

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197  
(SUNTEC CITY)**

**FITTING- OUT / RENOVATION MANUAL**

**OFFICE TOWER**

The information contained in the Manual and Appendices are subject to change without prior notice. While every reasonable care is taken to provide the information, MCST PLAN NO. 2197 or APM PROPERTY MANAGEMENT PTE LTD or its representatives cannot be held responsible for any inaccuracies in the Manual and Appendices.

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## **WELCOME MESSAGE**

We welcome you to Suntec City.

We compiled this Fitting-out / Renovation Manual to enable our occupants to maintain the infrastructure standards and ambience that befitting the status of the development. However, all plans and proposed works are still subject to the Building Authorities' approval.

APM Property Management Pte Ltd (APM) is the appointed Managing Agent by the Management Corporation Strata Title (MCST) Plan No. 2197 to manage the common property & facilities at Suntec City.

We endeavour to establish a long term relationship with you and offer you good management services and look forward to your co-operation & support.

While we have taken every reasonable care to provide the information in this Manual, the information contained may be subject to changes. We reserve the right to make changes to the Manual without prior notice. In addition, APM Property Management Pte Ltd and the MCST or its representatives cannot be held responsible for any inaccuracies and occupants are advised to take their own precautionary measures and to exercise reasonable care and due diligence.

## **I GENERAL**

### **1.0 OCCUPANT'S CONSULTANTS**

#### **1.1 Occupant's Consultants (Qualified Person) Responsibilities**

Occupants are required to abide by all building by-laws to submit and obtain approval from the relevant Government Authorities for all proposed fitting-out works and any future alteration and addition works to the premises. For this, occupants are to engage a Qualified Person (QP) for submission of plans. Occupant's Qualified Person (QP) is required to forward to Suntec with a undertaking letter indicating their full responsibility for submission and obtaining the final certification from the Authorities.

#### **1.2 Base Project Consultants**

Occupants may engage Suntec's Project Consultants for their fitting-out work (where applicable). The scope of works of Suntec's Project Consultants are in Appendix B. The Occupants should approach them direct to negotiate on the details.

### **2.0 INTERIOR DESIGNER/ SPACE PLANNERS**

#### **2.1 Registered Interior Designers**

Suntec maintain a list of registered Interior Designers. The list of registered Interior Designers is available for OCCUPANT'S Information upon request. Occupants may approach these Interior Designers direct for quotations and negotiations on other details. Other Interior Designers may be considered. However, this is subject to Suntec's prior review of these designer's credentials.

### **3.0 GENERAL FITTING-OUT CONTRACTORS**

3.1 Suntec maintain a list of registered fitting-out contractors. The list of registered fitting-out contractors is available for Occupant's Information upon request. Occupants may approach these contractors direct for quotations and negotiations on other details. Other fitting-out contractors may be considered. However, this is subject to Suntec's prior review (for contractors that are debar from working in Suntec City).

### **4.0 MECHANICAL (M & E) CONTRACTORS**

#### **4.1 Inhouse Fire Protection System Contractor**

To maintain the system design integrity and the consistent fire safety standards, Suntec has for the fire protection system, occupants are therefore required to engage the base Fire Protection System Contractors to carry out the fitting out woks:

|   |   |
|---|---|
| Fire Fighting Protection – Office<br>(ie. Sprinkler Work) | Chubb Singapore Pte Ltd   |
|   | 1. Mr. Gary Ho Soo Twang (Account Manager)<br>Mobile no: 9693 1827<br>Email address: gary.ho@chubb.com.sg |
|   | 2. Mr Jason Teo (Operation Manager)<br>Mobile no: 9862 1404<br>Email address: jason.teo@chubb.com.sg      |

#### 4.2 ACMV Contractors

To ensure efficient operation of the air-conditioning system, it is advisable to appoint a competent contractor (To perform air-balancing, testing and commissioning of all VAVs in the premises) – References:

|   |   |
|---|---|
| Suntec Tower One, Two, Three, Four & Five | ACA Engineering Pte Ltd<br>27 Mandai Estate #07-07 Innovation Place<br>Singapore 729931<br>Tel: 6466 1348<br>Fax: 6466 0175           |
|   | Daikin Airconditioning (Singapore) Pte Ltd<br>10 Ang Mo Kio Industrial Park 2<br>Singapore 569501<br>Tel: 6311 8686<br>Fax: 6349 7313 |

### 5.0 **LICENSED ELECTRICAL WORKER (LEW)**

#### 5.1 Suntec's LEW (Licensed Electrical Workers)

To comply with the Public Utilities Act and Regulations, the Occupant must engage Suntec's LEW to apply for power turn-on (Form CS/3) for their premises. The particulars of the LEW are in Appendix B. The Occupant shall pay the fees and expenses for such services direct to the LEW.

### 6.0 **QUALIFICATION**

#### 6.1 OCCUPANT'S Responsibility

The base Project Consultants and registered Contractors are not agents or servants of APM Property Management Pte Ltd or the MCST Plan No. 2197 (Suntec City). The Occupant remains responsible to negotiate with them for fees and details of work for their premises.

#### 6.2 Suntec's Endorsement

The list of registered Interior Designers and Contractors maintain by Suntec is not an endorsement by APM Property Management Pte Ltd of their charges, performance and standards of workmanship. The Occupants remains responsible for the supervision of their work.

#### 6.3 Suntec's Endorsement of OCCUPANT'S Submission Drawings

The endorsement of the Landlord as owner or the Management Corporation as land owner in the submission drawing does not constitute an approval on behalf of the MCST / Building Authorities. The Occupants must bear full responsibility and ensure compliance with all building by-laws and other regulations as may be introduced and applicable from time to time.

## II SUBMISSION OF DRAWINGS

### 1.0 OVERVIEW

#### 1.1 Phases

The Occupant shall submit their Fitting-out Drawings in phases; Preliminary Phase and Final Phase. The submission procedure is summarised in Table 1.

#### 1.2 Drawing Size

In each submission, the drawings shall be uniform sizes of A0, A1 and A2. The drawings shall be in metric scales of 1:10, 1:20, 1:50, 1:100 and 1:200. Following the Building Authorities' guidelines, there shall be a title block at the bottom right hand corner of the drawings, giving full information on the location of premises and the Occupant's name and address.

#### 1.3 Number of Copies

Each submission shall consist of one (01) set of black or blue line prints of A0 and A1 size.

Improper and / or incomplete drawings will not be entertained or endorsed by Suntec and Suntec shall not be responsible for any delay in the fitting-out works and / or commencement of Occupant's business operations as a result of non-compliance.

#### 1.4 Routing of submissions

The submissions shall be made to the Facilities Management & Customer Services Department of APM Property Management Pte Ltd. (Located at the MCST Office, Suntec Tower Four, #B1-65).

#### 1.5 Approval from Building Authorities

The Occupant is not allowed to start Fitting-out Work after obtaining Suntec's endorsement to their Drawings without a valid Permit to Work. They must also submit Drawings to the Building Authorities for approval within 21 days after completion of work for MAA (Minor Addition & Alterations). If there are comments and amendments from the authorities, the Occupant's Consultants shall be responsible to the Occupant to follow up and comply.

#### 1.6 Changes after Suntec's Comments

Any changes required after Suntec's comments on the Drawings must be re-submitted to Suntec for further comments.

#### 1.7 As-built Drawings

Upon completion of fitting-out work, the Occupant is required to submit to Suntec with 02 sets of paper prints of architectural and 03 sets of mechanical and electrical "as-built" drawings for records.

"As-built" drawings to be submitted with PE/LEW endorsement:-

1. As-built drawing for Electrical (electrical and power layout) and Single line drawing
2. As-built drawing ACMV and balancing report
3. As-built drawing for fire protection and FSSD Certification
4. As-built drawing for plumbing (with installation of wet pantry)
5. Any other drawings if required

## 1.8 Change of Use

Written Approval must be obtained from URA (where applicable) if there is any change of use to the premises. Technical clearance from SCDF/ LTA/ BCA are required (where applicable) through a QP (Qualified Person). Copies of such application / approval shall be submitted to Suntec City Management.

## 2.0 **PRELIMINARY PHASE**

### 2.1 Objective

The objective of the Preliminary Phase is to acquaint Suntec with the Occupant's plans, clarify discrepancies and agree on solutions with the Occupant's Consultants.

### 2.2 Contents of Submission

The submission shall comprises:

- a) Key Plan  
Showing the location of the premises.
- b) Preliminary floor plans  
(Scale 1:100, 1:50) indicating interior layout and all materials and finishes.
- c) Reflected ceiling plans  
(Scale 1:100, 1:50) indicating ceiling materials, various heights, location and type of all existing and proposed light fixtures, mechanical and electrical installations.
- d) Elevation and sections  
(Scale 1:100, 1:50) showing concept, main entrances and front entrance, including any graphics and signage. Indicate all materials, finishes and method of fixing with all materials and finishes indicated.
- e) Catalogue cut-outs  
Light fixtures and / or sketches of custom light fixtures.
- f) Mechanical & Electrical drawings  
Indicating connected electrical load (e.g. single line diagram), total cooling and air conditioning load requirements, weight and location of heavy equipment or construction material.
- g) Typical interior sections (scale 1:100, 1:50) with all materials and finishes indicated (for retails units only).

### 2.3 Costs of Submission

The Occupant shall bear the costs and expenses incurred by his Consultants for the submissions.

## 2.4 Suntec's Review

Suntec will review the drawings and advise the Occupant as to whether they are "Accepted as Noted" or "Not accepted with Comments". The Occupant must incorporate the Consultants' comments, if any, into the Drawings for the Final Phase.

## 3.0 FINAL PHASE

### 3.1 Marking of Submission

The submission shall be marked "FINAL" and stamped by the Occupant's Consultants.

### 3.2 Contents of Submission

The submission shall comprises:

- a) Key Plan  
Showing the location of the premises.
- b) Floor Plans  
(Scale 1:100, 1:50) indicating closure location, location of partitions and type of construction, placement of fixtures, floor patterns and materials.
- c) Reflected ceiling plans  
(Scale 1:100, 1:50) indicating ceiling materials, various heights, location of all light fixtures.
- d) Main entrance elevation  
(Scale 1:100, 1:50) indicating materials, colours and finishes.
- e) Signs and graphic details  
(Scale 1:100, 1:50) drawings showing elevation and section views, letter style and size, colours, materials, method of installation, method of illumination.
- f) Mechanical & Electrical drawings  
Full M&E drawings as prepared by consultants, indicating connected electrical load, total cooling and air conditioning load requirements, weight and location of heavy equipment, safes, etc, as well as masonry materials. All drawings to be endorsed by Professional Engineer.
- g) **An interior elevation sections and details** sufficient for construction (scale 1:100, 1:50 metric).
- h) **Fixture layout notice** showing number, size, finish and location of all fixtures.
- i) **Specifications** of building works.

- j) **Complete drawings and specifications** for structural. Mechanical, plumbing and electrical requirements, including details and performance characteristics regarding all fixtures, equipment and connections to the base building services, and all stamped by a Professional Engineer or Architect as required.
- k) **Mechanical & Electrical drawings** to indicate connected electrical load, total cooling and air-conditioning load requirements, weight and location of heavy equipment, safes etc, as well as masonry materials (e.g. single line diagram in distribution of electrical load, power and lighting layout).

### 3.3 Costs of Submission

The Occupant shall bear the costs and expenses incurred by his Consultants for all submissions.

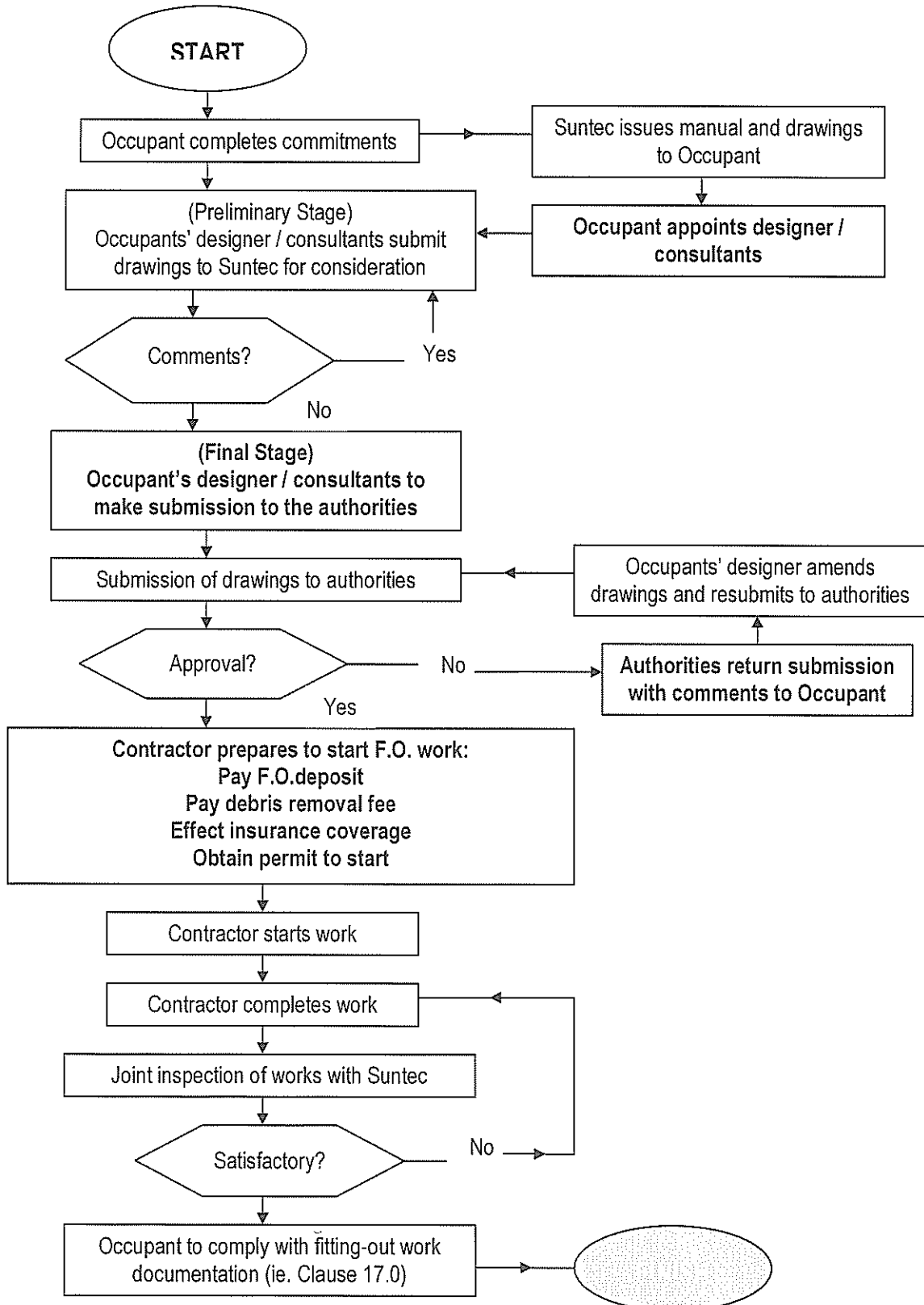
### 3.4 Suntec's Review

Suntec will review the drawings and advise Occupant as to whether the submission is "Accepted as Noted". The Occupant must incorporate Suntec's comments, if any, into the Drawings for Final Phase.

