

Fitting Out Work Checklist

The following guidelines list the details and relevant forms required during the fitting out process. Please enquire with the respective TSC for any further clarification.

For Tenant's Actions	Forms & References
BEFORE CARRYING OUT FITTING OUT WORK	
Appoint nominated consultants and contractors for vetting and submission of tenancy works <i>(Before issuance of Certificate of Statutory Completion.)</i>	Appendix 1 & 2 – Fitting Out Work Guidelines
Ensure the Contractor(s) has attended the introduction meeting with the Tenant Service Centre (TSC).	
<p>Review the BCA-HPB Green Mark for Healthier Workplace on how to achieve accreditation from BCA.</p> <p>Submit the following forms to TSC:</p> <p>Forms:</p> <ul style="list-style-type: none"> • Tenant's Contact Details • Acknowledgement of House Rules • Application Form for Interbank GIRO • Listing of Company Name on Directory Board • Confidentiality Undertaking (Plans and Drawings) <p>Plans:</p> <p>Submit the following plans and drawings to TSC for approval at least 2 weeks before commencement of Fitting Out Work:</p> <ul style="list-style-type: none"> • Architectural/Structural Layout Plan • Interior Design Plan • Electrical/Lighting Installation Plan and Schematic • Fire Fighting and Alarm Installation Plan • Air-Conditioning and Ventilation Installation Plan • Plumbing and Sanitary Installation Plan • Public Address System Plan • Signage Plan • Other Plans, e.g. shop front perspectives (for retail units) • Method statements 	<p>Form F11</p> <p>Form F12</p> <p>Form F13</p> <p>Form F1</p>
Submit LEW-endorsed Form CS/3 to TSC for application of electricity account opening.	Form CS/3
<p>Documents:</p> <p>Submit to TSC together with the following documents at least 2 weeks before Fitting Out Work:</p> <ul style="list-style-type: none"> • Fitting Out Work Deposit • Schedule of the Fitting Out Work • A copy of each insurance policy taken out for the Fitting Out Work • A copy of approval letters from the Authorities, if any 	<p>Reference R2 for payee list</p> <p>Form F2</p>

Fitting Out Work Guidelines

Contents

Compliance with House Rules	3
Permitted Hours for Fitting Out Work	3
Submission of Plans for Fitting Out Work	3
Architectural Work	4
Structural Work	
Interior Design Work	
Electrical Installation	6
Power and Lighting Cabling Works	
Fire Protection and Alarm Installation	7
Flowchart for Obtaining Temporary Fire Permit/Fire Safety Certificate	
Flowchart for Obtaining Acknowledgement Letter from SCDF In Regard to Minor Fitting Out Work	
Commonly Referred to Fire Safety Regulations	
Fire Protection Work	
Fire Alarm Work	
Public Address System Installation	9
Air-Conditioning and Ventilation Installation	9
Plumbing and Sanitary Installation	15
Signage Installation	16
Other Plans	16
Shop Front Drawings (For Retail Units)	
Hoardings (For Retail Units)	
Kitchen Supply & Exhaust System (For Retail Units)	
Declaration of Confidentiality Undertaking (Plans and Drawings)	17
Payment of Fitting Out Work Deposit	17
Insurance	17
Insurance Policies	
Public Liability Insurance	
Work Injury Compensation Insurance	
Submission of Permits/Forms	18
Approval from Authorities to Carry Out Fitting Out Work	
Permit for Carrying Out Building Fitting Out Work	
Contractor/Worker Registration Form	
Submission of Other Permits (Where Required)	18
Application for Hot Work Permit	
Draining/Charging Up of Fire Protection System	
Application for Temporary Power Supply	
Use of Service Lift	

Site Preparation for Fitting Out Work	19
Protective Materials for Common Areas	
Erecting Hoardings	
Air Quality	
Access Route	
Random Checks and Inspection	19
Joint Inspection of Completed Fitting Out Work	20
Refund of Fitting Out Deposit	20
Appendix 1:	21
Appointment of Consultants and Contractors before issuance of Certificate of Statutory Completion	
Appendix 2:	23
Vetting and Submission Fees	

Compliance with House Rules

The Fitting Out Work Guidelines are to be read together with the House Rules before commencement of fitting out works. The Tenant is responsible to ensure that the Contractor(s) and their workers follow the House Rules.

The Landlord has the right to revise the submission requirements and the Fitting Out Work Guidelines at any time, without prior notice and with immediate effect.

Permitted Hours for Fitting Out Work

All hacking, demolition and drilling works shall be carried out only during the Permitted Hours as follows:

Monday to Friday	7.00 pm to 7.00 am the following day
Saturday	2.00 pm to 9.00 am the following day
Sunday & Public Holiday	9.00 am to 5.00 pm

Minor works are allowed during normal office hours if they do not pose a nuisance, e.g. noisy, dusty, odour or obstructive, to building operations, other tenants and the public.

Tenant Service Centre (TSC) has the right to stop all works immediately and without prior notice to the Tenant at any time the works are deemed to be causing safety concerns, interruptions and inconvenience to building operations, other tenants or the public. TSC cannot be held liable for any delay to the Tenant's Fitting Out progress due to the stop-work order.

The Tenant's Contractor(s) shall inform TSC if there is any Fitting Out Works after the Permitted Hours. All attendance and standby fees, if necessary, shall be borne by the Tenant (Refer to **Value Added Services**).

Fitting Out Schedule

The Tenant shall provide TSC with a detailed Fitting Out Schedule indicating all critical milestones, so that necessary preparations and/or coordination with other tenants may be done in advanced.

Submission of Plans for Fitting Out Work

The Tenant is to engage the services of a professional consultant to review and endorse the fitting out construction drawings and works prior to submission. The Tenant may approach TSC for a recommended list of consultants.

Except for schematic drawings, the minimum scale for all fitting out construction drawings shall be 1:100.

All original partitions, fixtures and fittings to be demolished, relocated, or dismantled shall be shown in dotted lines.

