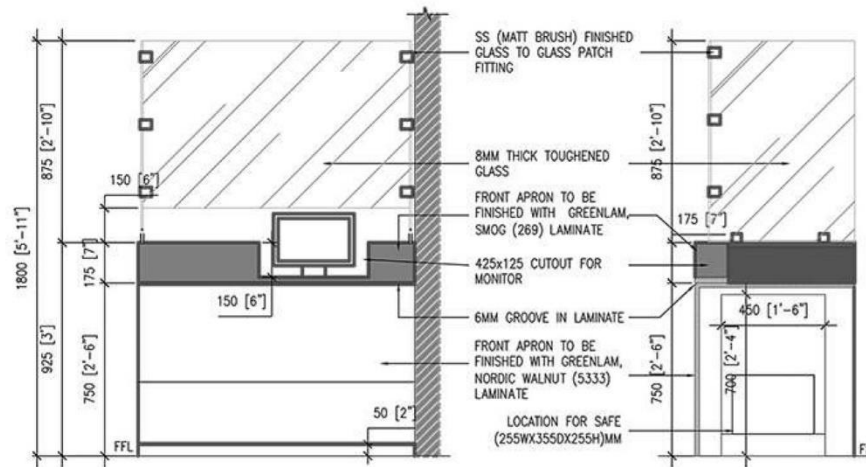
NOTE:

- TOUGHENED GLASS IS RECOMMENDED FOR SAFETY. IF 8 MM TOUGHENED GLASS IS NOT AVAILABLE, FRANCHISEE TO USE 12 MM CLEAR GLASS.
- IF GREY POWDER COATING IS NOT AVAILABLE, FRANCHISEE TO USE NATURAL ALUMINUM FINISH.

Drawings | Typical details - Furniture 1/3



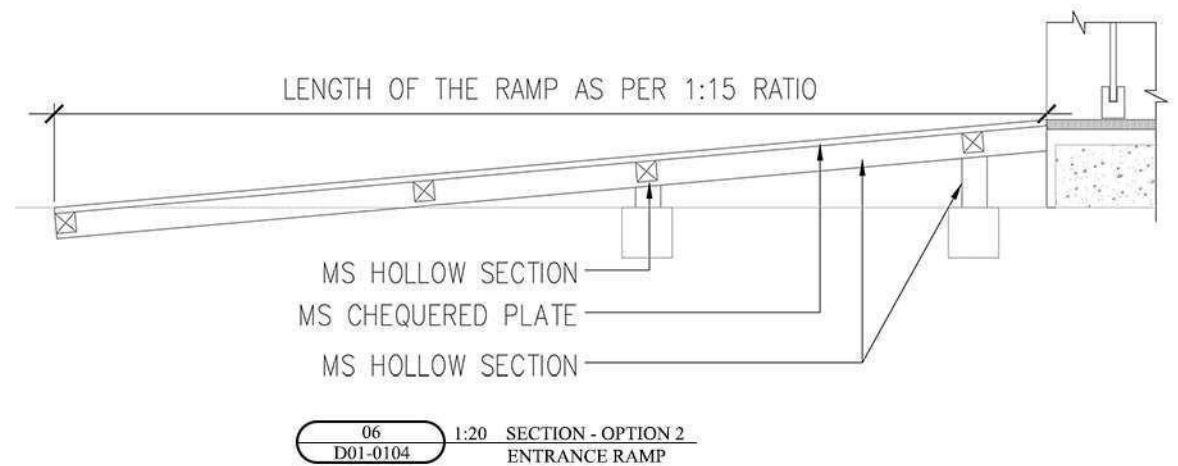
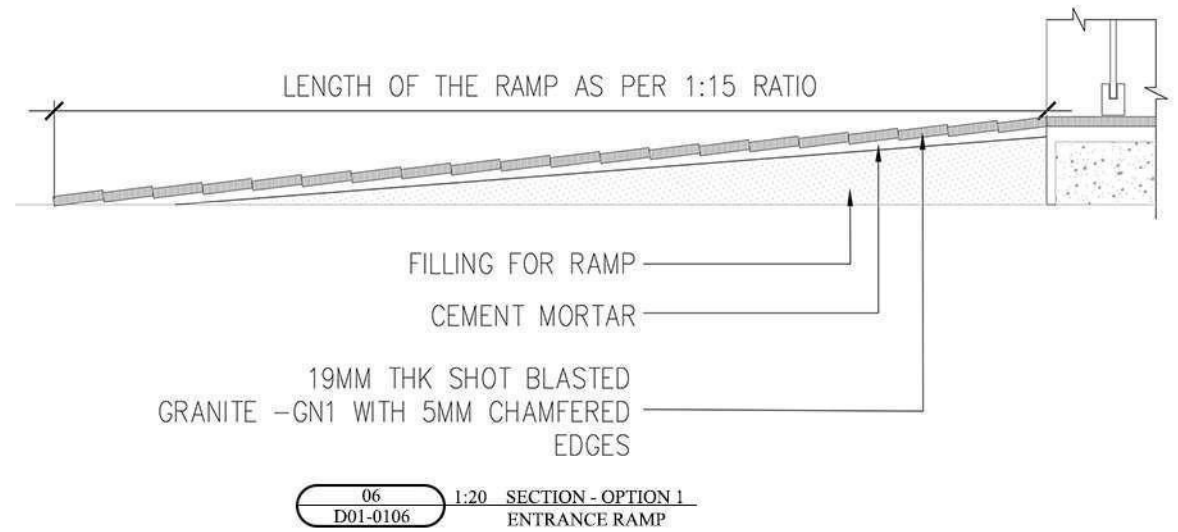
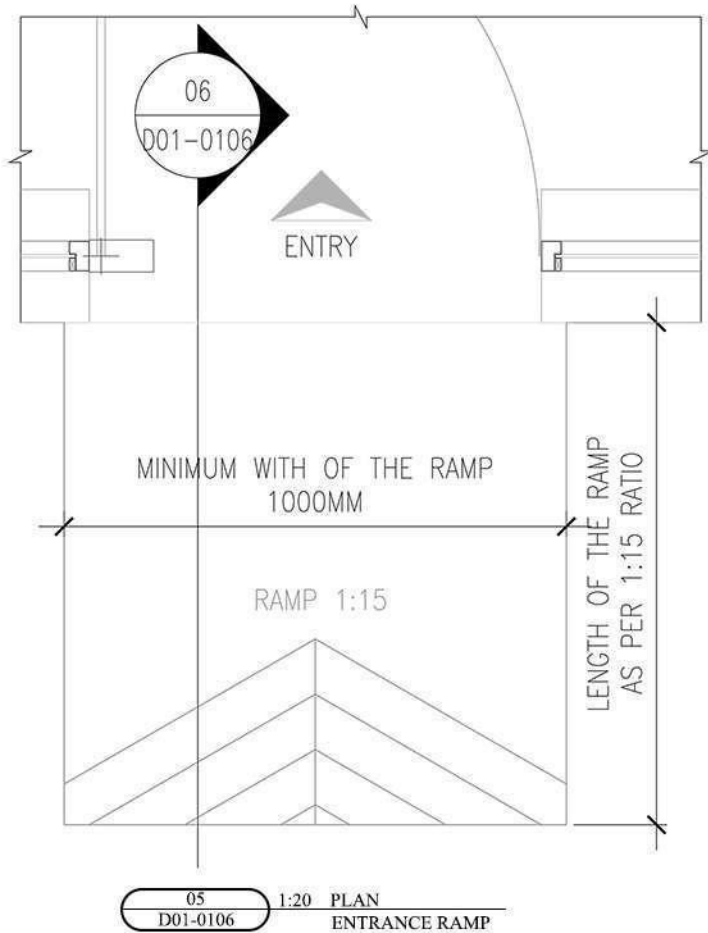
Drawings | Typical details - Furniture 2/3



