

GENERAL RULES AND REGULATIONS FOR UPKEEP, CLEANLINESS AND MAINTENANCE OF PREMISES BY RESIDENTS

1. Short Title and Applicability

1.1. These Rules shall be called the “Rules for Upkeep, Cleanliness and Maintenance of Premises by Residents”.

1.2. These Rules shall apply to all members, flat owners, tenants, occupants, family members, domestic help, visitors and other persons using the premises of the Society.

1.3. These Rules shall be read with the Delhi Cooperative Societies Act, 2003, the Delhi Cooperative Societies Rules, 2007, the registered bye-laws of the Society, applicable municipal regulations, fire-safety requirements and other applicable laws.

1.4. The purpose of these Rules is to maintain cleanliness, hygiene, safety, structural integrity, peaceful enjoyment and the proper upkeep of individual flats and common areas.

2. General Responsibility for Upkeep

2.1. Every flat owner and occupant shall maintain the flat in a clean, hygienic and safe condition and shall take reasonable steps to prevent damage to neighbouring flats and common property.

2.2. The owner shall be responsible for repairs and maintenance falling upon the owner under applicable law, the registered bye-laws and the relevant ownership or occupancy documents.

2.3. A tenant or other occupant shall be responsible for routine cleanliness and for damage caused by that occupant, household members, guests or persons engaged by them, subject to applicable law and the tenancy agreement.

2.4. Residents shall cooperate with the Society in carrying out lawful maintenance, sanitation, pest-control, fire-safety and other common-area upkeep activities.

3. Cleanliness Within Individual Flats

3.1. Every resident shall keep the interior of the flat, kitchen, bathrooms, balconies and other private areas in a reasonably clean and sanitary condition.

3.2. Residents shall prevent the accumulation of garbage, stagnant water, food waste or other material likely to attract insects, rodents or pests.

3.3. No resident shall permit foul odours, smoke, dust, leakage or other avoidable nuisance to affect neighbouring flats or common areas.

3.4. Residents shall promptly address any condition within their control that poses a health, sanitation or safety risk to other occupants.

4. Balconies, Windows and External Appearance

4.1. Balconies, windows, ledges and other exposed portions of flats shall be maintained in a clean and safe condition.

4.2. No resident shall throw garbage, cigarette butts, liquids, food, construction debris or other articles from windows, balconies or terraces.

4.3. No resident shall shake dusty carpets, rugs, bedding or similar articles in a manner that causes nuisance or deposits dust or debris on other flats or common areas.

4.4. Clothes, plants, flowerpots, fixtures and other articles shall be placed securely so as not to endanger persons below or damage the building.

4.5. External alterations, installations, enclosures, grills, signage or modifications affecting the façade, structure or common services shall comply with applicable law and any valid approval requirements under the Society's bye-laws.

4.6. Residents shall not make unauthorised alterations to external drainage pipes, rainwater outlets, building façades or other common installations.

5. Common Areas and Passages

5.1. Corridors, staircases, lift lobbies, entrances, fire exits, terraces and other common areas shall be kept clean and unobstructed.

5.2. Residents shall not store furniture, footwear racks, bicycles, cartons, construction materials, waste or other personal belongings in common areas in violation of applicable Society rules or fire-safety requirements.

5.3. No resident shall spit, litter, dump waste or discharge liquids in common areas.

5.4. Common facilities shall not be damaged, defaced, misused or altered without lawful authorisation.

5.5. Residents shall promptly report broken tiles, damaged railings, defective lighting, exposed wiring, blocked drains or other defects requiring Society attention.

6. Garbage Disposal and Waste Segregation

6.1. Residents shall segregate household waste in accordance with applicable municipal rules and the Society's notified waste-management arrangements.

6.2. Wet waste, dry waste, domestic hazardous waste and other categories shall be handled and disposed of as required by the applicable system.

6.3. Waste shall be placed only at the designated collection points or handed over through the prescribed collection arrangement.