### 3.4 Approval from Building Authorities

Upon receiving Building Authorities' approval to the submission, the Occupant can then prepare to commence work at the Premises. The Occupant's Consultants are responsible to make amendments and re-submit it to the authorities through their Consultants if the authorities have comments on the drawings submitted.

**TABLE 1 : Occupant's Submission For Fitting out Work**



### **III GUIDELINES FOR DESIGN OF FITTING-OUT WORK (OFFICE)**

#### **1.0 ARCHITECTURAL**

##### **1.1 General**

The Occupant's design and construction shall comply with the Building Regulations.

##### **1.2 Lease Line of Demised Premises**

Where the main entrance of the Demised Premises is adjoining the Main Lift Lobby, the Lease Line of the Demised Premises is demarcated on the floor. The Occupant will have to design his main entrance such that they do not encroach beyond the Lease Line into the common area.

##### **1.3 External Enclosure**

- a) The external walls consist of an unitized curtain wall system of painted aluminum members and glass coated on the internal surface. The Occupant is required to take special care to avoid damaging the curtain wall trims. Making holes into the mullions or scratches to the glass coating will cause damage which is costly to repair. No drilling into or attachment to the curtain wall head, sill, glass or mullions will be permitted.
- b) No direct attachment or abutting the exterior glass of any construction is allowed. Attachments may be made to the dry lining area only.
- c) Partition ONLY to end at the mullions instead of wall to prevent future maintenance problem.

##### **1.4 Ceilings**

The Occupant may change the ceiling design and materials but the ceiling level must not be higher than the existing level. Innovative light fixtures may be used with Suntec's prior approval. No suspended loads, other than the normal suspended ceiling and lighting fixtures are to be attached to the underside of the ceiling structure without Suntec's written consent.

##### **1.5 Floors**

- a) No Heavy point loads shall be imposed on any floor areas of the Demised Premises without Suntec's written consent. No surfaces or projections potentially hazardous to pedestrian traffic will be allowed.
- b) All penetrations through the slab above or below the Demised Premises must have Suntec's prior approval. Occupant is to obtain PE's (civil or structural) endorsement on the penetration.

##### **1.6 Toilets**

Additional toilet provisions are subject to Suntec's prior approval. If additional toilets are necessary, they must be at areas within 3m from the core wall of the common toilets.

#### 1.7 Partitions

Glass in partitions may extend down to the floor level. Tempered glass is to be used where required.

#### 1.8 Internal Staircases

The Occupant of multiple floors may apply for approval to construct internal staircase between floors. Suntec may allow this on condition that:

- a) Project Consultant has studied the proposal and agreed that it is feasible.
- b) Occupant obtains all necessary approvals from Building Authorities.
- c) Occupant bears the cost of design, construction and reinstatement.

#### 1.9 Internal Mechanical & Electrical Systems

- a) The Occupant shall install his own internal communication systems, linkage & coverage of the public address system, alarm systems, fire protection systems or smoke alarm systems, alarm systems as required by the Building Regulations. To protect the integrity of Suntec's mechanical and electrical systems in Premises, the Occupant must engage only Contractors registered with Suntec for this work.
- b) The internal alarm systems must be linked to the Occupant's own monitoring agencies.
- c) If Occupant wish to link to Suntec's monitoring system (subject to approval), they MUST engage Suntec's Term Contractor to carry out the work.

#### 1.10 Doors

The Occupant must indicate on its submission the location of the main doors to the Premises. It is allowed to install doors of glass or timber designs. No aluminium and plastic doors and roller shutters will be allowed. The structural concrete floor must not be hacked to install floor closers.

#### 1.11 Sunshades

The Occupant shall install only roll up type sunshades, grey in colour as approved by Suntec to maintain Suntec's aesthetic requirements.

#### 1.12 Company Logo and Signages

- a) The design of proposed signages shall be submitted to Suntec for clearance before installation.
- b) For the Occupant occupying whole floors, Suntec may allow the company signage to be affixed to a suitable position in the Lift Lobby of that floor (subject to a Licensed Agreement).  
The Occupant is required to submit its design in large-scale drawings to Suntec for clearance prior to fabrication.

#### 1.13 Ramps

The Occupant shall indicate on its submissions the details of all proposed ramps.

### 2.0 **ELECTRICAL**

#### 2.1 Suntec's Provision and Occupant's Work

Table 2 is a summary of Suntec's provision and a Guide as to what the Occupant can do when fitting-out its Premises. However, the Occupant must still indicate its proposed work in its submission for Suntec's Project Consultant's endorsement (if necessary).

#### 2.2 Cost of Occupant's Work

The Occupant shall bear the cost of any approved addition / upgrade of mechanical and electrical works beyond the basic provisions.

### 3.0 **AIR- CONDITIONING & MECHANICAL VENTILATION**

#### 3.1 Suntec's Provision and Occupant's Work

Table 3 is a summary of Suntec's provision and a Guide to what the Occupant can do when fitting-out his Premises. However, the Occupant must still indicate its proposed work in its submission for Suntec's Project Consultant's endorsement (if necessary).

#### 3.2 Cost of Occupant's Work

The Occupant shall bear the cost of any approved addition / upgrade of mechanical and electrical works beyond the basic provisions.

### 4.0 **SANITARY & PLUMBING**

#### 4.1 Suntec's Provision and Occupant's Work

Table 4 is a summary of what Suntec has provided in the common areas. Any sanitary and plumbing works within the Occupant's premises are subject to Suntec's approval and a single line diagram / plumbing and sanitary plan (to be endorsed by PUB licensed plumber).

If coring works is required, it must be certified by a P.E. (civil/ structural) and submit to Suntec before commencement of work. The Occupant has to sign a letter of indemnity & undertaking for the works done.

#### 4.2 Cost of Occupant's Work

The Occupant shall bear the cost of any approved addition / upgrade of mechanical and electrical works beyond the basic provisions.

## **5.0 FIRE PROTECTION SYSTEM**

### **5.1 Suntec's Provision and Occupant's Work**

Table 5 is a summary of Suntec's provision and a Guide to what the Occupant can do when fitting-out its Premises. However, the Occupant must still indicate his proposed work in its submission for Suntec's Project Consultant's endorsement (if necessary).

### **5.2 Cost of Occupant's Work**

The Occupant shall bear the cost of any approved addition / upgrade of mechanical and electrical works beyond the basic provision.

**TABLE 2: Guide to Occupant's Work (Electrical)**

| ITEM                  | SUNTEC'S PROVISION   | OCCUPANT'S WORK  |
|-----------------------|--|--|
| Electrical Supply     | Standard provision terminating at Isolator in the Electrical Riser Room.                   | Installation of wiring from Isolator and Client's Distribution Board and final sub-circuit wirings for lighting and power points. Application for Singapore Power's meter. |
| Lighting              | Nil  | Wiring up of light fitting and any additions or alterations.   |
| Power Socket Outlets  | Nil  | Supply and install power wiring and socket outlets.  |
| Telephones            | Nil  | Wiring from Telecom Riser and Telephone System. Apply direct to Singapore Telecom.   |
| Public Address System | Standard provision of speakers for common areas.   | Any addition of speakers and amplifiers wiring.  |
| Emergency Light       | Standard provision in accordance with Building Authorities' Requirements for common areas. | Any addition or alteration of light and wiring required by authority.  |
| Master Antenna TV     | Tap-off points available in the extra low voltage rider room.                              | Installation of wiring from tap-off point to tenant's premises. Subscribe directly with Starhub.   |

**TABLE 3: Guide to Occupant's Work (Air Conditioning & Mechanical Ventilation)**

| ITEM   | SUNTEC'S PROVISION  | OCCUPANT'S WORK  |
|--|---|--|
| Fresh Air Supply                             | Fresh air duct to Air Handling Unit.                        | Not Applicable.  |
| Air Conditioning supply And return Air Ducts | Standard provision of air ducts.                            | Any addition or alteration to supply and return air ducts and diffusers.   |
| Toilet Exhaust                               | Ductwork and fans for toilets in common areas.              | Not Applicable.  |
| Air Conditioning Unit                        | Air Handling Unit.  | Not Applicable.  |
| Chilled water and condenser water tap-off    | Tap-off points available in common corridor or in AHU room. | Installation with meter of pipework from tap-off point to tenant is premises for its fan coil unit(s) usage chargeable at prevailing rate. |

**TABLE 4: Guide to Occupant's Work (Sanitary & Plumbing)**

| ITEM              | SUNTEC'S PROVISION                         |
|-------------------|--|
| Cold Water Supply | Supply to toilets in common areas          |
| Drainage          | Floor traps and drainage in common toilets |
| Toilet            | Toilets in common areas                    |
| Cleaners' Room    | Common areas                               |

**TABLE 5: Guide to Occupant's Work (Fire Protection)**

| ITEM                       | SUNTEC'S PROVISION                               | OCCUPANT'S WORK   |
|----------------------------|--|---|
| Sprinkler System           | Sprinklers within ceiling void and office areas. | Any addition / alteration of sprinkler to suit layout. However, a charge of S \$107/ (inclusive GST) is payable for each draining of water. |
| Wet Risers / Hose Reels    | According to SCDF/ (FSB's) requirement.          | Any Alteration to the system.   |
| Portable Fire Extinguisher | Common Areas only.                               | Any addition required by Building codes.  |
| Fire alarm                 | Common Areas.                                    | Any addition required by Building codes.  |

## **IV FITTING-OUT WORK (OFFICE TOWERS)**

### **1.0 OVERVIEW**

#### **1.1 Flow of Events**

The flow of events of the Occupant's Fitting-out is summarized in Table 1.

#### **1.2 Registered Contractors**

Suntec maintain a list of registered fitting-out contractors. The list of registered fitting-out contractors is available for Occupant's information upon request. Occupant may approach these contractors direct for quotations and negotiations on other details. Other contractors may be considered subject to Suntec's prior review.

#### **1.3 Occupant's Responsibility over Contractors**

The Occupant is to comply with all Rules and Regulations and instructions from Suntec. The Occupant shall be responsible for the conduct of his appointed designers/ contractors.

#### **1.4 Damage to Suntec's Properties**

- a) The Occupant's contractors are responsible for the satisfactory completion of fitting-out works in his Premises. They will be responsible to make good the damages to Suntec's properties. If the damage is not made good and within the period specified by Suntec, Suntec reserves the right to take all necessary remedial action and charge all costs and expenses incurred against the Fitting-out Deposit.
- b) The Occupant is also responsible for Suntec's properties in the common areas of the storey they are working on. Accordingly, if Suntec's properties on that storey are damaged and the Occupant's contractor working on that storey have not made good the damage and within the period specified by Suntec, Suntec reserves the right to take all necessary remedial action and charge all costs and expenses incurred against the Fitting-out Deposit. If more than one Contractor is involved, the costs and expenses will be shared between and among the Contractors.

### **2.0 SCHEDULING OF WORK**

#### **2.1 Permit to start**

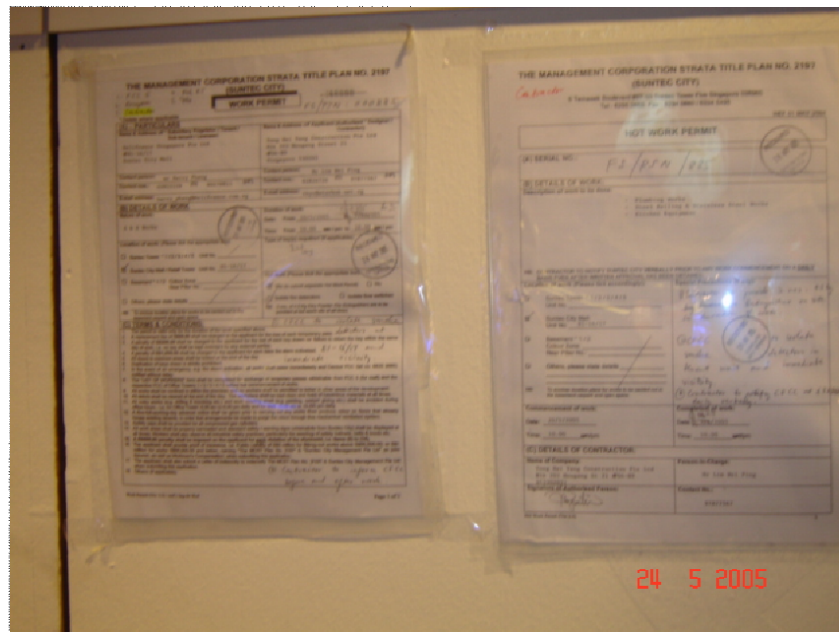
Suntec will issue "Fitting-out Permit" when the Occupant fulfils the followings:

- a) Confirmation letter from APM Property Management Pte Ltd / Subsidiary Proprietor (SP) informing new lease of unit to the Occupant.
- b) Confirmation letter from Occupant indicating their appointed Designers / Consultants / Contractors.
- c) Submitted plans of proposed work to Suntec.
- d) Provide Suntec with copies of acceptable Insurance Policy Certificate.
- e) Paid fitting-out deposit and debris removal fee.
- f) Provide names/ addresses and contact numbers of his Contractors and their work schedules.
- g) Check for defects (if any) and submit report to Suntec.
- h) Submission of letter of Indemnity/ undertaking for plumbing & sanitary works, etc (where applicable).

## 2.2 During fitting-out

During the fitting-out the Occupant / Occupant's contractor shall:

- a) post a copy of the Work Permit (page 1 original with labeled "Contractor" and page 2 photocopy) at the premises in clear plastic cover with double sided tape at reverse side and mounted properly onto the wall.



- b) make available at the premises a set of approval plans.
- c) maintain good housekeeping.
- d) not carry out noisy work or other work that causes nuisance to other occupants during operation hours, 7.30am to 7.30pm (Mondays to Fridays); 8am to 2pm (Saturdays). For All Level 4 of Suntec Tower 1, 2, 3 & 4, the avoiding hours is from 8am to 10pm daily.
- e) Arrange with Suntec for a route for delivery of building material & disposal of debris.
- f) To protect the common corridor floor with thin plywood and wall with corrugated paper at height of 1.5m (see attached photos for good protection)





### 2.3 Site Supervisor

The Contractor shall station a full time Site Supervisor to take charge of site-work. The Supervisor must be present when work is being carried out.

### 2.4 Delivery of Materials

The Occupant / Occupant's contractor is required to furnish Suntec with the delivery schedules of building materials at least 7 working days in advance. Suntec reserves the right to specify the delivery times, routes and the precautions the Occupant / Occupant's contractor must take.

### 2.5 Storage of Building Materials

The Occupant / Occupant's contractor must ensure that his building materials, goods, etc are kept in the Premises with necessary precautions to prevent pilferage. The materials must not be left in the common property areas.

## 3.0 **SECURITY**

### 3.1 Workers' Access to Site

Before starting work, the Occupant's contractors are to provide a name list of their likely workers coming to work in the premises. Workers will have to obtain the service worker passes at the **East Wing B2 Loading Bay** daily before commencement of their work.  
(near Tower 3 & 4)

### 3.2 Passes

Only persons holding security passes will be allowed into the site. They must display the passes on their persons at all times. These passes are the properties of Suntec and must be returned to Suntec at the end of the Fitting-out period. There will be a S\$50 charge for each spoilt or missing pass.