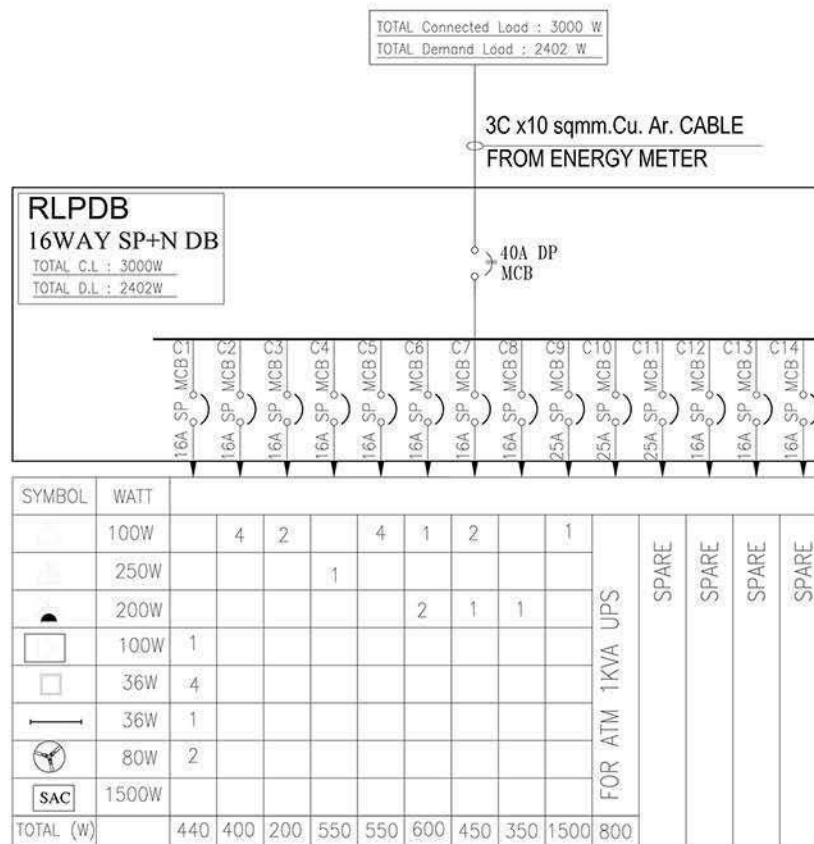
NOTE :

- COUNTER TABLE SIZE CAN BE MORE THAN 3 FEET DEPENDING UPON THE SPACE AVAILABILITY.

Drawings | Typical details - Ramp



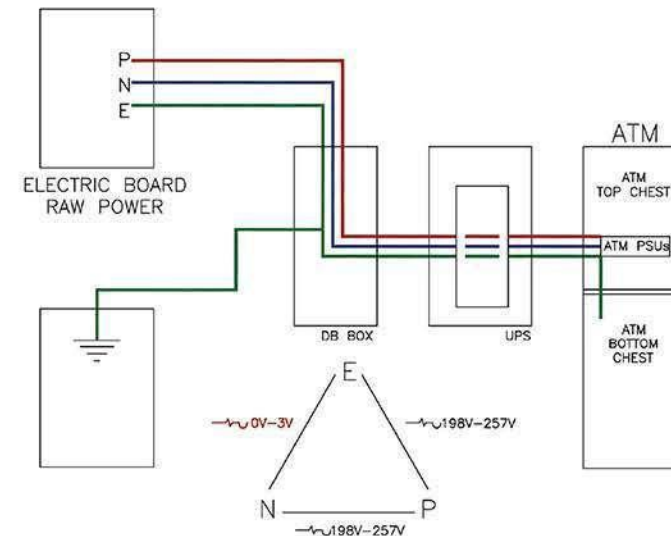
Drawings | Electrical SLD and ATM earthing diagram



NOTES:

- APPROXIMATE LOAD FOR BRONZE FORMAT - 2402 W
- FINAL LOAD TO BE CALCULATED AS PER ACTUAL SITE REQUIREMENTS.
- INVERTER OR GEN-SET LOAD TO BE CALCULATED AS PER SITE REQUIREMENTS.
- FOR ALL POWER POINTS: 3CX2.5 SQMM FRLS FLEXIBLE COPPER CONDUCTOR CABLES.
- FOR SPLIT UNIT & 1KVA UPS: 3CX4 SQMM FRLS FLEXIBLE COPPER CONDUCTOR CABLES.
- FOR ALL LIGHT & FAN CONNECTION: 3CX1.5 SQMM FRLS FLEXIBLE COPPER CONDUCTOR CABLES.
- FOR DATA AND TELEPHONE: 4 PAIR CAT 6 UTP WIRE.