All the plans shall be dated and endorsed with company stamp, name and authorised signature(s).

All the drawings shall contain the basic information below:

- Tenant's name and unit number
- Main contractor
- Consultant(s)
- M&E Contractor
- Project title and Date
- Drawing title

All drawings (Scale 1:100) shall be submitted to TSC using **Form F1– Submission of Plans for Fitting Out Work**, at least 2 weeks before the commencement of Fitting Out Work.

Once the submitted plans have been approved by TSC, any amendments will require re-submission for approval. These alterations must be clearly highlighted in the revised plans during the re-submission.

Architectural Work

In addition to the architectural plan showing the tenanted layout, a separate architectural plan(s) is/are required to show the integration of the layout with the level's full floor plan.

Structural Work

If brick walls or partition walls are required to be erected or demolished or heavy equipment is installed within the tenanted premises, the Tenant shall submit the proposed plan with the necessary endorsement and certification from a professional structural engineer to the TSC for approval before submitting the plan(s) to the relevant authorities for approval.

Plans shall be certified by the professional structural engineer with the following declaration:

"I,(name of professional engineer), hereby certify that the brick wall/partition to be demolished/constructed are non-load bearing and that the existing superstructure, walls and foundations of the building are capable of supporting the additional load of the proposed building works as shown on plan with safety; and I will supervise the proposed building works and submit a Certificate of Supervision upon completion of works."

Any alterations to the building's structures are subjected to the approval of TSC and relevant authorities.

Interior Design Work

False Ceiling

False ceilings must be constructed with non-combustible materials.

Blinds

The colour of the blinds (sunshade and blackout blinds) shall be submitted to TSC for approval prior to installation. The Tenant shall not change the pelmet for the blind as it might affect the curtain wall system.

Acoustic Control

Acoustic control on the partition walls must be incorporated in the Tenant's Fitting Out Work. In general, the noise level should not be a nuisance to your neighbours.

Ceiling Height Control

The ceiling should not affect the curtain wall elevation. The ceiling level should be positioned against the transoms of the curtain wall. Drilling, installation of fixtures and fastening of screws or inserts on the transoms is prohibited.

Entrance Door

The design of the entrance door to the Tenant's premises shall comply with the Fire Safety and Shelter Department's (FSSD) requirements. All entrance doors shall not open outwards into the common area unless the doors are set back within the limits of the tenanted premises.

Perimeter Lighting on Office Floors (if applicable)

The down lights at the perimeter of the ceiling on all office floors shall not be removed or changed without the Landlord's written approval.

Curtain Wall Glass

The Tenant shall not fix or adhere anything on the curtain wall glass. Furniture shall not be placed abutting the wall glass surface. The server room shall be located away from the glass surface wherever possible.

Floor Traps

All unused floor traps below the raised floor should be plugged with a rubber stopper to prevent the back-flow of water and emission of foul odours.

Partition Walls

All partition walls must be dry and demountable, e.g. gypsum sandwich panel with a mineral fibre-insulation layer.

The use of lightweight concrete partitions or other "wet trade" construction methods may be granted on a case-by-case basis for fire rated enclosures and in circumstances that relate to security. The Landlord's written approval is required under such circumstances.

All materials used for partitioning and Fitting Out Works at the tenanted premises must conform to the fire resistant/safety standards stipulated by the relevant authorities.

Partition walls abutting windows must be positioned against mullions. The thickness of each partition shall not be greater than the mullion. The Tenant must not secure or install any fixture or partitioning onto the curtain walling mullions. Drilling and fastening of screws or inserts onto the mullions, window sills, tie-strut aluminium cover, etc. at the curtain walling are strictly forbidden.

The Tenant shall not place any object that obstructs the replacement of window panels.

The floor areas next to the fire access panels must be free from obstruction at all times.

All fixed partitions, including low partitions and built-in cupboards terminating at the window panels, must not obstruct the full opening of any operable window panel.

All sideboards or cupboards along the window bays must not be higher than the window sills.

The dimensions of all compartments, display counters, wall cabinets, enclosures and other built-in fixtures shall be indicated in the Fitting Out drawings. The furniture and fixtures shall not obstruct access for maintenance of equipment located in the tenant premises.

Electrical Installation

Power and Lighting Cabling Works

All wiring installations must comply with the relevant Singapore Standard for Electrical Installations.

The Tenant's Contractor(s) shall provide their own protection devices when carrying out electrical works.

The exact position of the distribution board shall be indicated on the layout plans. The single-line-diagram shall be endorsed by a licensed electrician from the appropriate class and submitted to the Landlord for approval. The power, lighting circuits and specific lighting points that are connected to the Landlord's supply must be shown clearly in the plan.

Drawings for cable layout and method statements must be submitted before works are carried out.

The setting of the tripping Amperes for Tenant's MCB/ELCB shall be recommended by the Landlord's professional electrical engineer, and this service is chargeable.

Access into the building's services risers must be arranged with TSC. Any works to be carried out within the risers must be approved by TSC.