### 3.3 Working Hours

The normal working hours is from 7.30pm to 7.30am (Mondays to Fridays); from 2pm onwards (Saturdays) and Full Days for Sundays and Public Holidays.  
For All Level 4 of Suntec Tower 1, 2, 3 & 4, the normal working hours is from 10pm to 7am daily.

### 3.4 Security Arrangements for the Premises

The Occupant's Contractors shall be responsible for the security of the Demised Premises during the Fitting-out Period.

### 3.5 The Right to Search

- a) To safeguard Occupant's interests Suntec reserves the right to check and search the contents of bags or containers or any other article used to transport equipment, building materials and debris to or from the Premises.
- b) If there is any theft or mischief detected, Suntec will hand the case to the Police for investigations.

## 4.0 **INSURANCE**

### 4.1 Coverage

The Insurance Policies that the Occupant must take are All Risk Insurance Policy (Public Liability coverage) for any one claim and Worker's Compensation Policy for the workers. The Occupant must furnish Suntec with copies of the Insurance Policy Certificates or Cover Note (with payment receipt) before starting work.

Office Tower Under **Suntec REIT**, the insured parties are: "**Occupant, Contractor, HSBC Institutional Trust Services (Singapore) Limited as Trustee for Suntec REIT, MCST Plan No. 2197, APM Property Management Pte Ltd, ARA Trust Management (Suntec) Limited**".

Office Tower Under **Other SPs**, the insured parties are: "**Occupant, Contractor, MCST Plan No. 2197 and APM Property Management Pte Ltd**".

The insured amount are as follows:

| <u>Cost of Fitting Out / Renovation</u>                | <u>Insured Amount</u> |
|--|-----------------------|
| Renovation Costs >S\$300,000.00                        | \$3,000,000.00        |
| Renovation Costs BETWEEN S\$100,000.00 to \$300,000.00 | \$2,000,000.00        |
| Renovation Costs <S\$100,000.00                        | \$1,000,000.00        |

## 5.0 **FITTING-OUT / REINSTATEMENT WORK DEPOSIT**

### 5.1 Amount of Deposit

The Occupant is required to place with Suntec a refundable deposit as stipulated below:

| <b>AREA OF PREMISES</b>       | <b>DEPOSIT AMOUNT</b> |
|-------------------------------|-----------------------|
| Less than 5,000 sq ft         | \$ 5, 000             |
| 5,001 Sq ft to 10,000 sq ft   | \$ 10,000             |
| 10,0001 sq ft to 20,000 sq ft | \$ 20,000             |
| More than 20,000 sq ft        | \$ 30,000             |

Cheque to be made payable to "**MCST Plan No. 2197**". Suntec will request for the above deposit to be topped up if there is excessive penalties (non- compliance of guidelines and/ or damages caused) before renewal of the Work Permit.

## 5.2 Refund of Deposit

The Fitting-Out deposit, less any penalties imposed or costs and expenses for Suntec's remedial works (if any), will be refunded without interest after satisfactory completion of Fitting-out Work and fulfillment of all requirements. The requirements include the compliance with the entire documentation as indicated in Clause 17.0.

The Fitting- Out Deposit will be forfeited and retained by Suntec six (6) months after completion of all works including works and without compliance, to the satisfaction of Suntec, of any one of the following:

- no complete and proper submission of documents; or
- no relevant / final authorities' approvals; or
- no written request for refund (less all impositions, fees and penalties etc); or
- no correspondence address or latest correspondence address given.

## 5.3 Penalty

- A S\$500.00 penalty will be imposed on the contractor & / or occupier for each violation of Fitting Out Guidelines.
- A \$700.00 will be imposed on the contractor & / or occupier for violation that caused damages to Suntec's common area/ tenanted units/assets, goods or belongings.
- A \$1,000.00 penalty will be imposed for each activation of false fire alarm.
- All penalties will be deducted from the Fitting Out/ Reinstatement Deposit.

## 6.0 UTILITIES

### 6.1 Electricity

Before commencement of fitting-out work, the Occupant's contractor shall apply to Suntec for temporary electricity supply to the Premises. Occupant is to apply to SP Services/Tuas Power directly for metering to the premises. Meters are to be installed in Occupant's name, and the Occupant is to carry out his own wiring installation and pay all SP Services/Tuas Power charges. The Occupant is to ensure that this part of work is completed before operating in the premises.

### 6.2 Water

The Occupant's Contractors are to arrange with Suntec for water supply to facilitate fitting-out work. A PUB sub-water meter shall be installed by the Occupant if there is any toilet or wet/ dry pantry (where applicable) within the Occupant's areas.

## 7.0 SAFETY PRECAUTIONS

### 7.1 Occupant's Responsibility

The Occupant must carry out all fitting-out works with due care to avoid injury and damage to persons and property. The Occupant's Contractors must also take appropriate safety measures for their workers on site

## **7.2     Rules & Regulations**

The Occupant and contractor must adhere strictly to Suntec's Rules and Regulations which are, but not restricted to, the following:

- a)     No open fire or heating for boiling of water, cooking or other purposes within the building;
- b)     No smoking which include dispose of cigarette butts on site;
- c)     Safety warning signs must be provided and displayed where necessary;
- d)     When on site, all workers shall use the appropriate safety equipment;
- e)     The Occupant shall provide and maintain adequate portable fire extinguishers (dry powder type) at the Premises.
- f)     To carry out Pest Control in the unit(s).

## **8.0     NOISE, SMOKE AND DUST NUISANCE**

### **8.1     Avoidance of Nuisance**

All work such as spray painting, gluing of carpet or varnishing and those that create noise, smoke and dust nuisance must be avoided. For such works, they must be done only outside normal working hours. Arrangement to be made to purge the odour/smell through the mechanical system as a secondary measure. Contractor must provide extraction fans and flexible ducts to facilitate odour extraction at the respective floors during and after the works.

### **8.2     Temporary Hoarding, Dust Screens and Ventilation**

During fitting-out work, the premises shall be enclosed on all sides with full height gypsum board hoarding & painted with an approved colour code – Nippon Matex Cloud BS00A01 (for APM's office occupants). The supply and return air ducts in the premises shall be sealed off or fitted with filtration devices. The Contractor shall also provide ventilation fans. Installation of filter at ACMV ducting to prevent dust from choking the system is a must before the commencement of the work.

## **9.0     HACKING AND WET WORK**

### **9.1     Coring and Hacking**

No coring or hacking of the floor slabs and walls will be allowed. Hacking may be allowed only with Suntec's written approval and clearance from Suntec's Consultant Engineer or a qualified P.E. (civil/ structural).

Coring works need at all the respective departments to counter sign on the Work Permit.

### **9.2     Wet Work**

The Occupant's Contractors shall bring water into the premises by containers. No waterhose is allowed. There will be no wet polishing in the Office Tower. Separate work permit is required for wet works and such wet works shall be carried out ONLY after normal operation hours for the office to avoid disturbance to other Occupants.

Occupant's contractor to protect the area which mix the sand, cement and water to avoid water seeping to the lower floor.

### 9.3 Spray Paint / Works that Generate Smell and Dust

For Spray painting, contractor needs to cover all aircon return grilles. Proper protection shall be taken to separate the working area.

Spray Painting has to be scheduled on weekend. For weekdays where there are gluing/repainting, the work must stop at 5am.

Contractor to provide their own extraction fan and to discharge air into the stairwell, opened door at Level One and discharge to the Open space.

All above works need 2 working day's advance notice informing Suntec's Engineering office (Aircon section) to arrange for purging of air.

## 10.0 REINSTATEMENT WORKS (APPLICABLE ONLY TO UNITS UNDER SUNTEC REIT)

Unless otherwise stated, the scope of reinstatement works for office units as follows:

### 10.1 Electrical

- All wiring, cables, Distribution Board and switchboard to dismantle.
- Incoming cables from Electrical Riser to dismantle.
- Non original light fittings to dismantle and reinstate back to original one.
- To reinstate all approved flooring metal covers to original positions.
- All telephone and data cables to be removed.
- To arrange Service Provider(s) to remove incoming fibre optic cables (if any).
- To dismantle the security alarm and CCTV systems.
- To reinstate the PA speakers to original position as specified in the drawing provided, come with testing to ensure all speakers are in working condition.
- To maintain existing Singtel/M1/Starhub antennas at their current positions.
- To supply, install, test and commission one (1) no. of maintained fluorescent exit light fitting c/w 2-hour rating emergency power pack and one (1) no. of non-maintained emergency light fitting c/w 2-hour maintenance-free battery and accessories inclusive of all associated FR/FRT wiring and all accessories at each exit access. The lighting point(s) shall be tapped from the existing emergency lighting circuit(s) along the common corridor.
- All decommissioned KWH meters shall be returned to the relevant Authorities.

### 10.2 Aircon

- To dismantle the independent aircon system
- To dismantle the four way aircon diffuser/ addition VAVs and reinstate back to original ceiling condition.
- To reinstate the landlord aircon system and return diffuser.
- To dismantle meter and water pipe for the aircon system internal unit to AHU room.
- To provide air flow readings

### 10.3 Plumbing

- Water pipe and drain pipe for wet pantry to be removed totally and plug off.
- All decommissioned water meters shall be returned to the relevant Authority.

#### 10.4 Fire Protection

- For reinstatement of fire protection system, you are required to engage our nominated contractor, Tyco Services Singapore Pte Ltd (Gary Ho @ 9693 1827) Email : gary.ho@chubb.com.sg

#### 10.5 Building Floor

- To strip bare all finishing and to remove all stains accordingly. (cement with smooth finishing screed). Concealed floor trunking and end caps must be in place.
- To dismantle and make good furniture & fittings including terminations at water and waste

##### 1) Standard Timber Door

##### Office Tower Specifications

carpets/ tiles and reinstate to original floor condition (cement trunking and end caps must be in place

, partition, door, baffle partitions, and to make good any damage painted with 2 coats of approved white emulsion paint.

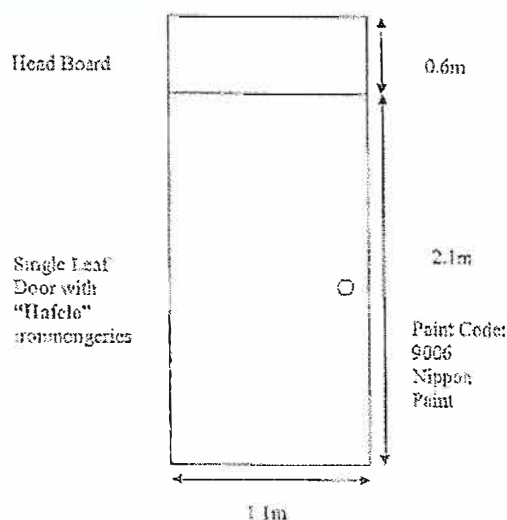
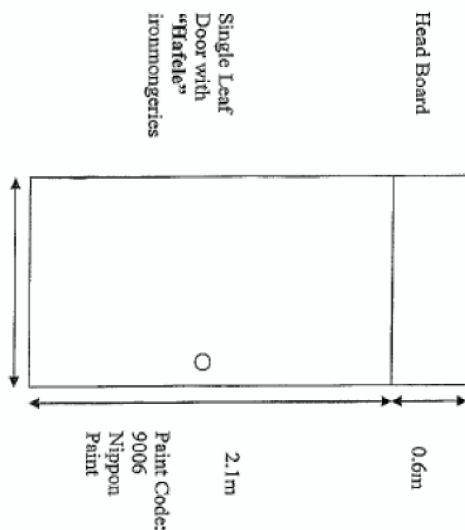
in white colour

trance with grey door. Door lock & closer to use "Hafele" brand vn and re-spray window sill.

e all partitions, partition doors, main entrance door, cabinet, ide certain false ceiling that is not original provision by the se ceiling should be reinstate to landlord's provision ceiling

blind and seal the unplugged holes.

5



- For Hafele Ironmongeries specifications for Standard timber door – The details as follows:
  - Door closer – TS4000
  - Door hinge – Hafele 4 inch , base 304

- c. Door cylinder – Hafele
- d. Door handle – Hafele

#### 10.7 Ceiling

- To remove fiber plaster ceiling( if any) and reinstate to landlord's original ceiling system, as in accordance to landlord's drawing
- To replace any damaged or worn out ceiling boards/grids. Example of worn out ceiling – holes, discolored, broken, with white patching, etc  
(Brand: Armstrong-Cirrus #574 Slim Cirrus, 600mm x 600mm x 3/4inch/SE).  
Chip Soon Aluminum Pte Ltd  
NO 54 & 56 Bendemeer Road Singapore 339 936  
Tel: 6292 0203  
Contact Person: Mrs Phua/ Melvin

#### 10.8 Paint Code / Carpet Specifications / Ceiling Board (Non- Renovated Floors at Tower 2 and 3)

- Paint codes for common corridor of office towers only  
Tower 1, 2 and 5: Nippon 0005: Vinyl silk barley white  
Tower 3 and 4: Nippon 006: Vinyl silk lily white
- Common Corridor Floor Carpet  
Supplier: Arista Interior Décor Pte Ltd  
625 Aljunied Road #02-05, Aljunied Industrial Complex Singapore 389836  
Tel: 6748 3333 Contact Person: Terry 9126 4318 ([terry@arista.com.sg](mailto:terry@arista.com.sg))  
Brand : Shaw Style: Peto II 26 Tiles 59371  
Colour: 71455 Bluegrass Jazz
- Ceiling Board  
Supplier: Chip Soon Aluminum Pte Ltd  
NO 54 & 56 Bendemeer Road Singapore 339 936  
Tel: 6292 0203  
Contact Person: Mrs Phua/ Melvin  
Brand: Armstrong  
Detail: #574BM Slim Cirrus, 600mm x 600mm x ¾ inch/SE

**\*\*Please refer to the email for the paint code/ carpet specifications/ ceilings/ skirting etc for refurbished floors at Tower 1, 4 and 5**

#### 10.9 Setting off for Office units inter-tenancy wall

The taking off of the floor area has to be done by you. As a general guideline:  
The end of the partition wall should finished and flushed with the window mullion. In the event if this is impossible, a kink should be constructed and finished to the nearest window mullion.