6.4. Residents shall not throw waste into drains, sewers, landscaped areas, parking areas or vacant spaces.

6.5. Sanitary waste, broken glass, sharp objects and other potentially hazardous household waste shall be securely wrapped or otherwise handled in accordance with applicable instructions.

6.6. Bulk waste, discarded furniture, electronic waste and renovation debris shall be disposed of through the appropriate authorised collection or disposal arrangements.

7. Prevention of Seepage, Leakage and Water Damage

7.1. Residents shall ensure that taps, plumbing fixtures, washing machines, water heaters and other water-consuming installations are maintained in proper working condition.

7.2. Any leakage, seepage, overflowing water tank, blocked drain or plumbing defect likely to affect neighbouring flats or common property shall be attended to promptly.

7.3. Where leakage originates from an individual flat, the concerned owner or responsible occupant shall cooperate in identifying and rectifying the cause, subject to the applicable legal responsibilities.

7.4. Where the defect relates to common pipes, structural components or Society-maintained services, the matter shall be reported promptly to the Society for necessary action.

7.5. Residents shall not obstruct access to common service shafts, drainage lines or inspection points where lawful access is required for repairs.

7.6. Responsibility for repair costs shall be determined by the source of the defect, applicable law, registered bye-laws and any relevant contractual arrangement.

8. Repairs, Renovations and Civil Work

8.1. Repairs and renovation work shall be carried out in a manner that minimises disturbance, dust, noise and damage to neighbouring flats and common areas.

8.2. Residents shall inform the Society before undertaking work that materially affects structural elements, common services, external façades or building safety, and shall obtain any approval required by law or valid bye-laws.

8.3. Structural walls, columns, beams, slabs, fire-safety installations, common pipelines and electrical systems shall not be altered without the requisite authorisation.

8.4. Construction and repair work shall be conducted during the hours prescribed by applicable law and the Society's valid rules.

8.5. Construction materials, tools and debris shall not be stored in common passages, parking areas or fire exits except where temporary placement is expressly authorised and safe.

8.6. Contractors and labourers engaged by residents shall comply with the Society's reasonable access, safety, cleanliness and waste-disposal procedures.

8.7. Any damage caused to common property or another flat during renovation shall be rectified or compensated for by the person legally responsible, following a fair assessment.

9. Pest Control and Prevention of Infestation

9.1. Residents shall take reasonable measures to prevent infestation by mosquitoes, cockroaches, rodents, termites and other pests.

9.2. Residents shall avoid leaving stagnant water in balconies, plant trays, containers or other locations.

9.3. Where an infestation affects multiple flats or common areas, residents shall cooperate with the Society in implementing reasonable pest-control measures.

9.4. Chemicals and pest-control substances shall be used safely and in accordance with applicable instructions.

10. Fire Safety and Electrical Safety

10.1. Residents shall comply with applicable fire-safety directions and shall not obstruct fire exits, staircases, hydrants, extinguishers or emergency access routes.

10.2. Electrical wiring, appliances and installations shall be maintained in safe condition, and defective wiring shall be attended to promptly.

10.3. No resident shall tamper with common electrical panels, fire alarms, emergency lighting, pumps or other common equipment.

10.4. Inflammable materials, hazardous substances and gas cylinders shall be stored and used only in accordance with applicable law and safety requirements.

10.5. Electric-vehicle charging equipment and other high-load installations shall be installed only in accordance with applicable electrical-safety requirements and the authorised Society arrangements.

11. Parking Areas and Vehicle Upkeep

11.1. Residents shall keep allotted parking spaces reasonably clean and shall not use them for unauthorised storage or activities that create a fire, sanitation or safety hazard.

11.2. Vehicles shall not be washed or repaired in common areas where prohibited by the Society's valid rules or applicable regulations.