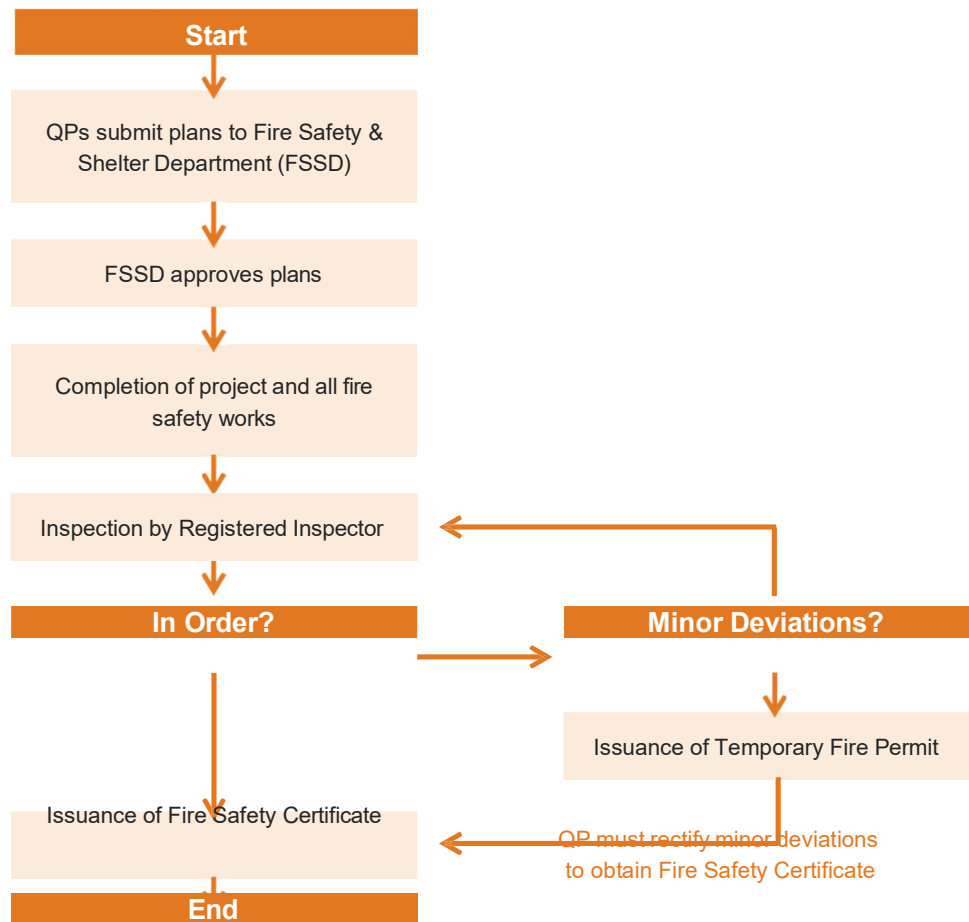
All openings made in the riser for cable installation must be resealed with fire stop material in compliance with FSSD's requirements.

All electrical works shall be undertaken by an Energy Market Authority (EMA)-registered contractor. Completed electrical works shall be tested and approved by the Tenant's licensed electrician.

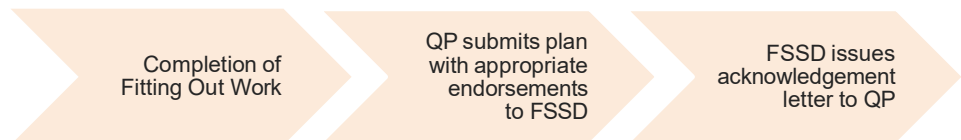
The Tenant shall apply for his own electricity account and also install their meter from the building's energy retailer.

Starting surges and harmonics generated by the Tenant's equipment must not cause a voltage distortion at the Landlord's source or exceed the total voltage distortion specified in the relevant Singapore Standard.

Fire Protection and Alarm Installation
Flowchart for Obtaining Temporary Fire Permit/Fire Safety Certificate
(For Major Fire Safety Work)



Flowchart for Obtaining Acknowledgement Letter from SCDF In Regard to Fitting Out Work



Minor addition/alteration works do not require the approval of Singapore Civil Defence Force (SCDF). Instead, once the Qualified Person (QP) is satisfied that the works proposed by the applicant qualified under this category, the QP prepares the plan for the works with appropriate endorsements. Upon completion of the works, the QP lodges a copy of the Plan with FSSD and receives in return an acknowledgement letter.

Commonly Referred to Fire Safety Regulations

All plans shall comply with the following regulatory requirements for submission to FSSD.

Type of Plan Submission	Regulatory References
<ul style="list-style-type: none"> • Building plan for fire safety works • Fire protection plan for automatic fire alarm system • Fire protection plan for automatic sprinkler system • Air-conditioning and mechanical ventilation system 	Fire Safety Act; Fire Safety (Building Fire Safety) Regulation; Code of Practice for Fire Precautions in Buildings; and The relevant Singapore Standards. (SS CP 10) (SS CP 52) (SS 553 as formerly known as CP 13)

Fire Protection Work

The Tenant must strictly comply with the latest Code of Practice for Automatic fire sprinkler system (SS CP 52).

The tenanted premises are provided with a fire protection system. If necessary, the Tenant shall, at his own cost, engage Landlord's Approved Qualified Person (QP) to modify the existing fire protection system. The Landlord's written approval is required before modification plans are submitted to the FSSD for approval.

Existing and newly installed pipes for the sprinkler system must be painted according to SS CP52 colour codes. All works must comply with the latest Code of Practice and other regulations by the relevant authorities.

The interior design and layout must not obstruct existing fire escape corridors and fire-hose reel cabinets.

Isolation of the fire protection system is allowed only for works affecting the ceiling. This should be kept to a minimal and performed during office hours.

The Tenant shall provide adequate numbers of dry chemical and CO₂ fire extinguishers to be placed at prominent positions at the work site during the Fitting Out period.

The Tenant must ensure that all risers are fire-stopped with approved materials and submit the specification of the materials to the Landlord.

The Tenant shall lodge their plans to FSSD via their QP and submit a copy of the acknowledgement/certificate from FSSD to TSC, along with hard and soft copies of the as-built drawings (scale 1:100) within 1 month upon completion of Fitting Out Work.

The Tenant shall adhere to the following when carrying out the Fitting Out Work:

- No removal/change of type/sprinkler spacing of sprinkler provision not in accordance to SS CP52.
- No vehicles transporting and storage of hazardous, flammable, explosive or highly combustible materials onsite.
- No creation of opening between floors with unprotected steel beams.
- No exposure or removal of fire protection coating to the fire protected bounding beam.
- No conversion of type of use/occupancy of office floor to storage.

Fire Alarm Work

Any electrical works to tap on the fire alarm signal from the Landlord's sub addressable panel shall comply with the Singapore Standard SS 645 for the installation and servicing of electrical fire alarm systems. The cost of installation and compliance will be borne by the Tenant.