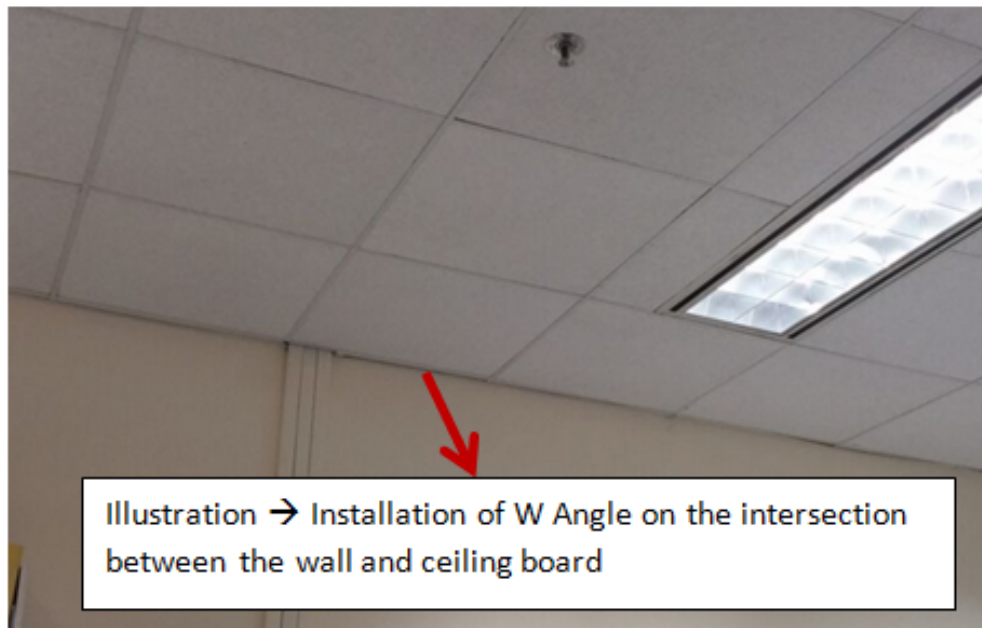
#### 10.10 Construction Method of office unit inter-tenancy wall

\* 105mm thick, single layer of 15mm 1 hour fire-rated gypsum board & insulated with 80kg/m3 rockwool.

\* 600mm x 300mm Z-shaped return air transfer duct above the false ceiling, comprising of internal insulation with rockwool, black tissue and aluminium sheet, including supports, hangers and brackets (2 nos. per inter-tenancy wall, subject to site feasibility, alternative proposals subject to approval by the Landlord)

\* Minimum 2-coat white painting to both sides of the inter-tenancy wall for wall surfaces below the false ceiling

Ceiling board installation for inter-tenancy wall as follows:



#### 10.11

##### General Cleaning

Premises to be cleaned up before handing over. Area include floor, windows , AHU Room, all risers and common area affected by the reinstatement work.

- To dismantle the curtain blinds.
- To remove all window films.
- To use grey timber door with a dimension of 2.1m by 1.1m and a headboard of 0.6m for all main entrance. All side doors to use iron mongeries of "HAFELE" brand.

Subject to landlord's agreement to retain existing glass door, please note that all retained glass doors are to be fully frosted.

Upon completion of the reinstatement, you are required to inform Facilities Management to arrange for a pre-inspection at least one week before handover date. Ceiling boards should not be covered and are to be opened up in alternate rows till inspection is completed and approved.

### 11.0 PRE-FABRICATION WORK

#### 11.1 Pre-assembly

The Occupant's Contractors shall pre-fabricate components and parts off site before bringing them to the Premises to reduce site work.

### 12.0 FACILITIES ON SITE

#### 12.1 Use of Car Park

Unless authorised by Suntec's representative, no vehicle shall be parked on site. Loading and unloading shall be done only at designated areas.

#### 12.2 Service Lifts

The Tower's Service lifts will be available to transport equipment and materials. When using these lifts, the Occupant's Contractors must follow Suntec's approved delivery schedules and must not exceed the lifts' load capacity limit. The Contractors or their workmen are not allowed to use the passenger lifts for this purpose.

#### 12.3 Toilet

A designated toilet will be available for the Contractor's use. Occupant's Contractor must ensure that this facility is not misused and shall ensure that it is clean at all times. Suntec reserves the right to withdraw the facility. Any Contractor or workmen found urinating and / or defecating in any area other than the toilet will be barred from the site.

#### 12.4 Accommodation for Workers

No worker is allowed to dwell at the site or at the Premises. Please notify Suntec City Management if you have a station security guard deployed.

### 13.0 DEBRIS REMOVAL AND OFFICE CLEANING

#### 13.1 Debris Removal

The Occupant's contractor is required to make use of the central debris removal services provided by Suntec for which he will be charged a fee. The Occupant's contractor shall arrange to convey the fitting-out debris to the open top container, provided at basement level, which will then be removed by Suntec's contractor.

#### 13.2 Debris Removal Fee (subject to review)

Renovation Work debris contractor:  
800 Super Waste Management Pte Ltd  
Contact Person :  
Ken Ong: 9785 6800

#### 13.3 Cleaning

The Occupant's contractors are required to carry out cleaning to all affected common areas including corridors, ceiling, toilets, storerooms, lobbies and walkways as and when these areas affected by the fitting-out work.

### 14.0 FLAMMABLE OR DANGEROUS MATERIALS

#### 14.1 Contractor's Responsibility

The Occupant shall obtain prior permission from Suntec to use or keep at site flammable or dangerous materials. These materials must be properly kept and stored with all necessary precautions.

### 15.0 SCAFFOLDINGS

#### 15.1 Contractor's Responsibility

The Occupant shall obtain Suntec's prior approval before erecting the scaffolding.

## 16.0 POWER TOOLS AND MACHINERY

### 16.1 Contractor's Responsibility

The Occupant's contractor must inform Suntec in advance of any heavy electrical equipment or machines that are to be brought to the site. If approved, the assembly of machinery shall be completed before they are brought to site.

### 16.2 Power Tools

If power tools are used, they must not exceed 5 amp.

### 16.3 Welding

The Occupant's contractor must obtain Suntec's approval before carrying out welding works. A 'Hot Works Permit' is needed for welding work. Should the contractor need extension of the permit, they need to renew the permit on a daily basis. The Contractor must arrange for prior notification to isolate the fire detector system. During the welding, the Contractor must provide sufficient fire safety precautions (ie. standby 2 extinguishers -dry powder type and other fire safety measures) as required by Suntec.

### 16.4 Fire Protection System (ie. Sprinkler System)

The fitting-out work may include re-location of the sprinkler pipes / heads. The Occupant's Contractors shall give at least 2 working days' advance notice to Suntec before the sprinkler system is drained. During the work period when the system is drained, the Contractor shall provide fire extinguishers and other safety measures as required by Suntec. Suntec will impose a Water borne fees of \$107/ (inclusive GST) has to be paid to MCST 2197 per draining & recharging of sprinkler water at Suntec City / Tower. Payment can be made by cheque payment or fast payment for recovery of water charges due to draining and for re-charging of the sprinkler system. All re-charging must be completed by 6pm on the same day and additional charges may be imposed if extension of time is require, subject to Suntec's approval.

All new sprinkler installation to submit to Authorities for approval and forward the As- built drawings to Suntec.

## 17.0

### 17.1 UPON COMPLETION OF WORK

~~Joint Inspection of Permit shall~~ The Occupant shall notify Suntec for a joint-inspection to verify that the fitting-out work has been completed satisfactory. During this inspection, the ceiling shall be left open.

b) The Occupant shall rectify defects pointed out and act on comments made during this inspection.

### 17.2 Documentation

The Occupant shall submit to Suntec:

b) A certificate from his Architect or Designer or Contractor stating that all works have been completed as per approved drawings. Actual fitting-out period is to be

- confirmed by his Architect or Designer or Contractor.
- b) 03 sets of architectural and 03 sets of mechanical and electrical "as-built" drawings shall accompany this Certificate. Drawings to be endorsed by the consultants.
- b) Copies of Permits and Certificates issued by or as required by all the relevant authorities on the Fitting-out work.

#### 17.3 Occupant's Responsibility over Completed Work

The Occupant will be held responsible for the supervision and workmanship of his Contractors. Therefore, it is in the Occupant's interest that he obtains from his Contractors the relevant Operation Manuals, copies of drawings and records and enter into Maintenance and Service Agreements for all installations made in the premises.

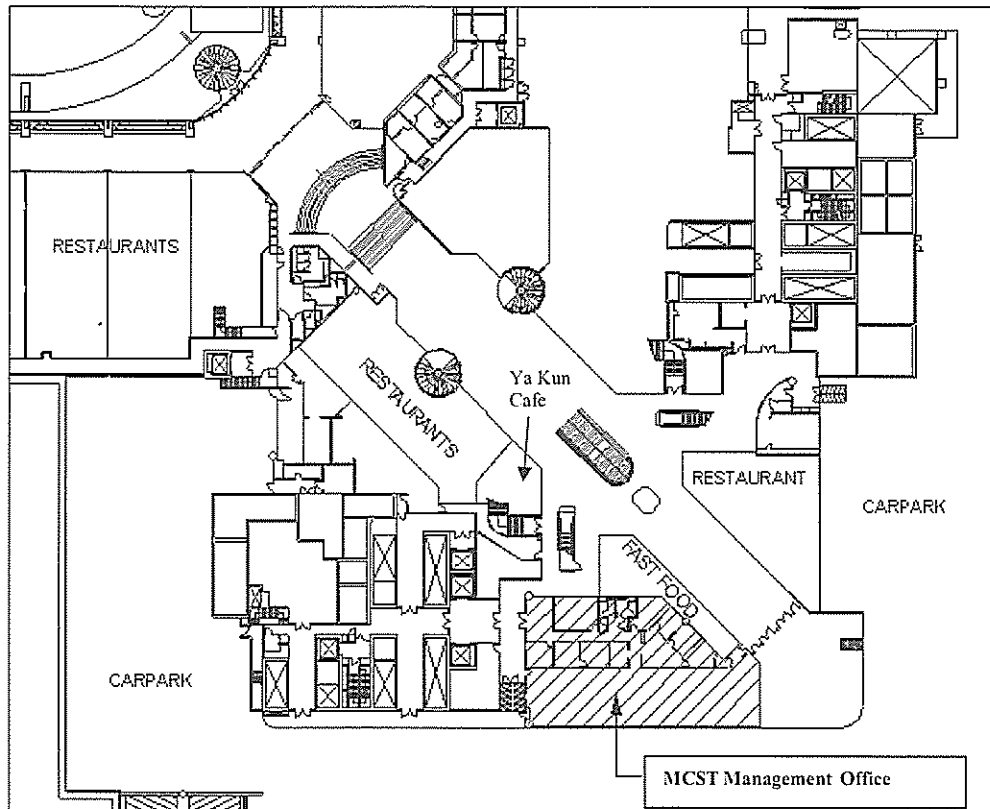
#### 17.4 Registered Inspectors

Occupant shall engage Registered Inspectors (RI), as required by the authorities, for inspecting the Occupants' architectural and mechanical and electrical works respectively on completion and to issue certificates on these works. Copies of the certificates are to be forwarded to Suntec.

#### 17.5 Opening for Business

The Occupant shall notify Suntec in writing at least seven (7) days in advance of the date he intends to open for business or occupation. This is to enable arrangement to be made for testing of air-conditioning installation and other services to ensure that they are in proper working condition.

## APPENDIX A



Tower 4, 1<sup>ST</sup> BASEMENT PART PLAN – MCST MANAGEMENT OFFICE

## APPENDIX B

### DIRECTORY OF SUNTEC CITY'S PROJECT CONSULTANTS

|   |  |
|---|--|
| Design Consultants                        | Tsao & Mckawn Pte Ltd<br>166A/B Rochor Road<br>Bugis Village<br>Singapore 188436<br>Tel No: 6337 5122<br>Fax No: 6334 0565                                   |
| Architect                                 | DP Architects Pte Ltd<br>6Raffles Boulevard<br>#04-100 Marina Square<br>Singapore 039594<br>Tel No: 6338 3988<br>Fax No: 6337 9989                           |
| Structural Engineers                      | Maunsell Consultants (S) Pte Ltd<br>#03-00 The Concourse, 300 Beach Road,<br>Singapore 199555<br>Tel No: 6299 2466<br>Fax No: 6299 0297                      |
| Mechanical & Electrical Engineers         | Parson Brinckerhoff Consultants Pte Ltd<br>#05-00 The Concourse, 300 Beach Road,<br>Singapore 199555<br>Tel No: 6533 7333<br>Fax No: 6533 7707               |
| Quantity Surveyor                         | Davis Langdon & Seah<br>1 Magazine Road<br>#05-01 Central Mall<br>Singapore 059567<br>Tel No: 6222 3888<br>Fax No: 6224 7089<br>Mr. Kwan Yuet Leong          |
| Independent Accredited Checker, Structure | Bylander Meinhardt Partnership<br>168 Jalan Bukit Merah<br>#09-01 Surbana One<br>Singapore 150168<br>Tel No: 6273 5255<br>Fax No: 6274 0788                  |
| Licensed Electrical Worker (LEW)          | Mr Ang Koh Seng<br>HP No: 9835 5119<br>Office No: 6273 3860<br>Fax No: 6278 4010<br>(For supply turn-on appointment, please<br>arrange with Ms. Sabrina Chee |

## APPENDIX B

### For Reference Only:

#### A&A or MAA (Minor Addition/ Alterations) Submission to SCDF (FSB)

Team Design Consultants

Mr Har Choong Meng  
Hp : 9368 9815

#### Consultation on Placement of Compactus/ Safe/ Coring/ Hacking Works

Mega- Consult

Mr. Dennis Chin  
Hp: 9675 1209

TEG Engineering

Mr. Teoh  
Hp: 9030 7491

#### Base Fire Protection System Contractor

Fire Fighting Protection – Office  
(ie. Sprinkler Work/ FM200 /  
Novec 1230 / Kitchen Gas  
Suppression & FSSD  
Submission)

Chubb Singapore Pte Ltd  
28 Teban Gardens Crescent  
Singapore 608926  
Tel: 66292 8421  
Fax: 6298 7310

## SPECIFICATIONS & PROVISION (Office)

### 1.0 THE BASE BUILDING FINISHES

#### 1.1 External Enclosure

This consists of non-openable windows in painted aluminum frames and glazed with heat strengthened fixed glass. Spandrel areas below the aluminum sill consists of 12mm gypsum boards with painted finish on the inside. The columns are plastered and painted

#### 1.2 Floors

The floors are monolithic concrete power float finished to receive carpets or other finishes

#### 1.3 Ceilings

The ceilings are fitted with 600mm x 600mm Arm Strong brand mineral fibre board panels on an exposed aluminum grid system. The finished ceiling height is approximately 2.75m above finished floor level. The overall floor to floor height is 3.72m

#### 1.4 Internal Walls

Internal walls will be gypsum board on metal studs with taped joints and painted finish

#### 1.5 Doors

Doors to toilets and service areas are paint finished hung on metal door frames

#### 1.6 Lobbies

The lift lobby floors are granite finished. The walls are finished with custom coloured toughened glass panels. The ceilings are finished in modular mineral fiberboard with gypsum plaster finishes at the periphery. The lift doors are brushed stainless steel finished

### 2.0 DESIGN LOADS OF OFFICE TOWERS

#### 2.1 Superimposed Dead Loads

Light weight partition = 1.0 kN/m<sup>2</sup>

(Raised computer flooring is subject to Structural Engineer's approval. Refer to Clause 1.5)

## APPENDIX C

### Superimposed Live Loads

| Areas                     | Maximum Permissible Distributed Live Load (kN/m <sup>2</sup> )              |
|---------------------------|---|
| Office generally, toilets | 2.5   |
| Compactor Load            | 7.5<br>(Applied on 1.5m strip within an area of 3.0m from face of corewall) |
| Lobby                     | 4.0   |
| AHU and other M&E Rooms   | 7.5   |

### 2.2 Heavy Storage Areas

An area within 3m from the core wall is designed for an uniformly distributed load of 7.5 kN/m<sup>2</sup>, to be applied over an area not exceeding 1.5m wide, for the location of compactor or similar heavy storage units.