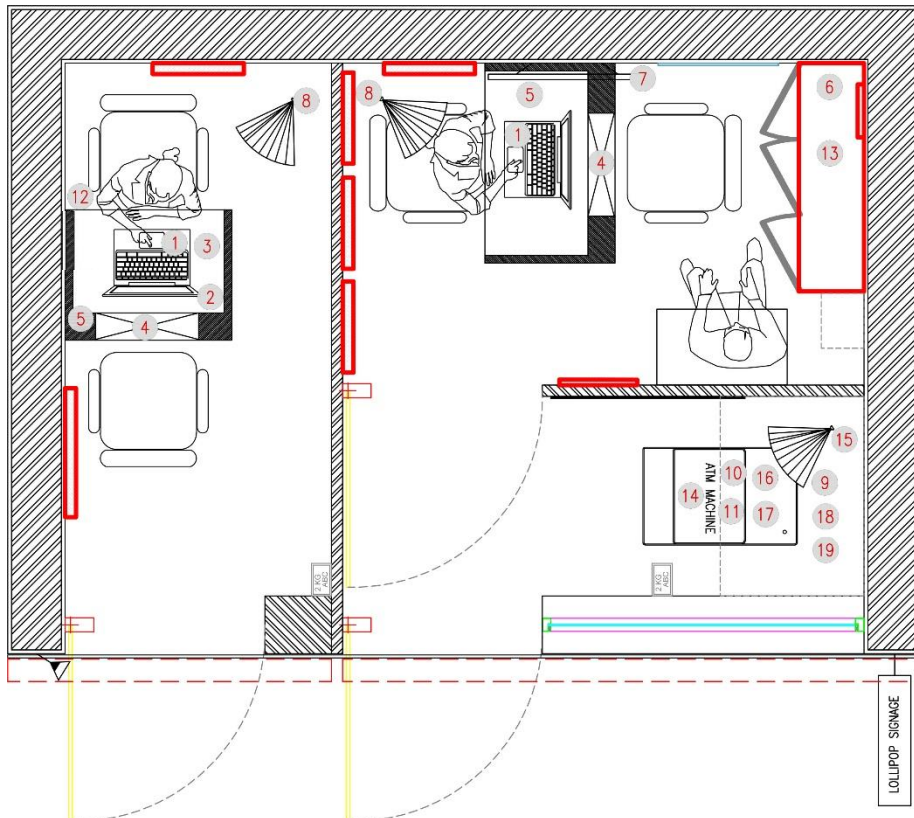
ATM EARTHING DIAGRAM



NOTE :

- PLEASE ENSURE EARTHING VOLTAGE - 0V TO 3V
- MANDATORY REQUIREMENT - EARTHING SHOULD BE MADE AVAILABLE BEFORE ATM INSTALLATION







Drawings | Typical details - Placement of Equipments



Equipments to be purchased and Installed by Franchisee

- | | | | | |
|---|---|---|---|---|
|  |  |  |  |  |
| 1. Laptop
(QTY – 2 Nos.) | 2. Single Finger Biometric Device
(QTY – 1 Nos.) | 3. Pin Pad Device with Card Swipe- Secrecy
(QTY – 1 Nos.) | 4. Display Monitor
(QTY – 2 Nos.) | 5. All in One Printer
(QTY – 2 Nos.) |
|  |  |  |  |  |
| 6. Cash Counting and Fake Currency Machine
(QTY – 1 Nos.) | 7. Digital Signage (Optional)
QTY – 1 Nos.) | 8. CCTV Camera
(QTY – 2 Nos. – BC Point - 1 Vakrangee Kendra 1-Optional) | 9. 1 KVA UPS With Batteries
(QTY – 1 Nos.) | 10. Router
(QTY – 1 Nos.) |
|  |  |  | | |
| 11. LAN Cable - 5mtr.
(QTY – 2 Nos.) | 12. Safe with Lock
(QTY – 1 Nos.) | 13. Weighing Scale
(Optional) | | |

Equipments to be Supplied by Vakrangee

- | | | |
|---|---|---|
|  |  |  |
| 14. ATM on Custodian Basis
(QTY – 1 Nos.) | 15. CCTV Camera (For ATM)
QTY – 1 Nos.) | 16. VPN Device
(QTY – 1 Nos.) |
|  |  |  |
| 17. Surveillance HDD
(QTY – 1 Nos.) | 18. POE Switch
(QTY – 1 Nos.) | 19. NVR
(QTY – 1 Nos.) |