The Tenant shall, at his own cost, engage Landlord's Approved QP if modification works to the fire alarm system are required. The Landlord's written approval is required prior to any modification work.

The Tenant must provide an access panel for the maintenance of smoke detectors located under raised floor panels. No fixtures or fittings shall be installed above the smoke detectors.

The Tenant shall pay an administrative fee every time the fire-alarm system accidentally trips as a result of the Fitting Out Work (Refer to Value Added Services).
The Tenant shall further bear the cost of activating the fire engine due to false alarm.

Public Address System Installation

The Tenant must strictly comply with Singapore Standard SS 546. If additional speakers are required for emergency communication, the location of these speakers shall be shown in a drawing to be submitted to TSC for approval prior to installation.

Testing and commission of the public address system with the Landlord is compulsory after the Fitting Out work.

Air-Conditioning and Ventilation Installation

All new and existing positions of the air-conditioning ducts, air diffusers and return air outlets shall be clearly and accurately indicated on the plans.

The Tenant shall engage the services of a professional engineer to where re-routing of the existing air-conditioning system is required for proper air-conditioning to partitioned rooms. The air distribution drawings illustrating the duct sizes, flexible duct sizes, and amount of air designed for each diffuser in cubic meter per hour (CMH), size of diffuser with control damper and the exact location of the splitter damper must be endorsed by the professional engineer.

The main ducting along the common passageway must not be tampered with, and the return air grille/inlet must not be blocked under any circumstances. No ventilation fan shall be installed at the air-conditioning outlets to extract cool air from the central air-conditioning system.

Requests for the installation of fan coil units must be submitted with technical data, including the total cooling capacity and chilled water flow rate, for the Landlord's approval.

Where the installation of a fan coil or water-cooled package unit has been approved, the Tenant shall ensure that these do not obstruct access to the existing air-conditioning system for maintenance. All condensate drainpipes must be properly insulated and enclosed in metal trunking to avoid condensation. The trunking must not be laid on the floor.

When any additional chilled water-cooled Fan Coil Unit is installed, the following shall apply:

1. Tenant shall engage the Landlord's Nominated BMS Contractor to commission and integrate the BTU meter provided and installed by the Tenant to monitor and measure the usage of the chilled water to Landlord Building Management System (BMS). Tenant shall ensure that the BTU metering system installed comes with site display feature so that readings can be taken on site and BMS. It must be compatible with Landlord's BMS (protocol MODBUS). All costs are to be borne by the Tenant.
2. The temperature sensor for BTU meter shall be factory calibrated to an accuracy of +/- 0.05°C over the range from 0°C to 40°C and compensated for non-linearity.
3. The flow meter for BTU meter shall be of electro-magnetic type with an accuracy of better than +1.0% between 10% to 100% of the full scale.
4. Tenant shall submit the proposed BTU meter, temperature sensor and flow meter, temperature gauge for approval by the Landlord. In addition to all BTU meters which monitor the chilled water usage, the temperature sensors and flow meter must link to the Landlord's BMS for monitor and tracking. All costs are to be borne by the Tenant.
5. The BTU meter to be installed within the AHU room and maintain in good working order by the Tenant. For floors without AHU rooms, Tenant can propose the location (e.g. within tenanted area or near electrical meter) subject to Landlord's approval. Power supply to BTU shall be tapped from Landlord's source and in location whereby it can be accessible for verification and replacement in the future. All costs are to be borne by the Tenant.
6. The temperature sensors and flow meter for the BTU meter shall be installed on the chilled water pipes section immediately after the boundary of the tenant premises to accurately measure the chilled water flow and temperature on the usage for billing purpose.
7. Tenant shall install temperature gauge on the main auxiliary supply and return chilled water pipe line.
8. Charges shall be imposed by the Landlord on the usage of the chilled water at the prevailing rate determined by the Landlord from time to time.
9. A set of 50mm diameter chilled water pipe tap-off (supply and return) from Landlord main chilled water system is provided for Tenant auxiliary chilled water requirement. If larger tap-off is required, Tenant to seek Landlord's approval. Any modification of piping will require Landlord's approval.
10. Tenant shall install approved type differential pressure controller across the main chilled water supply and return line to ensure the flow of chilled water is consistence. The approved type differential pressure controller shall be "TA" and the pressure rating shall not be less than 20Bar (PN20). The differential pressure controller shall be installed on the chilled water pipe section immediately after the boundary of the tenant premises.
11. Tapping of chilled water from the landlord's main chilled water riser at the designated Tee-off point must be completed with chemical flushing and drain off chilled water from the connected pipe. Filtration system (i.e. strainer etc.), for the return water, shall be installed at the return line before the landlord's main return pipe with a minimum filtration performance of 200 microns so as to ensure that chilled water quality is maintained. A lab test report by SAC-Singlas accredited laboratory shall be submitted to the Landlord before auxiliary chilled water is turn-on. The water composite after treatment shall meet the following parameters:-

Parameter	Control Range
pH @ 24°C	8.0 to 10.0
Turbidity	Below 20 FTU
Bacteria Count	Below 10,000 npml
Total Iron Increment	Below 1.0 ppm
Total Copper Increment	Below 0.2 ppm
Total Dissolved Solid	Below 500 ppm
P-alkalinity	Below 50 ppm
M-alkalinity	Below 300 ppm
Chlorides	Below 50 ppm

Where the installation of a fan coil or water-cooled package unit has been approved, the Tenant shall ensure that these do not obstruct access to the existing air-conditioning system for maintenance. All condensate drainpipes must be properly insulated and enclosed in metal trunking to avoid condensation. The trunking must not be laid on the floor.

When carrying out Fitting Out Work, the Tenant must ensure that the air-conditioning supply and return air grilles are sealed properly and securely with plastic sheets to prevent contaminating the central air-conditioning system.

Subject to Landlord's prior approval, adequately-sized access openings shall be provided at convenient locations along the ceiling, including plastered ceilings, for future electrical or mechanical maintenance.