## 3.0 AIR CONDITIONING SYSTEM FOR SUNTEC TOWERS

### 3.1 Design

The central air conditioning with variable air volume system is designed for 1 person per 10 sq m occupancy to give the indoor temperature of 24 Degree Celsius  $\pm$  1 degree dry bulb.

### 3.2 Operating Hours (Offices)

The normal operating hours of the air conditioning system are:

| DAY OF THE WEEK               | TIME                          |
|-------------------------------|-------------------------------|
| • Mondays through Fridays     | • 8 am to 6 pm                |
| • Saturdays                   | • 8am to 1 pm (if applicable) |
| • Sundays and Public Holidays | • Off                         |

Additional operating hours can be provided on prior arrangement and will be charged to Occupant.

### 3.3 Condensing Water System

A central condensing water system is available for Occupant's auxiliary air conditioning application. Occupant will be charged for its use.

## APPENDIX C

### 3.4 Cooling Capacity

The air-conditioning cooling capacity provided for the office space for Suntec Towers 1 to 4 are as follows:

| STOREY                                    | COOLING CAPACITY KW PER FLOOR |
|---|-------------------------------|
| 44 <sup>th</sup>                          | 158                           |
| 33 <sup>rd</sup> through 43 <sup>rd</sup> | 141                           |
| 32 <sup>nd</sup>                          | 172                           |
| 31 <sup>st</sup>                          | 170                           |
| 30 <sup>th</sup>                          | 180                           |
| 28 <sup>th</sup> through 29 <sup>th</sup> | 159                           |
| 26 <sup>th</sup> through 27 <sup>th</sup> | 162                           |
| 24 <sup>th</sup> through 25 <sup>th</sup> | 159                           |
| 23 <sup>rd</sup>                          | 160                           |
| 14 <sup>th</sup> through 22 <sup>nd</sup> | 161                           |
| 12 <sup>th</sup> through 13 <sup>th</sup> | 195                           |
| 7 <sup>th</sup> through 11 <sup>th</sup>  | 185                           |
| 6 <sup>th</sup>                           | 209                           |
| 4 <sup>th</sup>                           | 129                           |

## APPENDIX C

### 3.5 Cooling Capacity

The air-conditioning cooling capacity provided for the office space for Suntec Towers 5 are as follows:

| STOREY                                    | COOLING CAPACITY KW PER FLOOR |
|---|-------------------------------|
| 18 <sup>th</sup>                          | 228                           |
| 17 <sup>th</sup>                          | 352                           |
| 12 <sup>th</sup> through 16 <sup>th</sup> | 396                           |
| 5 <sup>th</sup> through 11 <sup>th</sup>  | 395                           |
| 4 <sup>th</sup>                           | 315                           |

### 4.0 LIFTS (For Suntec Tower 5)

#### 4.1 Low Rise

| DESCRIPTION  | LIFT CAR DIMENSIONS (MM) |       |        |
|--|--------------------------|-------|--------|
|  | Width                    | Depth | Height |
| <b>Passenger Lift:</b> 6nos<br>Serving Storeys: 2 <sup>nd</sup> , 4 <sup>th</sup> - 12 <sup>th</sup><br>Speed : 3.5m/sec<br>Capacity : 1500kg / 22 persons | 2000                     | 1660  | 2700   |

#### 4.2 High-Rise

| DESCRIPTION   | LIFT CAR DIMENSIONS (MM) |       |        |
|---|--------------------------|-------|--------|
|   | Width                    | Depth | Height |
| <b>Passenger Lift:</b> 4nos (per tower)<br>Serving Storeys: 13 <sup>th</sup> - 18 <sup>th</sup><br>Speed : 4m/sec<br>Capacity : 1500kg / 22 persons | 2000                     | 1660  | 2700   |

## APPENDIX C

### 4.3 Others (For Suntec Tower 5)

| DESCRIPTION   | LIFT CAR DIMENSIONS (MM) |       |        |
|---|--------------------------|-------|--------|
|   | Width                    | Depth | Height |
| <b>Firemen's / Service Lift:</b> 1 no<br>Serving Storeys: B1, B2, 1 <sup>st</sup> to 18 <sup>th</sup><br>Speed : 4 m/sec<br>Capacity : 1500kg / 22 persons<br>Size / Dimensions | 2000                     | 1660  | 3100   |
| <b>Carpark Lift:</b> 2 nos<br>Serving Storeys: B1, B2, 1 <sup>st</sup> – 2 <sup>nd</sup><br>Speed : 1m/sec<br>Capacity : 1200kg / 17 persons<br>Size / Dimensions               | 1900                     | 1450  | 2880   |

Occupants are required to apply for service lift booking for night works after 7pm or for exclusive use, on prescribed forms obtainable at the Building Management Office.

### 5.0 LIFTS (For Suntec Towers 1 – 4)

#### 5.1 Low Rise

| DESCRIPTION   | LIFT CAR DIMENSIONS (MM) |       |        |
|---|--------------------------|-------|--------|
|   | Width                    | Depth | Height |
| <b>Passenger Lift:</b> 4nos<br>Serving Storeys: 1 <sup>st</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> to 11 <sup>th</sup><br>(1 lift also serves B2<br>when required)<br>Speed : 3.5m/sec<br>Capacity : 1500kg / 22 persons | 2000                     | 1660  | 2700   |

## APPENDIX C

### 5.2 Mid-Rise

| DESCRIPTION  | LIFT CAR DIMENSIONS (MM) |       |        |
|--|--------------------------|-------|--------|
|  | Width                    | Depth | Height |
| <b>Passenger Lift:</b> 6nos<br>Serving Storeys: 1 <sup>st</sup> , 12 <sup>th</sup> to 27 <sup>th</sup><br>(1 lift also serves B2<br>when required)<br>Speed : 5m/sec<br>Capacity : 1500kg / 22 persons | 2000                     | 1660  | 2700   |

### 5.3 High-Rise

| DESCRIPTION   | LIFT CAR DIMENSIONS (MM) |       |        |
|---|--------------------------|-------|--------|
|   | Width                    | Depth | Height |
| <b>Passenger Lift:</b> 6nos (per tower)<br>Serving Storeys: 1 <sup>st</sup> , 28 <sup>th</sup> and 43 <sup>rd</sup><br>(1 lift also serves B2<br>when required)<br>Speed : 7m/sec<br>Capacity : 1500kg / 22 persons | 2000                     | 1660  | 2700   |

### 5.4 Others (For Suntec Towers 1 – 4)

| DESCRIPTION   | LIFT CAR DIMENSIONS (MM) |       |        |
|---|--------------------------|-------|--------|
|   | Width                    | Depth | Height |
| <b>Firemen's / Service Lift:</b> 1 no<br>Serving Storeys: B1, 1st to 44th<br>B2 (when required)<br>Speed : 4 m/sec<br>Capacity : 1500kg / 22 persons<br>Size / Dimensions   | 2000                     | 1660  | 3100   |
| <b>Passenger Lift:</b> 1 no<br>Serving Storeys: 43 <sup>rd</sup> and 44th<br>Speed : 0.5 m/sec<br>Capacity : 1020kg / 15 persons<br>Remarks : Interior finishes and<br>lighting in the car to be<br>done by 44 <sup>th</sup> storey<br>purchaser. | 1700                     | 1450  | 2450   |

## APPENDIX C

|  |      |      |      |
|--|------|------|------|
| <b>Carpark Lift: 2 nos</b><br>Serving Storeys: B1 and 1 <sup>st</sup><br>(B2 When required)<br>Speed : 0.75 m/sec<br>Capacity : 1500kg / 22 persons<br>Size / Dimensions | 2000 | 1660 | 2880 |
|--|------|------|------|

Occupants are required to apply for service lift booking for night works after 7pm or for exclusive use, on prescribed forms obtainable at the MCST Office.

## 6.0 LIGHTING AND POWER

### 6.1 Design of Lighting

The recessed parabolic luminaries with integral and diffusers are designed to provide an average 450 lux illumination for the office areas.

### 6.2 Design of Electricity Supply

The electricity supply is designed for 20 w/m<sup>2</sup> lighting and 35 w/m<sup>2</sup> power for the office area.

### 6.3 Supply at Electrical Rooms

a) The electricity supply at Electrical Rooms is as follows:

| STOREY                               | ELECTRICAL SUPPLY  |
|--------------------------------------|--|
| 33 <sup>rd</sup> to 44 <sup>th</sup> | <ul style="list-style-type: none"> <li>2 nos 80 amp TPN</li> </ul>                         |
| 14 <sup>th</sup> to 32 <sup>nd</sup> | <ul style="list-style-type: none"> <li>2 nos 80 amp TPN</li> <li>1 no 60 amp DP</li> </ul> |
| 12 <sup>th</sup> to 13 <sup>th</sup> | <ul style="list-style-type: none"> <li>1 no 80 amp TPN</li> <li>4 nos 60 amp DP</li> </ul> |
| 6 <sup>th</sup> to 11 <sup>th</sup>  | <ul style="list-style-type: none"> <li>1 no 80 amp TPN</li> <li>5 nos 60 amp DP</li> </ul> |
| 4 <sup>th</sup>                      | <ul style="list-style-type: none"> <li>3 nos 60 amp DP</li> </ul>                          |

## 7.0 UNDERFLOOR TRUNKING

### 7.1 Provision

3 compartment type underfloor trunking are laid at 2.8 m grid integral to the office floors for the running of power, telephone and data transmission lines.

## **8.0 COMPUTER EARTHING**

### **8.1 Provision**

"Clean" earthing for computers is available in the Data Riser at each floor.

## **9.0 FIRE PROTECTION SYSTEM**

### **9.1 Design**

The following systems are incorporated into the building:

- a) sprinklers
- b) wet risers
- c) hosereels
- d) portable fire extinguishers (for common areas only)
- e) pressurised escape staircase

## **10.0 BUILDING AUTOMATION SYSTEM**

### **9.1 Design**

- a) The intelligent building management system monitors :

- fire alarm
- building security
- air conditioning
- mechanical services
- electrical systems
- plumbing and drainage (pumping equipment)
- lifts and escalators
- public address system
- fire protection system

- b) The system also controls:

- Air conditioning system
- Lighting system
- Mechanical ventilation system

## GLOSSARY OF TERMS

The following Terms in this Manual shall have the meaning ascribed to them:

|                            |   |
|----------------------------|---|
| Base Building Materials    | Materials commonly used in the public areas of SUNTEC CITY  |
| Closure Line               | Line establishing the maximum relationship of closure doors to the lease line.  |
| Demising Column            | Finished surface on end of demising wall, provided by Landlord.   |
| Demising Walls             | Walls dividing individual Occupants' or floor space   |
| Design Control Area        | The area between Lease line and Closure line over which Occupants should refer to the list of Acceptable materials in this Criteria. In any case, the landlord reserves the right to disapprove any material, signage or fixture over the whole shop. |
| Disciple Line              | A shopfront control line. This line is the suggested height for transforms, door bulkheads or some other form of shopfront articulation.  |
| Fitting-out Period         | The period stipulated in the Lease when Occupiers renovates the premises  |
| Fitting-out Plans/Drawings | All plans, specifications and designs relating to the fitting-out of the premises approved by Suntec in accordance to the rules and regulations prescribed  |
| Fitting-out Work           | All renovations and other work to the premises during the Fitting-out Period  |
| Lease Line                 | Line establishing the leasable area.  |
| Premises                   | The leasable area specified in the Occupant's Offer to Lease/ Lease Agreement.  |
| Suntec                     | APM Property Management Pte Ltd   |
| MCST                       | Management Corporation Strata Title Plan No. 2197.  |
| SPs                        | Subsidiary Proprietors  |

## **SUNTEC CITY OCCUPANTS FITTING OUT CHARGES**

### **Reimbursement of Electrical Charges (Office Tower)**

| <u>Areas of Occupant's Premises</u>    | <u>Charge per Day</u><br>(During fitting out) | <u>Charge per Day*</u><br>(Business starts) | <u>For 3 Phase</u> |
|--|---|---|--------------------|
| 1. Not exceeding 5,000 ft <sup>2</sup> | \$10 per day                                  | \$20 per day                                | \$100 per day      |
| 2. 5,001 - 10,000 ft <sup>2</sup>      | \$20 per day                                  | \$40 per day                                | \$150 per day      |
| 3. Exceeding 10,000 ft <sup>2</sup>    | \$40 per day                                  | \$70 per day                                | \$200 per day      |

### **Reimbursement of Water Charges**

|                 | <u>Charge per month</u><br>(During fitting out) | <u>Charge per month*</u><br>(Business starts) |
|-----------------|---|---|
| Office premises | \$50 per month                                  | \$100 per month                               |

### **Sprinkler Works (Drainage & Charging of water)**

|                 | <u>One Time Charge</u>                           |
|-----------------|--|
| Office premises | Water borne<br>fees of \$107/<br>(inclusive GST) |

+ Rates levied after business one month commencement of business/ occupation will be based on TWO times the above rates to deter occupants from delaying in their application of PowerGrid meter

All Above subject to GST

## M&E Fitting-out Guidelines

### Structural

1. There must be no hacking of the floor whatsoever, no matter how minor, unless prior written clearance is obtained from the base project's structural engineer, Maunsell Consultants (S) Pte Ltd or a qualified PE (Civil/ Structural). Such clearance must then be pasted prominently on site. Hence, frameless glass doors, if used, must be of type with door spring closers at the top (ie. suspended type).

### Mechanical & Electrical Works

#### Plumbing & Sanitary Installation

1. All cold water pipes must be of copper pipe with braised joints only.
2. All sanitary and kitchen waste discharge pipes must be of hubless iron pipe.
3. All sanitary and kitchen waste pipes must be properly labeled.
4. Plumbing and sanitary drawings endorsed by PUB's licensed plumber is to be submitted.
5. Letter of indemnity/ undertaking to be submitted by occupier.
6. to apply for a PUB sub-meter account.

#### ACMV Installation for Office Tower

1. For **hard plaster board ceiling** locations, **access panels** (650mm x 650mm) must be provided for all locations of Variable Air-Volume boxes (VAV), main duct damper controls, pressure sensors, and other landlord services to enable maintenance/ breakdown servicings.
2. All thermostats must be placed/ located **exposed** at the return-air end of the air diffusers and not concealed above ceiling.
3. All new additional supply air diffusers must be indicated on the As-Built drawing and must include means of air-flow control. ie. **Butterfly dampers at the branch-off from main duct.**
4. All supply air tap-off from the main ducts must utilise VAV boxes for distribution. **No direct tapping-off** from the main duct without VAV control for supply air distribution is allowed.
5. All new additional Variable Air Volume boxes (VAV) must be indicated on the As-Built drawing and must be of **similar make and model** as the existing so as to be compatible with the building's computer networking system.
6. **To perform air-balancing, testing and commissioning of all VAV's in the office premises.** A copy of the test reports comprising individual thermostat setpoints and diffuser airflow setpoints is to be submitted to SUNTEC. You must engage qualified contractors having the necessary palmtop computer and software who have undergone proper training with system supplier M/s Johnson Controls for this portion of the works.
7. Washable filter protection for AHU.

