

**Management of construction and installations deliverable services****Service Heading: dedication of water Branching****Management Name: Hamed KHosh Alhan****Addressee type: stand holders****The form of designing the service processes for respecting the customer in accordance with the paragraph A of third law of promoting the safe administrative system and in opposition to corruption**

processes	Activity description	The required timing for activity performance	Name of Unit and the name of in charge person	The residency location and contact number	Required records
1	Request of stand holder for taking water branch to the exhibition conductor	Ten days prior to fair inauguration	Fair conductor	<a href="http://www.iranfair.com">www.iranfair.com</a>	Water request form Bm-fr-282-01
2	Request sending by conductor to the management of construction and installations	One week before inauguration	Management of construction to installation Office	Yahiya Vahedi 21912660	~
3	Receiving and studying request from the viewpoint of possibility	At most 2 days	Water unit/ Vahedi	Yahiya Vahedi 21912660	~
4	Branch delivery and or notice of inaccessibility	At most 2 days	Water unit/ Vahedi	Yahiya Vahedi 21912660	~
5	Providing the required materials	Four days before fair	Installation office of heating and cooling	Yahiya Vahedi 21912660	~
6	Taking the water main branch before carpeting the saloon floor	Four days before fair	Installation office of heating and cooling	Yahiya Vahedi 21912660	~
7	Correspondence with manger of finance for determine the costs amount	Four days before fair	Installation office of heating and cooling	Yahiya Vahedi 21912660	~
8	Picking up all the tools and equipments and space cleansing under the water person in charge cooperation and surveillance	Four days before fair	Installation office of heating and cooling	Yahiya Vahedi 21912660	~