The Tenant shall seek the Landlord's written approval to tap the building's chilled or condenser water. The Tenant shall, at his own cost, install a constant flow valve at the main pipe, and clean the chilled or condenser water pipes prior to connecting to the base system. The Tenant is to engage the Landlord's nominated water treatment term contractor to carry out water flushing to the pipes and then submit the test report to TSC.

Upon completion of Fitting Out Works, the Tenant shall submit a report on the testing and commissioning of the air & water distribution system to TSC for approval.

All Variable Air Volume (VAV) boxes and Building Monitoring System (BMS) points located inside the tenanted premises will be isolated from the building's BMS system during the Fitting Out or testing period. The Landlord will only activate the BMS points when they have been certified by the Landlord's nominated contractor (cost to be borne by Tenant).

When new air-conditioning branch ducts are added, the Tenant shall also provide dampers to regulate the air volume.

All new duct openings must be properly sealed to prevent dust from entering the air-conditioning system if the works cannot be completed within the day.

The Tenant shall also ensure his Contractor(s) provide secondary filters to cover the existing Air Handling Unit (AHU) or Fan Coil Unit (FCU) during the Fitting Out Works.

For rooms with 24-hour air-conditioning that are located next to the staircase, the internal wall shall be double-layered with partition boards and infill with rock wool to prevent condensation.

The Tenant shall not install or connect any monitoring or control system to building chilled-water supply or return pipes (or both). Prior approval from TSC is required if the Tenant plans to tap chilled water from the chilled-water supply and return risers, air-handling units and headers etc.

The Tenant is responsible for flushing of pipelines, making good all fault(s) and/or damages(s) arising from tapping the chilled-water supply, e.g. by installing, operating, maintaining and repairing Tenant’s chilled-water Fan Coil Unit(s).

The Tenant shall arrange for an accredited chilled-water lab tester (approved by the Authorities) to carry out water test of the relevant segment. The Tenant shall ensure that the results are in order before proceeding to connect to the building’s chilled-water system.

Air Balancing Guide

The air balancing guide is to create an optimal working environment for the Tenant. The Landlord’s nominated BMS contractor is to be appointed to inspect and review the completed air balancing procedure (VAV setpoints). The Landlord’s nominated ACMV contractor is to be appointed to inspect and review the air balancing procedure.

The Tenant is required to submit the following:

Item	To be submitted	When
(1) Before Fitting Out works	Produce Tenancy Air-Conditioning Layout Plan (with designed flow rate and temperature)	Two weeks prior to Fitting Out works
(2) After Fitting Out works	<ul style="list-style-type: none"> a. Measurements of Air Volume Flow Rates & Data b. Updated Tenancy Air Conditioning Layout Plan (with measured flow rates) 	Within one month after Fitting Out works

**(1A) Before Fitting Out Works:
(Submission of plans)**

Actions to be taken by:	
Tenant	<ul style="list-style-type: none"> - Appointment of a consulting engineer/designer to produce and design the Tenancy Air-Conditioning Layout Plan (Item 1) - Appointment of an air-con contractor and ensure compliance with Building House Rules. - Ensure timely submission
Tenant’s Appointed Consulting Engineer/ Designer	<ul style="list-style-type: none"> - Submit endorsed Tenancy Air-Conditioning Layout Plan (Item 1) which include the followings: <ul style="list-style-type: none"> a) air-flow rate of each air diffuser, b) Designed Temperature, c) Location of VAV box, d) Location and design of transfer air duct, e) Location of volume control damper and splitters, f) Location of return air grille, g) Location of thermostat

**(1B) Before Fitting Out Works:
(Before commencement of aircon balancing works)**

Actions to be taken by:

Tenant

Engagement of Landlord's nominated BMS contractor to carry out the testing & commissioning and updating of VAV boxes concurrently with tenant's appointed aircon contractor upon completion of all aircon works.

Tenant's Appointed Air-Con Contractor

Ensure the following preliminary preparations are done prior to any testing, balancing and measuring:

- Obtain as-built drawings and designed specifications from the tenant's consulting engineer/designer;
- Ensure all parts of the air distribution system are in working condition and clean;
- Ensure all dampers are open;
- Ensure no visible and audible air leakage from any part of the air distribution system;
- Ensure that the air instruments for measuring air volume (CMH), air temperature (°C), relative humidity (RH%), etc. are ready and calibrated
- Check dampers for correct and locked position; and
- Ensure no short cycle between Supply Air Grilles (SAG) and Return Air Grilles (RAG). Thermostat should be located at a location where it can sense the ambient temperature and respond to its desired set-point.

Adjust air flow rates in the ducting system to achieve specified values (within tolerances) in each duct branch by regulating the splitters and dampers until all the box/ dampers meet the designed maximum air flow.

Notes on air-balancing procedure:

- After any alteration to the air distribution system, the splitters and volume control dampers of the air-ducting system are to be adjusted to deliver maximum designed air volume flow rate at the air terminals as given on the drawing by the tenant's Consulting Engineer / Designer.
- No single procedure for air balancing is applicable to all systems. Balancing means adjusting the dampers and splitters to ensure that each diffuser or area receives the correct amount of air. Conditioned air must be supplied in the right amount to each room and diffuser. It is also important that the correct amount of air must be returned from each room.
- If the tenant's Consulting Engineer / Designer has included a diversity factor in selecting the main equipment, this diversity factor should be allowed to apply for assessing the full flow from all boxes simultaneously; and
- Branch dampers should be used for major adjusting and terminal dampers for trim or minor adjustment only.

(2) After Fitting Out Works:**Actions to be taken by:****Tenant & Tenant's Appointed Consulting Engineer/ Designer & Tenant's Appointed Air Con Contractor**

- Tenant's consulting engineer/designer or authorised representative to witness and acknowledge on the air-flow distribution rate for each:
 - a) air diffuser;
 - b) return air grille;
 - c) VAV box;

Notes on equipment and instrumentation:

A capture hood is recommended to obtain the air-flow volume through the air diffusers and grilles. However, if its usage is not possible, i.e. at a linear diffuser, it is acceptable to multiply the air velocity measured by the "free" grille area to obtain the air volume at each outlet. Data of the "free" grille area should be obtained from the manufacturer of the air grilles;

Note: Air balancing analysis, physical adjustment to the splitters and dampers, and confirmation of VAV box size installed on site are to be carried by Tenant's air-con contractor.