## APPENDIX F

### Electrical Installation for Office Tower

1. To provide copy of As-built single line drawing within occupier's Distribution Board (DB), enclosed in a clear plastic file protection.
2. To provide proper labeling for all MCB's, incoming/outgoing breakers, ELCB at occupier's DB.
3. To provide proper labeling for all light switches and switched- socket outlets.
4. All electrical conduits **above ceiling** must be of **Galvanised Iron (GI) type** and interconnecting wires enclosed in flexible GI conduits. **Trunkings** must be painted **ORANGE** in colour.
5. Occupiers to submit single line drawings and layout plans and loads table (2 copies) for review prior to the commencement of the works.
6. Separate aircon and electrical ducting.
7. Weekly inspection to be called by contractor during renovation period.

### P. A. System

1. No dismantle/ relocate of speakers unnecessary.
2. Contractor to carry out speaker testing before and after renovation with Crisis Management & Security Services Department.
3. New trunking with labeling for P.A. system (for relocating of speakers).
4. As built drawings for new layout of speakers location.

## APPENDIX G

### FITTING-OUT WORK SUBMISSION TO APM PROPERTY MANAGEMENT PTE LTD

| Proposed Drawings  | Submitted |
|--|-----------|
| Single Line Diagram with LEW endorsement   |           |
| Lighting Layout Plan with LEW endorsement  |           |
| Power Layout Plan with LEW endorsement   |           |
| ACMV Plan (with ductings, supply or return indicated)                                  |           |
| Additional FCU routing Layout Plan with Specifications (if applicable)                 |           |
| Plumbing & Sanitary Plan & Schematics with License Plumber endorsement (if applicable) |           |
| Fire Protection Plan with PE endorsement   |           |
| Reflected Ceiling Layout Plan  |           |
| Office Furniture Layout Plan   |           |

| Fitting Out Deposit (Refundable)   |  |
|--|--|
| Cheque issued by Tenant (payable to MCST Plan No. 2197)                        |  |
| Fitting Deposit Receipt & Refund Record Form (endorsed by Tenant & Contractor) |  |

| Insurance Cover Notes (SR Unit: Total 6 parties to be insured / SP Unit: Total 4 parties to be insured) |  |
|---|--|
| Contractor's All Risk with Public Liability   |  |
| Work Injury Compensation  |  |

| Letters of Indemnity (on Tenant's Company Letterhead) |  |
|---|--|
| General Fit Out Works                                 |  |
| Tapping of Electricity/ Electrical Provisions         |  |
| Plumbing & Sanitary (if applicable)                   |  |

| Permit to Work (PTW)            |  |
|---------------------------------|--|
| Permit to Work Form             |  |
| Risk Assessment Form            |  |
| Workers Name List               |  |
| Hot Work Permit (if applicable) |  |

| Work Schedule |  |
|---------------|--|
|               |  |

| Temporary Supply (If Required)                                |  |
|---|--|
| Application form & Single Line Drawing (both endorsed by LEW) |  |
| Cheque payment (non-refundable, inclusive of GST)             |  |

# WORK PERMIT

**FS / PSN:**

Expiry date: \_\_\_\_\_ Expired FS/PSN: \_\_\_\_\_

\* Delete where applicable

**(A) – PARTICULARS**

|   |   |
|---|---|
| <b>Name of Tenant / Company Stamp :</b> | <b>Name of Applicant (Authorised Contractor):</b> |
| <b>Contact person:</b>                  | <b>Contact person:</b>                            |
| <b>Contact nos.:</b> (O) (HP)           | <b>Contact nos.:</b> (O) (HP)                     |
| <b>Email :</b>                          | <b>Email:</b>                                     |

## (B) DETAILS OF WORK

|   |   |
|---|---|
| <b>Nature of work:</b><br><br>  | <b>Duration of work:</b><br>Date: From _____ to _____<br>Time: From _____ am / pm to _____ am / pm  |
| <b>Location of work:</b> <i>(Please tick the appropriate box)</i><br><br><input type="checkbox"/> Suntec Tower * 1 / 2 / 3 / 4 / 5 Unit No. _____<br><br><input type="checkbox"/> Suntec City Mall / Retail Tower Unit No. _____<br><br><input type="checkbox"/> Basement * 1 / 2 Colour Zone: _____<br>Near Pillar No.: _____<br><br><input type="checkbox"/> Others, please state details _____<br><hr/> <i>NB: To enclose location plans for works to be carried out in the basement carpark and open space.</i> | <b>Type of key(s) required (if applicable):</b><br><br><br><br><hr/> <b>Work at Heights</b> <i>(Please tick the appropriate box)</i><br><input type="checkbox"/> Yes <i>(to submit separate WAH Permit)</i> <input type="checkbox"/> No<br><br><b>Hot work</b> <i>(Please tick the appropriate box)</i><br><input type="checkbox"/> Yes <i>(to submit separate Hot Work Permit)</i> <input type="checkbox"/> No<br><br><i>NB: 2 nos. of Dry Powder Fire Extinguishers are to be provided at hot work site at all times.</i> |

### (C) DECLARATIONS

**1. TO BE COMPLETED BY APPLICANT (AUTHORISED CONTRACTOR):**

I declare that the above information given by me is true and accurate. I fully agree to abide by all terms & conditions and further undertake to be fully responsible for the fire safety of the area which has been isolated as a result of the above-mentioned work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ HP No. \_\_\_\_\_

Name (as in Identity Card / Passport): \_\_\_\_\_ NRIC / Passport No.: \_\_\_\_\_

**(D) FOR OFFICIAL USE ONLY:**

**SPECIAL INSTRUCTION(S) TO:** \* CENTRAL FCC / FCC \* 1 / 2 / 3 / 4 / 5 (\* please circle as appropriate)

☐ To isolate smoke detectors at \_\_\_\_\_

☐ To isolate flow switches at \_\_\_\_\_.

☐ Others: \_\_\_\_\_

|   |   |
|---|---|
| <b>* FM / CS / OES Department</b><br>Signature:<br>Name:<br>Date: | <b>CCS Department</b><br>Signature:<br>Name:<br>Date: |
|---|---|

**(E) CHECKLIST FOR APPROVAL OF WORK PERMIT (TO BE COMPLETED BY THE APPROVING OFFICER):**

*NB: Approving officers are to ensure that all necessary documents have been submitted prior to approving this work permit.*

|   |                            |
|---|----------------------------|
| 1) Licence Agreement                      | 6) FSSD Approval           |
| 2) Certificate of Insurance or Cover Note | 7) PELU Approval           |
| 3) Letter of Indemnity                    | 8) Risk Assessment         |
| 4) PE / QP Certification                  | 9) Others (please specify) |
| 5) BCA / iDA Licence No.                  |                            |

## TERMS & CONDITIONS

1. The permit is valid only for the duration of the work specified above.
2. A replacement fee of **S\$50.00** shall be charged to the applicant for the loss of each temporary pass.
3. A penalty of **S\$200.00** shall be charged to the applicant for the loss of each key drawn or failure to return the key within the same day of work, i.e. no key shall be kept overnight by any external parties.
4. A penalty of **S\$1,000.00** shall be charged to the applicant for each false fire alarm activated.
5. All doors to common areas shall be locked at the end of the day.
6. Duplication of keys drawn is strictly prohibited.
7. In the event of an emergency, e.g. fire alarm activation, all works shall cease immediately and notify Central FCC (Tel no: 6825 2660) without delay.
8. The "WORKERS LIST" form shall be completed for exchange of temporary passes obtainable from B2 Loading Bay (For Mall & Office Tower) or West wing Level 2 (For Mall) before the commencement of works.
9. All works shall be confined to within the premises and no workers shall be permitted to loiter in other areas of the development.
10. All debris shall be cleared at the end of the day. The workplace shall be kept clean and free of hazardous materials at all times.
11. **All noisy works (e.g. drilling & knocking etc.) and work creating odour / smell (e.g. painting, carpet gluing etc.) shall be avoided during office hours - i.e. for Office Tower: 7.30 a.m. to 7.30 p.m. daily and for Mall: 8.00 a.m. to 11.00 p.m. daily.**
12. All works creating odour / smell that affecting other tenants shall stop by midnight and purging shall continue till 6.00 a.m. of the following day.
13. The completed PTW with necessary supporting documents must be submitted **at least three (3) working days** prior to the actual work for processing.
14. A five-full-working-day advance notice shall be given prior to carrying out any works that produce odour / smell, in order that arrangements are being made to purge the odour / smell through the mechanical ventilation system as a secondary measure. Contractor must provide extraction fans and flexible ducts to facilitate odour extraction at the respective floors during and after the works.
15. Safety caps shall be provided for all compressed gas cylinders.
16. All work areas shall be properly barricaded and standard safety / warning signs (obtainable from Suntec City) shall be displayed at all times. Workers shall also observe all industrial safety practices, particularly the wearing of safety helmets, belts & boots etc.
17. **A S\$500.00 penalty shall be imposed on the applicant for each violation of items (5) to (15) as stated above.**
18. All installation and subsequent maintenance / reinstatement and other costs for signs / fixtures / fittings, etc. if approved for installation at the common areas (subject to a formal licence agreement, where applicable) shall be borne by the subsidiary proprietor / occupier or tenant / licensee solely.
19. The applicant shall provide proof of insurance, i.e. Public Liability of S\$3 million for fitting-out works above S\$50,000; or S\$1 million for works S\$50,000 and below, naming **"The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, APM Property Management Pte Ltd and/or ARA Trust Management (Suntec) Limited and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust) for their respective rights and interests"** as joint insured, as well as Work Injury Compensation, when submitting this application.
20. The applicant shall also submit a Letter of Indemnity to indemnify **"The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, APM Property Management Pte Ltd and/or ARA Trust Management (Suntec) Limited and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust) for their respective rights and interests"** when submitting this application.
21. **This work permit does not constitute approvals to design, method statements, usage of materials / equipment or approvals from relevant authorities whatsoever. The applicant shall be solely responsible for compliance with all statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA etc.; and shall conform in all respects with the provisions of such laws, rules and regulations.**
22. The Applicant shall ensure full and strict compliance of the Workplace Safety and Health (Risk Management) Regulations and the Workplace Safety and Health Act (WHSa). The Applicant shall hereby agree and undertake to indemnify **"The Management Corporation Strata Title Plan No. 2197 (Suntec City) and/or its Managing Agents, APM Property Management Pte Ltd and/or ARA Trust Management (Suntec) Limited and/or HSBC Institutional Trust Services (Singapore) Limited (as trustee of Suntec Real Estate Investment Trust) for their respective rights and interests"** and/or its representatives, for all claims and expenses that may arise as a result of the Applicant's non-compliance of the said Act and its Regulations.
23. Fitting-out deposits not claimed after six months from the completion of works shall be forfeited.
24. Others (if applicable):

**WORKERS' LIST (To be completed by applicant)**

**This is for the purpose of issuance of temporary passes. Temporary passes are obtainable from B2 Loading Bay (For Mall & Office Tower) or West wing Level 2 (For Mall).**

**Important NOTE: Please BE INFORMED that the employment of illegal workers is strictly prohibited by law. Any offender will be handed over to the police immediately.**

[illegible]

# RISK ASSESSMENT FORM

| ACTIVITY-BASED RISK ASSESSMENT FORM           |  |  |  |                   |  |
|---|--|--|--|-------------------|--|
| Company:                                      |  | Conducted by:<br>(Names, designations)<br>(Date) |  |                   |  |
| Process / Location:                           |  |  |  |                   |  |
| Approved by:<br>(Name, designation)<br>(Date) |  | Last Review Date:                                |  | Next Review Date: |  |

| 1. Hazard Identification |               |        |  | 2. Risk Evaluation             |          |            |            | 3. Risk Control Actions |  |
|--------------------------|---------------|--------|--|--------------------------------|----------|------------|------------|-------------------------|--|
| 1a.                      | 1b.           | 1c.    | 1d.  | 2a.                            | 2b.      | 2c.        | 2d.        | 3a.                     | 3b.  |
| No.                      | Work Activity | Hazard | Possible Accident / Ill Health & Persons-at-Risk | Existing Risk Control (if any) | Severity | Likelihood | Risk Level | Additional Risk Control | Action officer, Designation (Follow-up date) |
|                          |               |        |  |                                |          |            |            |                         |  |
|                          |               |        |  |                                |          |            |            |                         |  |

Instructions on how to use Trade-Based Risk Assessment Form can be found in **Guidelines on Risk Assessment**  
<http://mom.gov.sg/OSHD/Resources/Guides/Guidelines/index.htm>

### ACTIVITY-BASED RISK ASSESSMENT FORM

|  |   |   |  |                          |                            |
|--|---|---|--|--------------------------|----------------------------|
| <b>Company:</b>                                      | ABC Company Pte Ltd   | <b>Conducted by:</b><br>(Names, designations)<br>(Date) | Sim Chong Leong (Senior Training & Quality Assurance Executive)<br>Lim Beng Koon (Operation Manager)<br>1 <sup>st</sup> Aug 2006 |                          |                            |
| <b>Process / Location:</b>                           | Suntec City Mall / Office Tower                             | <b>Last Review Date:</b>                                | 1 <sup>st</sup> Aug 2006   | <b>Next Review Date:</b> | 30 <sup>th</sup> July 2009 |
| <b>Approved by:</b><br>(Name, designation)<br>(Date) | Tan Leng Kee<br>Project Manager<br>1 <sup>st</sup> Aug 2006 |   |  |                          |                            |

| 1. Hazard Identification |   |  |  | 2. Risk Evaluation  |          |            |            | 3. Risk Control Actions |  |
|--------------------------|---|--|--|---|----------|------------|------------|-------------------------|--|
| 1a.                      | 1b.   | 1c.  | 1d.  | 2a.   | 2b.      | 2c.        | 2d.        | 3a.                     | 3b.  |
| No.                      | Work Activity   | Hazard   | Possible Accident / Ill Health & Persons-at-Risk               | Existing Risk Control (if any)                                  | Severity | Likelihood | Risk Level | Additional Risk Control | Action officer, Designation (Follow-up date) |
| 1                        | Demolition works  | Health / Physical Hazard                                     | Limbs arms-cuts  | Nil   | Moderate | Occasional | Medium     | Nil                     | Operation Officer                            |
| 2                        | Building partition / Gypsum   | Ergonomics – overexertion from repetitive movement           | Musculoskeletal Disorder – upper limb                          | Avoid bending body. Bend knees and keep back straight           | Moderate | Occasional | Medium     | Nil                     | Operation Officer                            |
| 3                        | Relocation A/C diffuser & ducting works                                     | Physical Hazard  | Palm cuts  | Use hand gloves when cutting sharp edges                        | Moderate | Remote     | Medium     | Nil                     | Operation Officer                            |
| 4                        | Relocate light fittings & trunking works                                    | Physical Hazard  | Palm cuts  | Use hand gloves when cutting sharp edges                        | Moderate | Remote     | Medium     | Nil                     | Operation Officer                            |
| 5                        | Adhesive application or painting or coating works; carpet installation etc. | Chemical Hazard – exposure to chemical                       | Occupational health – Skin disorder e.g. allergy or drowsiness | Wear mask and gloves  | Moderate | Occasional | Medium     | Nil                     | Operation Officer                            |
| 6                        | Loading and Unloading of goods or equipments                                | Physical Hazard - Falling Objects                            | Body injury  | Qualified and trained Safety Personal, Follow safety procedures | Moderate | Remote     | Medium     | Nil                     | Operation Officer                            |
| 7                        | Use of electrical equipments  | Electric shock (electrical hand-drill or related equipments) | Body injury  | Qualified and Trained Safety Personal, Follow safety procedures | Major    | Remote     | Medium     | Nil                     | Operation Officer                            |
| 8                        | Glass installation  | Glass Break / shattered                                      | Body injury  | Qualified and Trained Safety Personal, Follow safety procedures | Moderate | Remote     | Low        | Nil                     | Operation Officer                            |
| 9                        | Use of Ladder / climbing up or down   | Physical Hazard - Fall down                                  | Body injury  | Qualified and Trained Safety Personal, Follow safety procedures | Moderate | Remote     | Low        | Nil                     | Operation Officer                            |

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197  
(SUNTEC CITY)**

**LETTER OF UNDERTAKING FOR TEMPORARY SUPPLY FROM  
CONTRACTOR'S LICENSED ELECTRICAL WORKER [LEW]**

To:

**Senior Manager, Operations & Engineering Services  
APM Property Management Pte Ltd**

1. I, \_\_\_\_\_, holder of EMA Licence No: \_\_\_\_\_ is  
(Name of LEW) (EMA LEW No.)  
the LEW appointed by \_\_\_\_\_  
(Name of Tenant/A&P Event Company)  
to take charge of the \* fit-outwork/renovation/A&A works/A&P Event at \_\_\_\_\_  
\_\_\_\_\_
2. I wish to seek your approval to connect a temporary electrical installation which shall be used solely for the \* fit-outwork/renovation/A&A works/A&P Event to the Landlord's Electrical Installation.
3. The set-up of the temporary electrical installation is shown in the Electrical Single Line Drawing No: \_\_\_\_\_.
4. The source of power supply/supply connection point is \_\_\_\_\_.  
The load applied for is \_\_\_\_\_ Amp at \_\_\_\_\_ Volts.
5. The period for the temporary electrical installation is from \_\_\_\_\_ to \_\_\_\_\_.
6. I am fully responsible for the design, construction, testing, inspection and operation of the temporary electrical installation in compliance with Singapore Standard CP 88 and CP 5.
7. The Certificate of Compliance for the temporary electrical installation is attached.
8. I undertake to submit CS 3 application and arrange for turn-on of electricity supply with the Building LEW [M/S DRPL Corporation Pte Ltd] to the permanent electrical installation upon completion of the \* fit-outwork/renovation/A&A works.