Sr. No.	Equipment	Specification
1	Laptop	Laptop: Essential : 4GB RAM, 128/256 GB SSD Drive, Micro SD Card Slot, Windows 10 Home, 1HDMI Port, 2 USB 2.0
2	Single Finger Biometric Device	Mantra Model #MFS 100 or Morpho Model MSO1300 E3 USB
3	Pin Pad Device with Card Swipe-Secrecy	PAX POS : D180S PCI X3 Mpos
4	Display Monitor	LCD / LED Monitor: TFT-LCD / LED Panel
5	Multi Function Device	Multi Function Color Printer, Scanner and Copier
6	Cash Counting and Fake Currency Machine	Currency Counting & Fake note Detector: UV/MG/IR Detection, Feeder & Holder capacity-100 note or higher
7	UPS (Applicable for ATM Service)	1 KVA UPS with battery backup of minimum of 1 hour (Backup should be decided depending on the power situation in the Kendra location)
8	CCTV Camera for BC Point/Optional	30 Days Backup

material palette
and specifications

06

Material Palette and specifications

Laminate finish



NORDIC WALNUT
GREENLAM LAMINATE -
5333



OR AMERICAN WALNUT
- MERINO LAMINATES -
14538



SMOG
GREENLAM LAMINATE -
269



MISTY GREY - MERINO
LAMINATES - 21039



FROSTY WHITE
GREENLAM LAMINATE
- 113

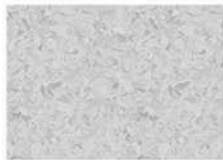
Flooring



600 X 600 ESCARA LIGHT
GREY TILES, SOMANY



OR GRANITE GRIS MATT
KAJARIA TILES



VINYL FLOORING - GENTLE
GREY ARMSTRONG



VINYL FLOORING - SMOKEY HILLS
- RESPONSIVE FLOORING



BLACK GRANITE

Flooring



CLASSIC IVORY, WELSPUN
FLOORING LPT - 1039354



SANDCASTLE, WELSPUN
FLOORING LPT - 1039364

Lights



2'X2' CEILING LIGHT WITH
EDISO LED AND PHILIPS
DRIVER

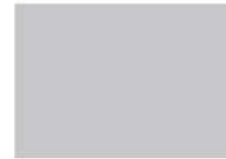


6" SQUARE 2C18W LED
LIGHT - SYSKA/HAVELS/
PHILIPS

Wall



PLASTIC PAINT MORNING
GLORY (0765) ASIA PAINT



PLASTIC PAINT - COLD
FLINT (8289) ASIAN PAINT

Aluminum Finish



GREY POWDER COATED
(RAL 9004)
(OPTION 1)



NATURAL ALUMINIUM
FINISH (OPTION 2)

Ceiling



2'X2' ARMSTRONG GRID
CEILING



INDIA GYPSUM CEILING



PLASTIC PAINT MORNING
GLORY (0765)

MATERIAL SPECIFICATIONS

	Option 01	Option 02	Option 03
Commercial Plywood/boards	Century Plywood	Greenply	Anchor or any local make
Paints	Asian Paints	Dulux paint	
ACP	Alucobond	Alstrong	Alstone
Furniture Hardware	Enox	Ozone	Local make as per availability
Glass	Float glass- Modiguard, Float glass - St. Gobain	Toughened Glass is preferred in all areas Considering the safety aspect	
Rolling shutter	G.I Perforated Type finished with white synthetic enamel paint	Corrugated finished with white synthetic enamel paint	Local make as per availability
Wires	Polycab	Finolex	RR Cables
Switches/Socket	Anchor Roma	Legrand	Hevalls
MCCB/MCB	Legrand	Schneider	Siemens
DB	Legrand	Schneider	Siemens
Telephone wire/Data/CAT 6	D-Link	POLYCAB	Legrand
UPS	Emerson	Socomech	Numeric

The new design incorporates materials and textures that have been selected to create new experience for customers at Vakrangee Kendra.

A neutral base palette has been used which will allow durability and longevity in the design.

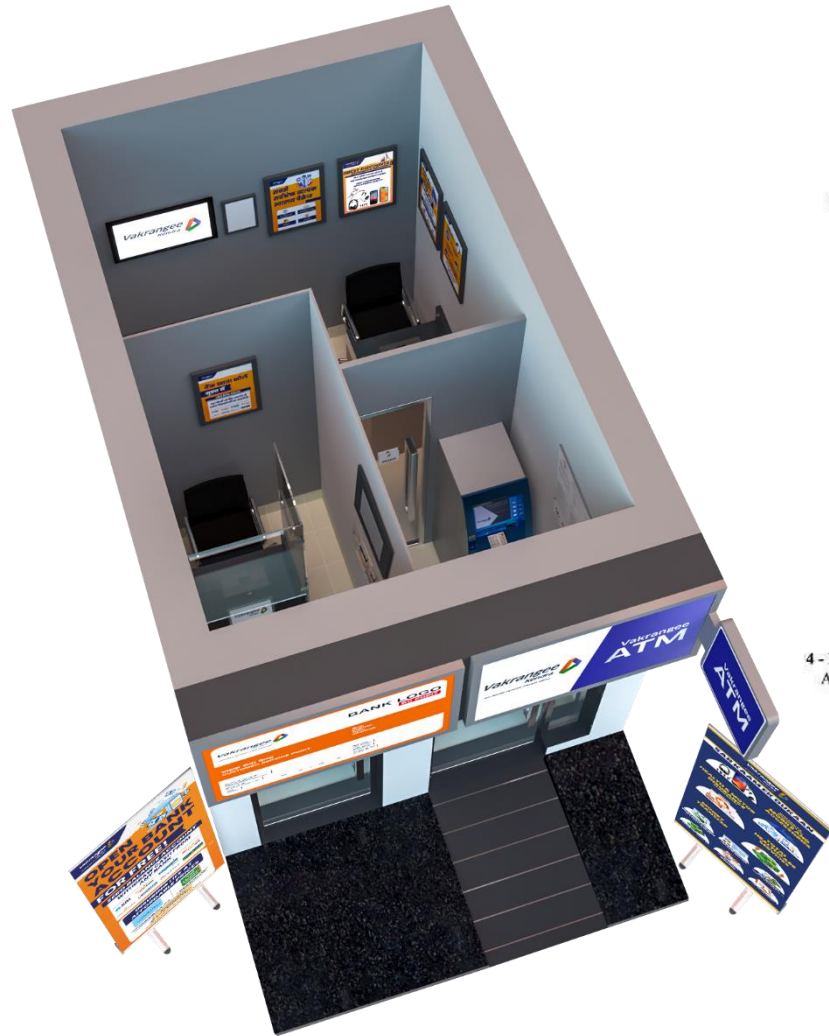
The combination of finishes and graphics creates authenticity and variation within the palette to allow flexibility.