11.3. Oil, fuel, coolant or other leakage from vehicles shall be addressed promptly by the person responsible.

11.4. Residents shall not obstruct driveways, access roads, drains or emergency routes.

12. Gardens, Lawns and Landscaping

12.1. Residents shall not damage plants, trees, lawns, hedges or landscaped areas maintained by the Society.

12.2. Household waste, construction debris or discarded items shall not be dumped in landscaped areas.

12.3. Residents shall not cut, remove or materially alter trees or common landscaping without the necessary authority and approvals.

12.4. Watering, gardening and other activities shall be carried out in a manner that does not cause avoidable water wastage, seepage or nuisance.

13. Domestic Help, Contractors and Visitors

13.1. Residents shall inform their domestic help, contractors and other persons engaged by them of the applicable cleanliness, waste-disposal and safety requirements.

13.2. Residents shall take reasonable steps to ensure that persons engaged by them do not damage common property or leave waste and debris in common areas.

13.3. Any damage caused by a contractor or service provider shall be addressed in accordance with the relevant contract, applicable law and valid Society rules.

14. Inspection, Reporting and Rectification

14.1. Residents shall promptly notify the Society of defects affecting common property, structural safety, sanitation, drainage, fire safety or essential services.

14.2. The Society may arrange inspections of common areas and may request cooperation from residents where a suspected defect materially affects neighbouring flats or common services.

14.3. Entry into an individual flat shall ordinarily require the occupant's consent or another lawful basis. In an emergency, entry shall be governed by applicable law and the circumstances of the emergency.

14.4. Where a resident is responsible for a defect or nuisance, the Society may issue a written notice describing the issue and requesting corrective action within a reasonable period.

15. Complaints and Dispute Resolution

15.1. Complaints concerning cleanliness, seepage, waste disposal, noise, damage or other upkeep issues may be submitted in writing to the Society's authorised office.

15.2. Complaints should identify the relevant flat or location, the nature of the problem and any available supporting particulars.

15.3. The Society shall deal with complaints impartially and may seek clarification from the persons concerned before recommending or directing corrective measures within its lawful authority.

15.4. Disputes regarding the source of leakage, responsibility for repair costs or damage to private property shall be addressed under the applicable bye-laws, ownership documents, agreements and legal remedies.

16. Breach and Enforcement

16.1. The Society may issue a written advisory or notice where a resident is found to have breached these Rules.

16.2. The notice shall, where appropriate, specify the alleged breach, the corrective action required and a reasonable period for compliance.

16.3. Any penalty, recovery of repair costs or other adverse measure shall be imposed only where authorised by applicable law and valid bye-laws, following the prescribed procedure.

16.4. The Society shall not impose arbitrary charges, disconnect essential services, forcibly enter a flat or take coercive measures except as lawfully authorised.

16.5. Where a condition poses an immediate threat to health, fire safety or structural safety, the Society may take reasonable emergency measures within its lawful powers and notify the appropriate authorities where necessary.

17. Responsibilities of the Managing Committee

17.1. The Managing Committee shall arrange for the reasonable upkeep of common areas and common services in accordance with the Society's budget, applicable bye-laws and lawful resolutions.

17.2. The Society shall maintain reasonable arrangements for waste collection, drainage, common lighting, sanitation and the reporting of maintenance defects.

17.3. These Rules shall be applied consistently to similarly situated residents, subject to their respective legal obligations.

17.4. Any amendments shall be approved by the competent body in accordance with the registered bye-laws and applicable law.

18. Interpretation and Savings

18.1. These Rules shall be interpreted consistently with the Delhi Cooperative Societies Act, 2003, the Delhi Cooperative Societies Rules, 2007, the registered bye-laws and other applicable laws.

18.2. If any provision is found inconsistent with applicable law, it shall be read down or treated as inoperative to the extent of the inconsistency, without affecting the remaining provisions where they can lawfully continue.

18.3. Nothing in these Rules shall transfer a statutory or contractual maintenance obligation from the person legally responsible to another person without lawful authority.