I confirm that the information given is correct and agreed to abide by the conditions stated below:

- S\$50 penalty per call for power trip when found it was due to applicant's poor cable installation works/faulty equipment.
- A penalty of S\$200, excluding damage item, will be charged to the applicant for damages to the SUNTEC properties.
- Full responsible for the safety of the tenant/exhibition/promotion area, due to poor cable installation works/faulty equipment.
- S\$50 penalty per item for not carrying out a proper reinstatement after the fit-outwork/renovation/A&A works/A&P Events.

\_\_\_\_\_  
Name of Contractor's LEW / Signature / Mobile No / Date

Notes

\* Delete where not applicable

Copy to:

DRPL Corporation Pte Ltd

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197  
(SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983  
Tel : 6295 2699 Fax : 6294 0880

FORM : 2.200.12

ELECTRICAL KWH METER PARTICULARS

Temporary Meter (if any)

BSF.2.200.11

Meter Serial No : \_\_\_\_\_

Multipling Factor : \_\_\_\_\_

Initial Reading : \_\_\_\_\_

Last Reading : \_\_\_\_\_

Location of Meter : \_\_\_\_\_

Recorded By : \_\_\_\_\_

\_\_\_\_\_  
Name/Designation :                      Signature                      Date

Witnesses BY :

\_\_\_\_\_  
Name/Designation                      Signature                      Date

Applied Load :  
ACB / MCCB / MCB\* rating : \_\_\_\_\_ (AF/AT)

Protective Relay Settings:

\_\_\_\_\_  
Tripping Current (A/mA)                      Tripping Time (Sec)

Overcurrent (O/C) :                      \_\_\_\_\_

Earth Fault (ELCB) :                      \_\_\_\_\_

\* delete whichever not applicable

The Management Corporation Strata Title Plan No. 2197

3 Temasek Boulevard

#B1-65 Suntec City Mall

Singapore 038983+A1:D34A3A1:D27A1:D41A1:D44A3A1:D27A1:DA1:D44

**Application for Sprinkler / Dry Riser / Wet Riser / Hosereel Discharging and Charging Water Borne Fee**

Note: To be fill up by Suntec Appointed Fire Protection Contractor & Tenant Appointed Vendor

To: Engineering Department

**Office Tower / Retail Mall**

**Unit No.**

**Name of Tenant / Main Contractor**

**Billing Address (Invoice to)**

**Person in Charge (Main Contractor)**

**Telephone No. / Fax No. (Main Contractor)**

**Fire Company Contractor (Suntec Service Provider)**

**Company Address (Suntec Service Provider)**

**Person in Charge (Suntec Service Provider)**

**Telephone No. / Fax No. (Suntec Service Provider)**

**Date & Time of Water Discharging Works**

**Date & Time of Water Charging Works**

**Control Valve Number and Location (Reference)**

**Water Charges:**

S\$107.00 per occasion only (1 time water discharging & charging process).

To apply separate or another application form if multi discharging and charging is required.

**Note: Including GST**

**Payment Terms**

With this application form, up-front payment need to be paid to The MCST Plan No. 2197 .

**By cross cheque payable to: The MCST Plan No. 2197**

Payment Received through:

☐ Fund Transfer / Internet Banking

Reference Number:

☐ Bank Cheque

Cheque Number:

Proof of payment to be photocopy and attach on PTW Application via e-portal, together with this application form

Remarks:

For APM Official Use Only:

**Engineering Executive**

**Date**

Please attached this form during PTW application via e-portal.

WEF on 1<sup>st</sup> of Jan 2020

Rev. Date: 4 Feb 2020/MCST

The Management Corporation Strata Title Plan No. 2197  
 3 Temasek Boulevard  
 #B1-65 Suntec City Mall  
 Singapore 038983

**Application for Temporary Power / Water Supply in Building**

To: Operations & Engineering Services Department

|                         |  |      |                     |
|-------------------------|--|------|---------------------|
| Units No.               | Office Tower / Retail Mall   |      |                     |
| Name of Company         |  |      |                     |
| Address                 |  |      |                     |
| Person in Charge        |  |      |                     |
| Telephone No. / Fax No. |  |      |                     |
| Duration                | From :   | To : | Total No. of days : |
| Charge                  | \$<br>No. of days _____<br>Sub total _____<br>GST _____<br>Total _____               |      |                     |
| Payment Terms           | By cross cheque payable to:<br>The MCST Plan No. 2197<br>with this application form. |      |                     |

P/S submitted together with the Permit to Work

**Electrical Charges (Retail Mall)**

| <u>Areas of Occupant's Premises</u>    | <u>Charge per Day</u><br>(During fitting out) | <u>Charge per Day*</u><br>(Business starts) |
|--|---|---|
| 1. Not exceeding 1,000 ft <sup>2</sup> | \$10 per day                                  | \$20 per day                                |
| 2. 1,001 – 5,000 ft <sup>2</sup>       | \$20 per day                                  | \$30 per day                                |
| 3. Exceeding 5,000 ft <sup>2</sup>     | \$40 per day                                  | \$50 per day                                |

**Electrical Charges (Office Tower)**

| <u>Areas of Tenant's Premises</u>      | <u>Charge per Day</u><br>(During fitting out) | <u>Charge per Day*</u><br>(Business starts) |
|--|---|---|
| 1. Not exceeding 5,000 ft <sup>2</sup> | \$10 per day                                  | \$20 per day                                |
| 2. 5,001 - 10,000 ft <sup>2</sup>      | \$20 per day                                  | \$40 per day                                |
| 3. Exceeding 10,000 ft <sup>2</sup>    | \$40 per day                                  | \$70 per day                                |

**Water Charges**

|                     | <u>Charge per month</u><br>(During fitting out) | <u>Charge per month*</u><br>(Business starts) |
|---------------------|---|---|
| For mall and office | \$50 per month                                  | \$100 per month                               |

For official use only:  
 APM Property Management Pte Ltd

Signature of Engineering Exe/ DM/ Mgr

Date

**REQUEST FOR TURN-ON OF AIRCONDITIONING SUPPLY**

**To: Senior Manager**  
**APM Property Management Pte Ltd**

**Name of Tenant :** \_\_\_\_\_

**Location :** \_\_\_\_\_

I, \_\_\_\_\_ the undersigned, hereby certify that I have completed the airconditioning installation in accordance with the M&E Consultant's approved drawings as appointed by the occupier. I certify that the said airconditioning installation is in order and would appreciate an arrangement to be made with your M&E department for a joint inspection to verify the fitness of the airconditioning installation for turn-on on \_\_\_\_\_ at \_\_\_\_\_ am/pm.  
(Date) (Time)

Thereafter, I request to turn-on the airconditioning to facilitate our testing and commissioning of tenant's airconditioning installation on \_\_\_\_\_ at \_\_\_\_\_ am/pm.  
(Date) (Time)

\_\_\_\_\_  
**Signature of Contractor**

**Name :** \_\_\_\_\_

**Company's name/address :** \_\_\_\_\_

**Contact No :** \_\_\_\_\_

**Date :** \_\_\_\_\_

**cc: Property Officer (ACMV)**

**For Engineering Services Department Use**  
**APM Property Management Pte Ltd**

Appointment has been made to turn-on the airconditioning on \_\_\_\_\_ at \_\_\_\_\_  
(Date)  
\_\_\_\_\_ am/pm.  
(Time)

\_\_\_\_\_  
**Authorised Signature**

**Name :** \_\_\_\_\_

**Date :** \_\_\_\_\_

Unit Number/Shop Name \_\_\_\_\_

Date: \_\_\_\_\_

| S/N | DESCRIPTION   | Y | N | N/A |
|-----|---|---|---|-----|
| 1   | Air-conditioning chilled water will be turned off during fitting out or renovation and a <b>Request for Air-Conditioning Turn on Form (together with this checklist)</b> must be submitted 3 days in advance. During the turning on, tenant/tenant's contractor <b>must</b> be present for the joint inspection. Tenant/tenant's contractor is responsible to check and ensure things are in order before calling for inspection. |   |   |     |
| 2   | BMS interface to all AHU/FCU to be provided by tenant; one number and one set of relay shall be provided.   |   |   |     |
| 3   | All thermostats must be wired as according to the attached drawing depending on the model of the thermostat in the premise. Thermostats wiring are under the tenant/tenant's contractor scope of work. To ensure all thermostats are not hidden/covered in order to give an accurate temperature sensing/reading.   |   |   |     |
| 4   | Tenant/tenant's contractor is required to tap power supply from tenant own electrical DB. Individual power switch for the FCUs must be provided and these switches must be distributed equally among the FCUs as to prevents high surge when the AHU/FCU are turn on.   |   |   |     |
| 5   | Tenant/tenant's contractor is to turn off all air-conditioning equipment during fitting out or renovation and are not supposed to turn on the power for FCU. This is to prevent dust particle generated to be trap inside the air-conditioning equipment/unit.  |   |   |     |
| 6   | Tenant/tenant's contractor is to ensure that all fresh air ducts to FCUs are temporarily covers during fitting out or renovation.   |   |   |     |
| 7   | All existing duct works and diffusers that are taken over by the new tenant will be the responsibility of the new tenant. Tenant/tenant's contractor is advised to check the ducts and carry out any rectification work at tenant own cost before carrying out ceiling works.   |   |   |     |
| 8   | Any additional new air-conditioning equipment installed by tenant shall be provided with secondary drain pan comes with wet detector to isolate solenoid valve. The consumption of the chilled water or auxiliary cooling water is chargeable to tenant for this new equipment.   |   |   |     |
| 9   | Access panel provisions on plaster/false ceiling must be of size <b>600 x 600 mm</b> for maintenance and servicing trimmed with aluminum for all FCUs. Tenant is not to block any access way in order to make servicing of FCU above easier. All access panels should be easily accessible at all time for maintenance purpose.   |   |   |     |
| 10  | Access panel must be provided for direct access to catwalk, filter media, main chilled water supply and return valves, chilled water actuating valve and all parts of the air-conditioning equipment/unit located inside the tenant's premises. APM will not be responsible for any damage causes to the ceiling due to inaccessibility by APM M&E Staff.   |   |   |     |

|    |  |  |  |  |
|----|--|--|--|--|
|    |  |  |  |  |
| 11 | Once there is any renovation to the shop unit, additional provision (if required) for accessing the air-conditioning equipment must be installed.  |  |  |  |
| 12 | The tenant is responsible to test condensate drainage system for integrity in their undertaking prior to handing over to landlord's maintenance department.  |  |  |  |
| 13 | AHU/FCU units must be clearly indicated at the DB (distribution board/panel) in the tenant's premise in order to detect any air-con trip instantly. Electrical single line diagram for air-con units must be placed inside the DB panel. |  |  |  |
|    |  |  |  |  |

If any of the above is no, please explain with reason.

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## **SPECIFIC INSTRUCTIONS**

### **I) PLEASE CHECK EACH ITEM CAREFULLY:**

- Available sprinklers, hose streams and fire extinguishers are in service / operation.
- Cutting and welding equipment are in good repair, including flashback arrestors.

### **2) REQUIREMENTS WITHIN 35FT (15M) OF WORK**

- Flammable liquid, dust, lint and oily deposits removed.
- Floor swept clean.
- Combustible floors wet down, covered with damp sand or fire-resistive sheets.
- Remove other combustibles where possible, otherwise protect with fire-resistive tarpaulins Or metal shields.
- All wall and floor openings covered.
- Fire-resistive tarpaulins suspended beneath work.

### **3) WORK ON WALLS OR CEILINGS**

- Construction is non-combustible and without combustible covering or insulation.
- Combustibles on other side of walls removed.

Note: (i) Patrol Officer to monitor Hot Work area for 4 hours after job is completed.  
(ii) This permit does not constitute approvals to design, method statements, usage of materials / equipment or approvals from relevant authorities whatsoever. The applicant shall be solely responsible for compliance with all statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA etc.; and shall conform in all respects with the provisions of such laws, rules and regulations.

\*refer to templates in MS Word doc format

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197  
(SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983  
Tel : 6825 2699 Fax : 6334 7482

Dear Sir or Madam:

Letter of Undertaking and Indemnity for \_\_\_\_\_ (the "Works") at \_\_\_\_\_  
\_\_\_\_\_(premises).

In consideration of your granting or having granted me/us a permit to alter / amend / undertake / proceed with the Works, as attached hereto, in the premises known as # \_\_\_\_\_ (hereinafter called "the said premises").

I/We, (name of Subsidiary Proprietor and name of Tenant) hereby undertake that I/we shall be liable and responsible for all and any loss and damage caused by the Works to the works system, the said premises or any adjacent or neighboring premises or any part of the building or any of your property arising as a result of or in consequence of such alterations/amendments/works and I/we undertake to repair and make good such loss and damage at my/our cost, within the time specified/reasonable time, and if we fail to do so, you are entitled to repair/remedy same and we shall forthwith on demand reimburse you all cost and expense whatsoever incurred for making good the said works.

I/we further undertake to indemnify you against all and any claim for damages by any persons who suffered damage as a result of or in consequence of the aforesaid.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_.