- A neutral base palette allows for longevity
- The graphics are carefully chosen and created and kept light and bright for a sense of comfort

furniture overview

07

Furniture overview



1 - STORAGE : 1200 MM AS PER
DETAIL



2 - WAITING BENCH : 600 MM /
900MM AS PER DETAIL



3 - WORKSTATION (OUTSIDE) :
1200MM AS PER DETAIL



3 - WORKSTATION (INSIDE) :
1200MM AS PER DETAIL



4 - EXECUTIVE CHAIRS (OPTION 1) :
AMARDEEP/FEATHERLIE/GODREJ
OR SIMILAR MAKE
FABRIC: BLACK COLOUR



4 - EXECUTIVE CHAIRS (OPTION 2) :
AMARDEEP/FEATHERLIE/GODREJ
OR SIMILAR MAKE
FABRIC: BLACK COLOUR



5 - CUSTOMER CHAIRS (OPTION 1) :
AMARDEEP CHAIRS/FEATHERLITE/
GODREJ OR SIMILAR MAKE
FABRIC: BLACK COLOUR



5 - CUSTOMER CHAIRS (OPTION2) :
AMARDEEP CHAIRS/FEATHERLITE/
GODREJ OR SIMILAR MAKE
FABRIC: BLACK COLOUR



* Optional - Only in case of space limitations Round Stool can be used



6 - CUSTOMER CHAIRS (OPTION 1) :
AMARDEEP/FEATHERLIE/GODREJ
OR SIMILAR MAKE
FABRIC: BLACK COLOUR

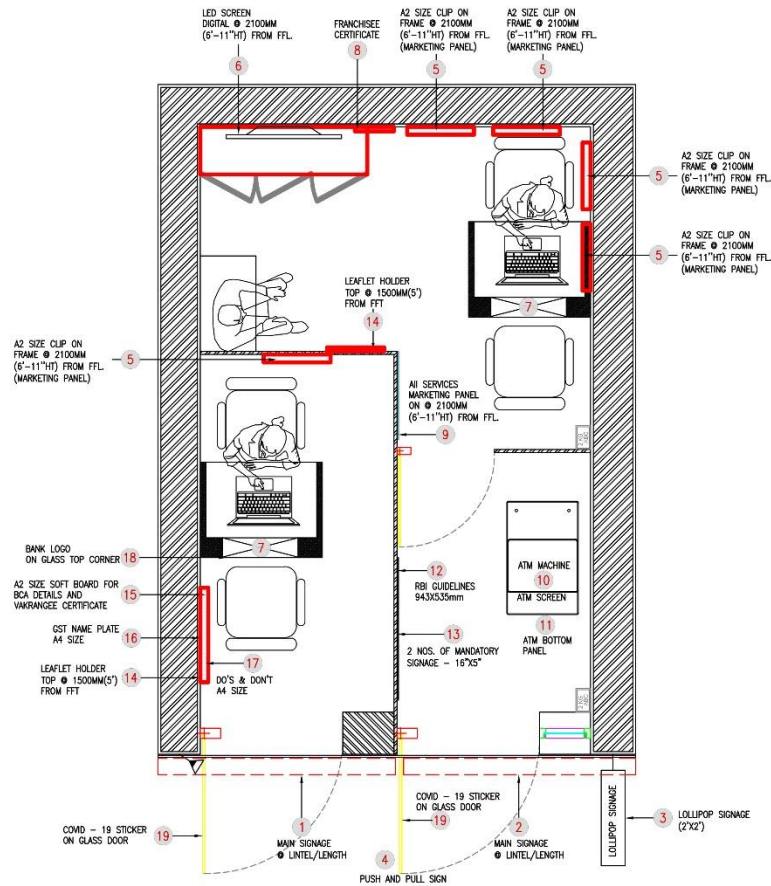
6 - CUSTOMER CHAIRS (OPTION 2) :
AMARDEEP/FEATHERLIE/GODREJ
OR SIMILAR MAKE
FABRIC: BLACK COLOUR

* Images are for reference only

Marketing elements
and signage

08

Marketing element and signage



7-Digital Screen

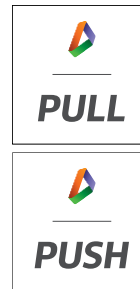


1



2

1 & 2 - Main Signage @ lintel level - length as per site. Artwork will be provided by Vakrangee



4- Push and pull sign – 5”x 5”