Plumbing and Sanitary Installation

The Tenant shall engage the services of a Professional Engineer for any Fitting Out works to the existing plumbing and sanitary system, and a licensed plumber to carry out the installation.

All design and installation works must comply with statutory requirements. The Tenant shall submit a copy of the approvals from all the relevant authorities to TSC for record.

The drilling of core-holes in concrete walls and floor slabs is prohibited.

The Tenant must ensure that washrooms within the tenanted premises are waterproofed to prevent the leakage of water and other liquids to the surrounding premises.

For installation of a wet pantry, the Tenant must comply with the following requirements:

- a) The Tenant must open an account with SP Services for PUB meter installation. The water meter will be installed in the common riser.
- b) Ensure that waterproofing is adequately provided at the wet area to prevent seepage to the floor below;
- c) Method of statement for waterproofing works to be submitted for TSC's review prior to commencement of waterproofing works;
- d) Minimum 5 working days' notice is required for commencement of water ponding test, subject to TSC's approval;
- e) Submission of waterproofing report/ or warranty is mandatory upon completion of waterproofing works;
- f) A curb (at least 50mm in height) is built around the floor drain;
- g) A water leak detector with auto shut-off solenoid valve must be installed:
 - Within the curb area of the floor drain
 - Below the pantry sink
 - Any floor mount or table-top water dispenser (if any)The water leak detection system must be able to remotely and locally notify the Tenant when a leak is detected. The Tenant is responsible for the installation and maintenance of the system;
- h) An additional isolation valve is installed inside the office premises at an accessible location to stop the water supply to the pantry in case of a water leak; and
- i) If flexible joint/tube is required to connect to the pantry water tap, the flexible joint/tube must be of stainless steel or equivalent material.
- j) The Tenant is responsible for the installation and maintenance of a grease interceptor (if any).
- k) Any additional water dispenser, table-top or floor mount, must be installed with a water leak detector.

Signage Installation

Directory signage is provided at the lift lobby of the floor where the Tenant's premises is located. Additional signage request is subject to the TSC's approval and the cost will be borne by the Tenant.

Permitted signage must be made of good quality material and approved by the TSC. Retail units should note the additional requirements on shop front drawings in the section below.

To preserve the image of the building, the Tenant is strictly forbidden to put up any structure or materials such as signs, advertisements, posters and banners on external walls, or where they may be visible from the outside.

Other Plans

Shop Front Drawings (For Retail Units)

For retail units, 3 sets of shop front perspective drawings showing the signboard and window display, including material board of the finishes to be used and interior design must be submitted for the TSC's approval.

Hoardings (For Retail Units)

Hoardings must be erected at retail units before the commencement of Fitting Out Work. Tenants must obtain hoarding design from TSC.

Outgoing Tenant shall allow the incoming Tenant to install their hoarding graphics upon installation of hoardings. Otherwise, outgoing Tenant shall at their own costs, install Landlord approved graphics for the interim.

Kitchen Supply & Exhaust System (For Retail Units)

The Tenant shall supply, install and maintain the kitchen hood, exhaust and supply fan systems within their premises according to the National Environment Agency's (NEA) Code of Practice for Environmental Health. Should the Tenant fail to maintain the systems adequately, the Landlord may engage a contractor to carry out the maintenance and recover the cost from the Tenant.

The Tenant's kitchen hood shall comply with the NEA specifications on acoustic levels, odour and grease controls. The fire suppression system and interface with the building's kitchen exhaust system must also comply with the Singapore Standards.

The kitchen hood shall be fitted with first stage stainless steel grease filters to trap coarse grease particles. The grease filters shall be installed with overlapping edges. The UV-C grease and odour removal system shall be installed behind the grease filters in the kitchen hood to provide secondary grease destruction and odour removal. If for any reason, the UV-C filtration system cannot be installed in the kitchen hood, the Tenant shall propose an alternative location, subject to the TSC's approval.

An electronic air cleaner shall be installed in the exhaust duct within the Tenant's premises to prevent the escape of gaseous contaminants into the environment.

If a kitchen supply fan is already installed in the Tenant's premises, the Tenant shall rewire the supply fan to the Tenant's electrical distribution board while interlocking the supply fan with the gas solenoid valve.

The Tenant must take all precautionary measures to contain the smell of food within their premises.

Declaration of Confidentiality Undertaking (Plans and Drawings)

The Tenant's contractors and consultants are required to keep the building plans and drawings strictly confidential.

The Tenant is required to collate and submit to TSC **Form F13 – Confidentiality Undertaking (Plans and Drawings)** to be completed by all parties with access to the building's plans and drawings at least 2 weeks before the commencement of the Fitting Out Work.

Payment of Fitting Out Deposit

The Fitting Out deposit will be calculated at \$1.00 psf of leased area subject to a **minimum of S\$5,000.00**. The list of payees can be found at **Reference R2 – Payee List**.

The Tenant is required to submit **Form F2– Submission of A&A Deposit by Third Party**, if a third party is paying the Fitting Out deposit on his behalf.

The Fitting Out deposit must be submitted at least 2 weeks before the commencement of the Fitting Out Work. Payment must be accompanied by the following documents:

Insurance Insurance Policies

The Tenant shall ensure that, before the commencement of any works, his contractor obtains and maintains such insurance policies and coverage as is required by law including the policies of insurance described below for the duration of the works. All policies shall be placed with insurance companies, which are licensed to conduct business under the laws of Singapore and are acceptable to the Landlord. Copies of the insurance policies shall be submitted to TSC prior to the commencement of the works.