Yours faithfully,

Subsidiary Proprietor

Tenant

\_\_\_\_\_  
Signature and Company's Stamp  
Date :

\_\_\_\_\_  
Signature and Company's Stamp  
Date :

\*refer to templates in MS Word doc format

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197  
(SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983  
Tel : 6825 2699 Fax : 6334 7482

Dear Sir or Madam:

**Letter of Undertaking and Indemnity for the Tapping** \_\_\_\_\_  
\_\_\_\_\_

In consideration of your granting us a permit to proceed with the Works, as attached hereto, in the premises known as \_\_\_\_\_ (hereinafter called "the said premises").

I/We, (name of Subsidiary Proprietor and name of Tenant) hereby undertake that I/we shall be liable and responsible for all and any loss and damage caused by the Works to the works system, the said premises or any adjacent or neighboring premises or any part of the building or any of your property arising as a result of or in consequence of such works and I/we undertake to repair and make good such loss and damage at my/our cost, within the time specified/reasonable time, and if we fail to do so, you are entitled to repair/remedy same and we shall forthwith on demand reimburse you all cost and expense whatsoever incurred for making good the said works.

I/we further undertake to indemnify you against all and any claim for damages by any person who suffered damage as a result of or in consequence of the aforesaid.

In addition, I/we shall be fully responsible for the servicing/maintenance/repair of the above Works within the said premise.

Upon moving out, I/we shall reinstate all affected electrical services and/or Works to their original position/condition.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

Yours faithfully,

Tenant

\_\_\_\_\_  
Signature and Company's Stamp  
Date :

\*refer to templates in MS Word doc format

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197  
(SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983  
Tel : 6825 2699 Fax : 6334 7482

Dear Sir

**Letter of Undertaking and Indemnity (Plumbing and Sanitary)**

In consideration of your permitting \*me/ us to alter the existing plumbing and sanitary in the premises known as

#\_\_\_\_\_ (hereinafter called "the said premises").

\*I/We, \_\_\_\_\_  
hereby undertake that \*I/we shall be responsible for any chokage caused to the plumbing and sanitary system or any other damaged caused to the said premises or any part of the building or any adjacent or neighbouring premises or any of your property arising as a result of or in consequence of such alternation and \*I/ we undertake to repair and make good such damage at \*my/ our cost.

I/we further undertake to indemnify you against all and any claim for damages by any person who has suffered damages as a result of or in consequence of the aforesaid chokage and damages.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

Yours faithfully,

\_\_\_\_\_  
Signature and Company's Stamp  
Date :

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197  
(SUNTEC CITY)**

**FAX**

TO: \_\_\_\_\_ FAX NO. \_\_\_\_\_  
KIND ATTN \_\_\_\_\_ REF NO. \_\_\_\_\_  
FROM \_\_\_\_\_ DATE \_\_\_\_\_  
FAX: \_\_\_\_\_ Total number of pages (including this page) : \_\_\_\_\_

**PENALTY FOR VIOLATION OF FITTING-OUT REGULATIONS**

Please be notified that the following violation(s) has / have been committed by you during our recent inspections:

| <u>S/n</u> | <u>Description</u>  | <u>Penalty Amount</u><br>(excluding GST) | <u>Date of offence</u> | <u>Tick</u>              |
|------------|---|--|------------------------|--------------------------|
| 1.         | Commencement of work without Work Permit  | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 2.         | Failure to submit or display Work Permit  | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 3.         | Failure to obtain valid passes for workers at respective FCCs                     | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 4.         | Failure to put up proper protection   | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 5.         | Worker(s) found smoking in / outside fitting-out unit                             | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 6.         | Cigarette butts found within / outside fitting-out unit                           | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 7.         | Dusty works carried out during restricted hours                                   | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 8.         | Noisy works carried out during restricted hours                                   | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 9.         | Works generating foul smell carried out during restricted hours                   | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 10.        | Poor housekeeping   | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 11.        | Illegal dumping of debris / waste materials                                       | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 12.        | Obstruction to common property (e.g. fire escape routes)                          | \$500.00                                 | _____                  | <input type="checkbox"/> |
| 13.        | Damage caused to common property  | \$700.00                                 | _____                  | <input type="checkbox"/> |
| 14.        | False activation of fire alarm system   | \$1,000.00                               | _____                  | <input type="checkbox"/> |
| 15.        | Others (please specify):<br><u>Illegal usage of fire hosereel, cause leakage.</u> | \$1,000.00                               | _____                  | <input type="checkbox"/> |

The total penalty imposed is \_\_\_\_\_ (excluding GST). Please note that this amount shall be deducted from your fitting-out deposit. In the event that the deposit is insufficient, you shall not be allowed to proceed with any works unless the remaining penalty is paid in full.

We urge you to comply with all fitting-out regulations stated in our manual for the overall safety of the development, especially members of the public, our tenants / customers and your own workers / employees.

Thank you for your cooperation.

Yours faithfully  
for and on behalf of  
THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197  
(SUNTEC CITY)**

Serial No. FMCS: \_\_\_\_\_

**FITTING-OUT DEPOSIT RECEIPT & REFUND RECORD**

*(To be completed during the submission of deposit)*

|  |   |               |
|--|---|---------------|
| Building & Unit No.                    | : |               |
| Deposit Amount                         | : |               |
|  |   | Cheque No   : |
|  |   |               |
| Deposit Paid By (Tenant )              | : |               |
| Deposit Refund to ("Party")            | : |               |
| Scheduled Fitting-Out Period<br>(Est.) | : |               |

We confirm that the deposit will be refunded to the "**Party**" as mentioned above.

We agree that this deposit, after deducting all charges or penalties where applicable, will only be refunded when the fitting-out works and all the required submissions to MCST 2197 is completed within 2 months from the date of tenant's business commencement. Failing which, MCST reserves the right to forfeit the fitting out deposit. Fitting-out deposits not claimed after 6 months from the completion of works shall be forfeited.

\_\_\_\_\_  
*UNIT OCCUPIER (SIGNATURE & DATE)*

Name

Title

\_\_\_\_\_  
Company & Address

\_\_\_\_\_  
*CONTRACTOR (SIGNATURE & DATE)*

Name

Title

\_\_\_\_\_  
Company & Address

**For MCST 2197 (Suntec City) use only:**

Acknowledgement for receipt of above mentioned cheque by:

**Facilities Management**

**Finance Dept (MA)**

**Finance Dept (MA)**

\_\_\_\_\_  
*Name, Initial & Date*

\_\_\_\_\_  
*Name, Initial & Date*

\_\_\_\_\_  
*Snr Mgr, Name Initial & Date*

Approval for Refund / Forfeiture by:

**Facilities Management**

**Finance Dept (MA)**

**Finance Dept (MA)**

\_\_\_\_\_  
*Name, Initial & Date*

\_\_\_\_\_  
*Name, Initial & Date*

\_\_\_\_\_  
*Snr Mgr, Name Initial & Date*

# THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2197 (SUNTEC CITY)

3 Temasek Boulevard #B1-65 Suntec City Mall Singapore 038983  
Tel : 6295 2888 Fax : 6294 0880

## RENOVATION DEPOSIT REFUND FORM

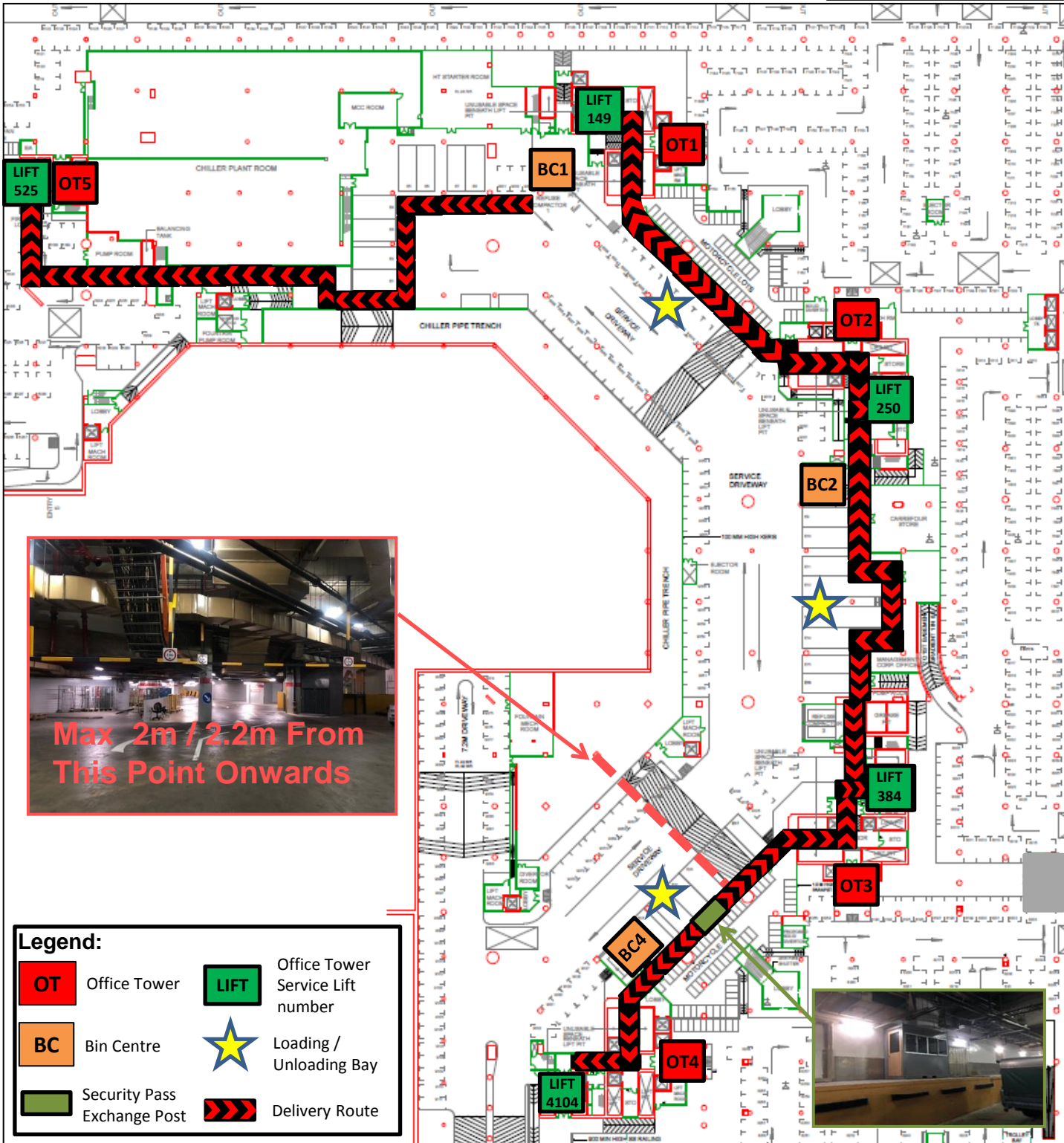
### Terms and Conditions:

1. The tenant/ contractor are required to submit all the drawings/ documents to the MCST Office. Incomplete submission will not be accepted.
2. A joint inspection with the MCST's Engineering Dept will be arrange after the receipt of all drawings/ documents
3. The renovation deposit will be refunded only upon the rectification of all defects highlighted by the MCST
4. The renovation deposit refund form is to be submitted to the MCST office within 1 month after the completion of the renovation, failure which the deposit will be forfeited.

| A. PARTICULARS   |  |   |
|--|--|---|
| Name & Address of *Subsidiary Proprietor/Occupier/ Tenant:   | Name & Address of Applicant (Authorised * Designer/ Contractor): |   |
| Contact Person:  | Contact Person:  |   |
| Contact No: (O) (HP)   | Contact No: (O) (HP)   |   |
| B. DETAILS OF WORK   |  |   |
| Nature of Job:   |  |   |
| Suntec Tower * 1 / 2 / 3 / 4 / 5 Unit No: # _____  |  |   |
| C. Please submit the following drawings with PE /LEW endorsement to MCST office                      |  |   |
| Description  | Y / N / NA   | Remarks   |
| <b>1. Electrical</b>   |  |   |
| a) Single line drawing with LEW endorsement  |  |   |
| b) Lighting layout plan with LEW endorsement   |  |   |
| c) Power layout plan with LEW endorsement  |  |   |
| d) CS3 Form / SP services Electrical test report   |  |   |
| <b>2. ACMV</b>   |  |   |
| a) As-built drawing for ACMV<br>(Include all ducts, additional FCU location and specifications)      |  |   |
| b) Air flow readings   |  |   |
| <b>3. Fire Protection</b>  |  |   |
| a) As-built drawing for Fire Protection System with PE endorsement                                   |  |   |
| b) FSSD certification  |  |   |
| <b>4. Plumbing and Sanitary (If Any)</b>   |  |   |
| a) As-built drawing for plumbing and sanitary c/w private meter with<br>Licensed Plumber endorsement |  |   |
| b) Pantry system specification   |  |   |
| <b>5. Others</b>   |  |   |
| a) PA system layout plan (incl Building PA speakers)   |  | <i>Alternatively, to indicate on lighting plan /<br/>reflected ceiling plan</i> |
| b) Engraved tag at riser stating Company Name & Unit #   |  |   |
| c) Engraved tag at DB (ELR Setting) (if applicable)  |  |   |
| d) Antennal layout plan (if applicable)  |  |   |
| <b>Submitted By:</b>   | <b>Received By:</b>  |   |
| Signature:<br>Name:<br>Date:   | Signature:<br>Name:<br>Date:                                     |   |

| For Office Use Only  |                            |        |    |
|--|----------------------------|--------|----|
| 1 <sup>st</sup> Site Inspection Date & Time                |                            |        |    |
| Representatives  | Defects/ Outstanding Works | Refund |    |
|  |                            | YES    | NO |
| <b>Common Area</b><br>Name & Signature:                    |                            |        |    |
| <b>ACMV</b><br>Name & Signature:                           |                            |        |    |
| <b>Electrical</b><br>Name & Signature:                     |                            |        |    |
| <b>Fire Protection System</b><br>Name & Signature:         |                            |        |    |
| <b>PA Speakers</b><br>Name & Signature:                    |                            |        |    |
| <b>Plumbing and Sanitary (if any)</b><br>Name & Signature: |                            |        |    |
| For Office Use Only  |                            |        |    |
| 2 <sup>nd</sup> Site Inspection Date & Time                |                            |        |    |
| Representatives  | Defects/ Outstanding Works | Refund |    |
|  |                            | YES    | NO |
| <b>Common Area</b><br>Name & Signature:                    |                            |        |    |
| <b>ACMV</b><br>Name & Signature:                           |                            |        |    |
| <b>Electrical</b><br>Name & Signature:                     |                            |        |    |
| <b>Fire Protection System</b><br>Name & Signature:         |                            |        |    |
| <b>PA Speakers</b><br>Name & Signature:                    |                            |        |    |
| <b>Plumbing and Sanitary (if any)</b><br>Name & Signature: |                            |        |    |

**\*\*TO PROCEED WITH REFUND OF THE RENOVATION DEPOSIT: YES / NO**



OTC Holding Area -  
B2 Loading Bay (Pillar Y38 & Z37)

Permitted Hours: 10pm to 6am  
(to clear out daily)

Please notify management of details  
(date & duration) upon confirmation.

## Basement 2 Loading / Unloading Bays