3 - Lollipop Signage 600x600mm



05

A2 size clip on frame @ 2100mm (7ft) from FFL. For Marketing Panel



06 - LED Digital Signage

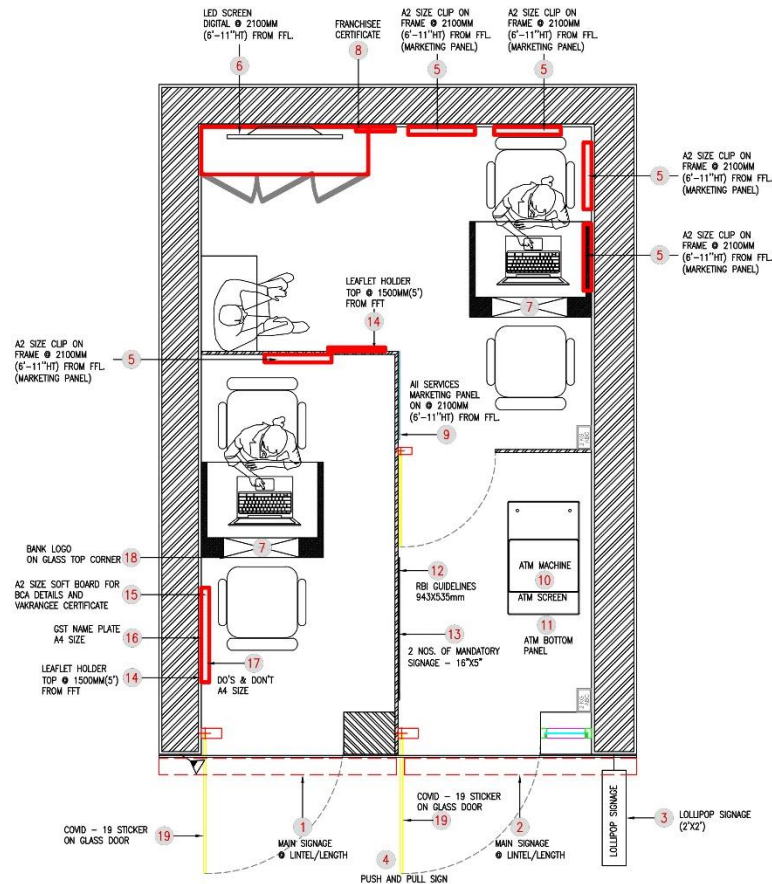


9 - A3 Size - For marketing Posters



8 - Franchisee Certificate 210x297mm. Certificate Artwork will be provided by Vakrangee. Black Photo frame to be procured by Franchisee.

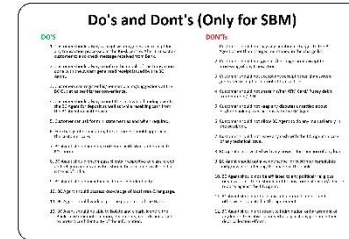
Marketing element and signage



14 - Leaflet holder 525x260mm in acrylic as per drawing



15 - (Dark grey fabric) A2 size soft board for BCA details and Vakrangee certificate



17 - Do's and Don'ts - 11.693"x8.268



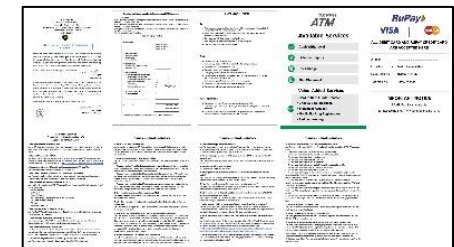
19 - Covid-19 Do's and Don'ts - 16.535"x11.693 Vinyl sun board



10 - ATM Screen
11 - ATM bottom panel 475x675 mm for marketing



3-A



3-B

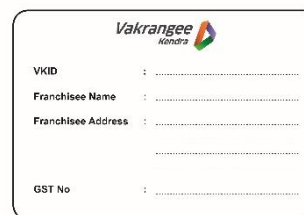
12 - RBI Guidelines 943x535mm printed on vinyl and pasted on 3 mm thick sun board



13 - 2 Nos. of Mandatory Signages - 16"x5"



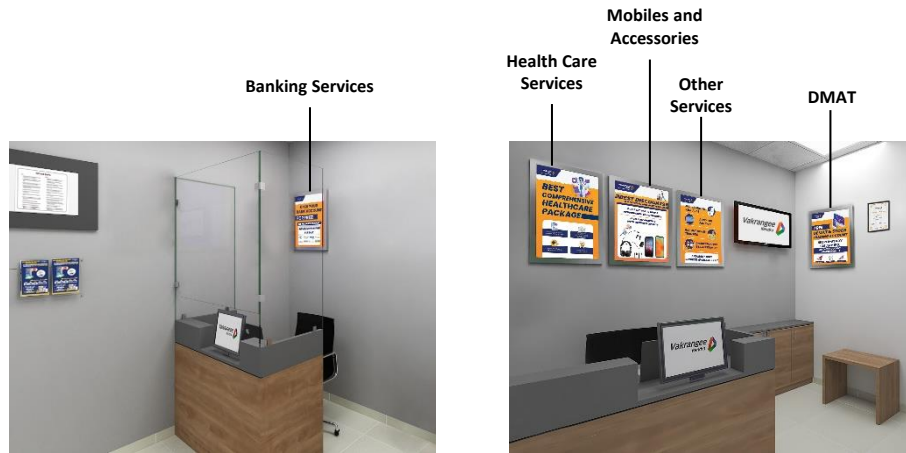
18 - Bank logo for Bank counter - 18"x24" Clear Vinyl Sticker