The aforesaid policies of insurance are:

Public Liability Insurance

To indemnify the insured against all sums, which any of them becomes legally liable to pay as damages in respect of bodily injury (including death or disease) to any third parties and loss or damage to third party property arising from or in connection with the works whether done or omitted to be done by or on behalf of the tenant or its contractor (including sub-contractors of all tiers), such indemnity to be for a sum at least S\$2,000,000 in respect of any one accident, and unlimited for any one period.

The Public Liability Insurance policy shall:

- a) Include as named insured, "HSBC Institutional Trust Services (Singapore) Limited as Trustee of CapitaLand Commercial Trust, CapitaLand Integrated Commercial Trust Management Limited as the manager of CapitaLand Commercial Trust, CapitaLand Commercial Management Pte Ltd as Property Manager of CapitaLand Commercial Trust, and their agents, servants and employees"
- b) Contain a Cross Liability clause, whereby the policy shall operate in a manner as if there were a separate policy covering each insured.

Work Injury Compensation Insurance

As may be required to be effected under the laws of Singapore or any applicable legislation as are necessary to cover the liability of the contractor or, as the case may be, of any such subcontractor, in respect of bodily injury or death arising out of or in the course of or by reason of the carrying out works under the works contract. The Work Injury Compensation Insurance policy shall:

- a) Provide for the interests of, of HSBC Institutional Trust Services (Singapore) Ltd as Trustee of CapitaLand Commercial Trust, CapitaLand Commercial Trust Management Limited as the Manager, and CapitaLand Commercial Management Pte. Ltd. as Property Manager to be noted as “Principal”.
- b) Require the Insurer to release and waive all rights of subrogation against HSBC Institutional Trust Services (Singapore) Ltd as Trustee of CapitaLand Commercial Trust, CapitaLand Commercial Trust Management Limited as the Manager, CapitaLand Commercial Management Pte. Ltd. as Property Manager and their agents, servants and employees.

Submission of Permits/Forms

Approval from Authorities to Carry Out Fitting Out Work

The Tenant is expected to acquire the necessary approvals from the relevant authorities before commencing on the Fitting Out Work. A copy of each approval letter shall be submitted to TSC.

Permit for Carrying Out Building Fitting Out Work

The Tenant shall obtain the Landlord’s permission for Fitting Out Work using **Form F3– Permit for Carrying Out Building Fitting Out Work**. Upon endorsement by the TSC, the Tenant shall display Form F3 prominently at the entrance of the tenanted unit.

Contractor/Worker Registration Form

The Tenant shall submit **Form F4– Contractor/Worker Registration Form**, to provide TSC with the particulars of all Contractors and Workers appointed to undertake Fitting Out Works. This is to facilitate their authorised entry into the building.

Submission of Other Permits (Where Required)

TSC requires at least three working days to approve other ad-hoc requests submitted during Fitting Out Works. Such requests include:

Application for Hot Work Permit

The Tenant may apply for a hot work permit using **Form F5– Application for Hot Work Permit**.

Draining/Charging Up of Fire Protection System

The Tenant shall seek approval for the addition or alteration to the existing sprinkler installation using **Form F6–Protection System**. Refer to Value Added Services for the charges.

Application for Temporary Power Supply

The Tenant may request for temporary power supply using **Form F7 –Application for Temporary Power Supply**. The Tenant is required to install a temporary distribution board in accordance with the latest Singapore Standard. Refer to Value Added Services for the charges.

Use of Cargo and Service Lift for Bulk Movements

The Tenant must request for access to the Cargo and Service Lift using **Form F8 – Use of Cargo and Service Lift**.

Site Preparation for Fitting Out Work

Protective Materials for Common Areas

The Tenant's Contractor(s) shall ensure that all finishes and installations in the common areas, such as doors, wall tiles, carpets, lifts and escalators are protected with plywood for floors and padded canvas on plywood for walls during the Fitting Out period. All temporary protection is to be removed after the Fitting Out Work.

The Tenant shall make good any damages to the finishes and installations caused by the Fitting Out Work. All damages to the lift cars, landings and frames shall be rectified at the Contractor's expense and to the satisfaction of TSC.

Dust mats are to be placed on both sides of any entrance to the worksite.

Erecting Hoardings

The Tenant's Contractor is required to erect hoarding according to the specifications and at the locations required by TSC during the Fitting Out work. TSC has the right to rectify, at the Tenant's expense, any protective hoardings that do not comply with safety specifications.

Hoardings must fully cover the Contractor's work area from floor to ceiling, with joints plastered and painted over, to prevent dust from escaping to other areas. Hoarding materials used must be new, complete sheets of gypsums, and finished in 2 coats of lily-white emulsion paint.

Air Quality

The Tenant shall ensure his Contractor(s) take all precautions to prevent dust from entering the return air ducts in the premises during Fitting Out Work. Any dust accumulated in the air ducts and on the fittings will have to be removed by the Contractor(s).

The Tenant shall use odourless paint and ensure that the air in the building is free from offensive odours during the Fitting Out period. Where odours resulting from the use of varnish, glue, solvents or materials are likely to circulate through the central air-conditioning system, the Tenant shall arrange for such works to be carried out when the air-conditioning system to the tenanted premises has been switched off. All cleaning aids, unused paint, containers and solvents are to be disposed off-site daily.

Access Route

TSC's approval is required if the access route has to be closed temporarily.

All temporary protection is to be removed after the Fitting Out Work. All damages shall be rectified at the Tenant's expense and to the satisfaction of TSC.

Random Checks and Inspection

TSC has the right to enter and inspect the tenanted premises at any time and without prior notice during the Fitting Out period, especially for urgent rectification and repair works.

TSC has the right to stop all the works immediately for any unauthorised works, workers, activities or other discrepancies found. The Fitting Out Work will resume only after a thorough investigation by the Tenant and his Contractor(s), with a satisfactory resolution provided by the Tenant and accepted by TSC.

TSC has the right to instruct the Tenant's Contractor(s) to rectify or repair damages within the tenanted premises and common areas.