16 - GST Name plate - 11.693"x8.268 Vinyl sun board

Marketing element and signage

CLIP ON FRAME - A 2 Size - POSTER FIXING SEQUENCE



BC Point

Vakrangee Kendra

A3 Size - For marketing Posters



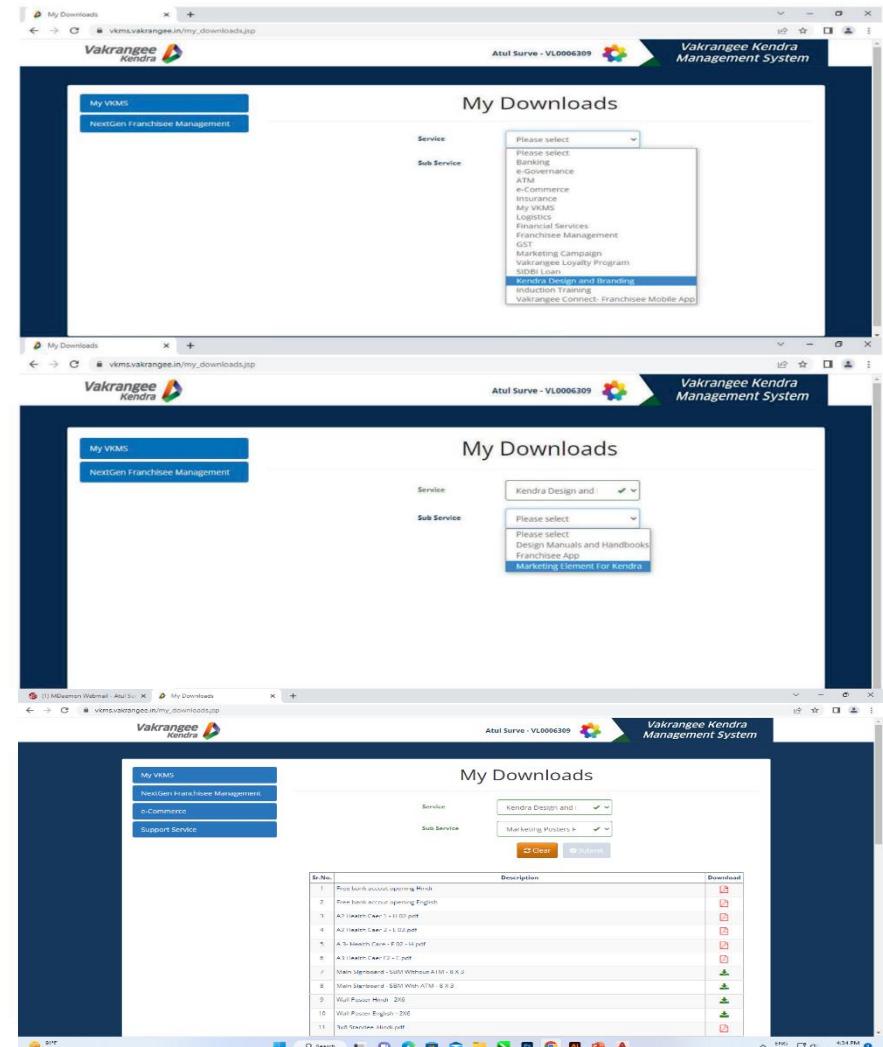
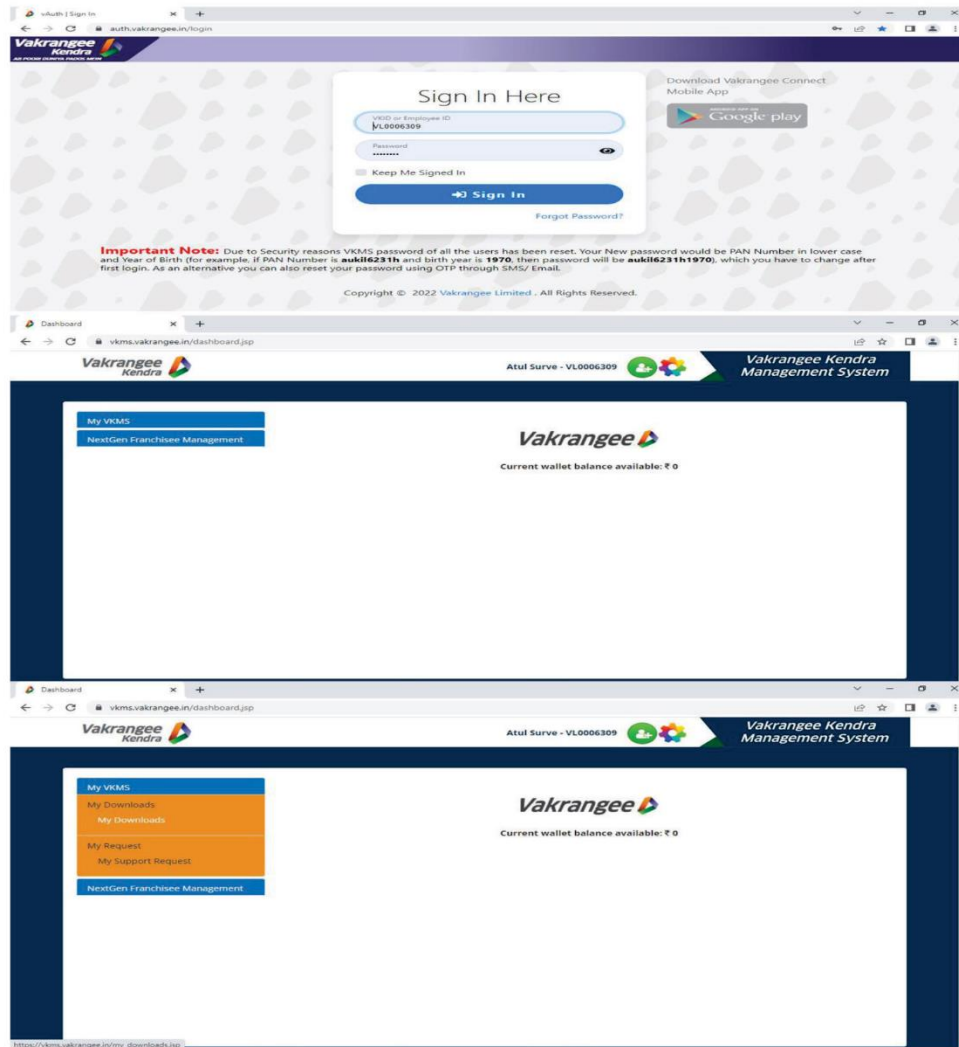
BC Point Standee



Vakrangee All Services Standee



Path to Marketing Posters for Kendra



Note :-

- Logging to VKMS.
- Click on my VKMS tab.
- Select my download option.
- In services drop down select Vakrangee Kendra Design & Branding.
- In sub services drop down select Marketing Posters For Kendra.
- Then press submit button you will get Marketing Artwork.



Covid - 19 Guidelines

09

How Does COVID-19 Spread

Our design suggestions and measures are based on the world health organization (WHO) research on the spread of COVID-19

- People can catch COVID-19 from others who have been infected by virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales.

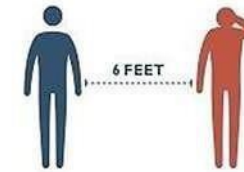
Design measure: Shielding

- These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth

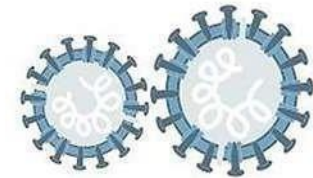
Operational measure: Sanitization

- People can also catch covid-19 if they breathe in droplets from a person with covid-19 who coughs out or exhales droplets. This is why it is important to stay more than 1 meter (3 feet) away from a person who is sick.

Planning measure: Social distancing



The virus usually spreads from **CLOSE PERSON-TO-PERSON CONTACT** through respiratory droplets from coughing and sneezing.

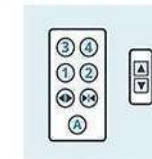


The virus may also spread **THROUGH AIRBORNE TRANSMISSION**, when tiny droplets remain in the air even after the ill person leaves the area.

...but it can also be left on objects and surfaces.



Pens



Lift buttons



Keyboard & mouse



Doorknobs



Touch-screens devices



Kitchen surfaces

So if you touch something contaminated and then shake hands or hug another person, you will transmit the virus.

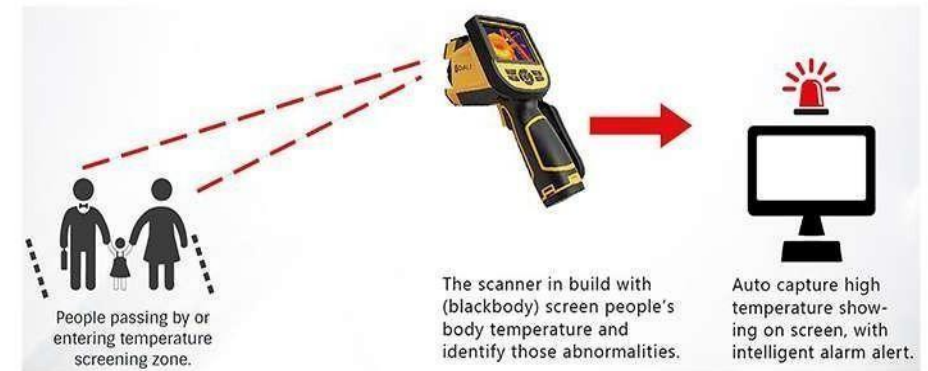


Measures I Short Term

Reference: world wide web/WHO website As governments and health officials work hard to develop a vaccine for COVID19, we've been looking at design strategies that can aid in preventing the spread of viruses within the build environment.

Measures:

- 1. Thermal Screening:** Thermal Screening at the entry for staff members and customers
- 2. Masks & Gloves:** Hand over masks or PPE to staff and customers entering the kendra. Provide antibacterial gloves to team members especially if they handle cash/parcels.
- 3. Hand Sanitisation:** Hand wash with soap or hand sanitiser stations at strategic locations. It is recommended to install automated hand wash with soap / hand sanitiser units
- 4. Shield:** Install antibacterial screens on counters to protect customer and team members
- 5. Entrance Matting:** Place mats at the entrance that could be dipped in 1% sodium hypochlorite(change 2 hours) to ensure the footwear is clean



Measures I Short Term

6. Temporary Partitions: Install temporary antibacterial partitions for social distancing or to restrict customer movement.

7. Social Distancing: Frenchie's to encourage social distancing within the kendra using floor decals, marketing posters at strategic locations and in addition, train all the staff members to follow and implement social distancing

8. MEP Guidelines: Update MEP guidelines for Frenchie's to manage the kendra. Clean water tanks and AC system before starting the kendra post the lockdown.



Thermal Screening



- Body temperature must be measured before the Staff and Customers enter the Vakrangee Kendra.
- Any abnormality to be recorded and reported to local health officials.

Maintenance Guidelines - For Kendra Interior and Branding Elements.

Franchisees are advised to follow the Maintenance Guidelines for ensuring intended life of the elements and also to keep them in good order and conditions

1. Main Sign Board:

- 1-Once in a month Clean with Mild Soap water using soft cloth.
- 2- In case of Bird shit or any other issue clean immediately with mild soap and water.

2. Vinyl / Sunboard Posters:

- 1- Once in Fortnight clean with mild soap water using soft cloth. Do not use brush or coarse material.
- 2- If corners are lifted up or become loose then use feviquick or any instant adhesives to fix it immediately.

3. Clip on Frames/ Acrylic Hanging frames.

- 1- Check fixing screws and tighten if it is loose.
- 2- Clean the frames with mild soap water using soft cloth.

4. Leaflet Holder:

Wipe with soft cloth as and when required. Do not use force.

5. Floor Mat/Vitrified Tiles:

Weekly cleaning using mild soap water or as and when required.

6. Wall Paint:

Monthly cleaning with soft wet cloth in case of Distemper or Oil paint.

7. Wooden Furniture:

Monthly cleaning with dry or wet soft cloth.

8. Door Glass /Counter table Glass:

Clean Glass regularly using glass cleaning liquid.

9. LED lights:

Regular cleaning with soft wet cloth.

10. Door Mat:

Regular cleaning by dipping in 1% Sodium Hypochlorite.

11. Chairs/ Waiting Bench:

Regular cleaning with soft wet cloth.

12. Dustbin:

- 1- Destroy contents of the Dustbin daily.
- 2- Use plastic Dustbin bags.
- 3- Wash daily with Dettol water or use disinfectants.

Advisable:

- 1- Disinfect daily whole Kendra using approved disinfectants.
- 2- Do regular pest control of Kendra.

Vakrangee Limited

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Thank You

| www.vakrangee.in |

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