Joint Inspection of Completed Fitting Out Work

The Tenant shall submit **Form F9 – Joint Inspection Clearance Form**. The Tenant will arrange for a joint inspection with TSC to determine that the Fitting Out Work has been carried out in accordance with approved plans and drawings. This includes all defects at the common areas resulting from the Fitting Out Work that have been rectified. TSC will identify and indicate areas that need to be rectified and provide the rectification deadline.

Refund of Fitting Out Deposit

The Tenant shall submit **Form F10 – Completion of Tenant's Fitting Out Work and Refund of Fitting Out Deposit** along with the following documents:

- a) **As-Built Plans**
2 copies of As-Built Plans with reference to all drawings required in **Form F1 – Submission of Plans for Fitting Out Work**, which was submitted prior to the Fitting Out Work. TSC may request for other plans if applicable.

All written approvals from the relevant authorities, including the opening of utility accounts for electricity, water and gas supplies.

All plans submitted must be endorsed and certified by respective registered Professional Engineers engaged by the Tenant or his Contractor(s).
- b) Certificate of Supervision by Architect/Professional Engineer, if requested by TSC;
- c) A copy of the acknowledgement/approval letter from the Fire Safety & Shelter Department (FSSD);
- d) A copy of the test certificate from Public Utilities Board (PUB), if applicable;
- e) A copy of **Form F9– Joint Inspection Clearance Form**, with rectifications signed-off by TSC;
- f) Air-conditioning chilled water flow report & air balancing report, if applicable.

The Fitting Out deposit will be refunded without interest subject to the satisfactory completion of the Fitting Out works, repairs and rectification, submission of as-built plans, settlement of outstanding invoices and charges (including electricity and water usage) and the Tenant's compliance with all the conditions imposed by TSC.

Should the Tenant fail to submit the required plans and documentation after the completion of Fitting Out Work, TSC has the right to use the Fitting Out deposit to engage consultant(s) and contractor(s) to provide the drawings and complete the testing of the Mechanical & Electrical (M&E) services. The Tenant shall bear any additional cost(s) exceeding the Fitting Out deposit.

TSC is entitled to forfeit the Fitting Out deposit after the completion of the Fitting Out Work if the Tenant fails to comply with any of the conditions stated above.

All future works, alterations and demolitions to the tenanted premises shall be submitted to TSC separately for endorsement.

Appendix 1: Appointment of Consultants and Contractors before issuance of Certificate of Statutory Completion

Appointment of Consultants

Prior to issuance of Certificate of Statutory Completion, the tenant is required to contact the following appointed original consultants for vetting, submission and endorsement.

1. Architect (DP Architects Pte Ltd): Ms Cheang Mei Ling
Contact details: 6338 3988 (main line), CheangMeiLing@dpa.com.sg (email address)
2. Civil & Structure (Ronnie & Koh Consultants Pte Ltd): Mr Gwee Siong Mong
Contact details: 6922 2296/9017 1501 (main line), gweesm@rkconsl.com (email address)
3. M&E (DP Engineers Pte Ltd): Mr Tim Wedemeyer
Contact details: 6338 3988 (contact number); dpengineers@dpe.com.sg (email address)

Before CSC is issued	After CSC is issued
<p>The Tenant needs to appoint the original building's consultants for</p> <ol style="list-style-type: none"> 1. Vetting of tenancy works 2. Submission of tenancy works 3. Endorsement of lighting power budget. <p>Vetting</p> <ol style="list-style-type: none"> 1) Architectural: M/s DP Architects Pte Ltd 2) Civil and structural design: M/s Ronnie & Koh Consultants Pte Ltd 3) M&E design: M/s DP Engineers Pte Ltd <p>Submission</p> <p>Appoint as QP and/or PE:</p> <ol style="list-style-type: none"> 1) Architectural: M/s DP Architects Pte Ltd 2) Civil and structural design: M/s Ronnie & Koh Consultants Pte Ltd 3) M&E design: M/s DP Engineers Pte Ltd <p>Endorsement</p> <p>A PE appointed by the Tenant will endorse on the computation of lighting power budget.</p>	<p>The Tenant is free to appoint their consultants, except if their Fitting Out work will have impact on the centralized M&E system/ equipment or the building structure. For such works, the Tenant is required to appoint the building's original consultants for <u>vetting</u> the design.</p> <p>Vetting</p> <ol style="list-style-type: none"> 1) Architectural: M/s DP Architects Pte Ltd 2) Civil and structural design: M/s Ronnie & Koh Consultants Pte Ltd 3) M&E design: M/s DP Engineers Pte Ltd <p>Submission</p> <p>Nil</p> <p>Endorsement</p> <p>A PE appointed by the Tenant will endorse on the computation of lighting power budget.</p>

Appointment of Contractors

The tenant is required to contact the following appointed contractor:

1. Building Management System (Johnson Controls (S) Pte Ltd): Mr Ong Kwang Hwee
Contact details: 9060 7972 (contact number), kwang.hwee.ong@jci.com (email address)
2. Fire Protection & Alarm System (Rico Engineering Works Pte Ltd): Mr Nicholas Piak
Contact details: 9650 8575 (contact number), pxf@ricoeng.com.sg (email address)
3. Electrical - Licensed Electrical Worker (CST Engineering Pte Ltd): Mr Chong Yeng Leong
Contact details: 9732 7191 (contact number), yl@cstacc.com / cstacc@singnet.com.sg (email address)
4. CHW Water Treatment / Pipe Flush (Cycle Aire (S) Pte Ltd): Mr KT Tan
Contact details: 9635 6496 (contact number), kt-tan@cycleaire.com (email address)

	Before CSC is issued	After CSC is issued
M&E works	<p>The Tenant can appoint their own contractors for both general ACMV and Electrical work.</p> <p>However, the Tenant is required to appoint the contractors nominated by the Landlord for:</p> <ul style="list-style-type: none"> • Carrying out the tap-off from and/or termination to the Landlord's systems. • The testing & commissioning of the building management system if alteration and addition to the VAV Boxes has been done. Appoint Johnson Controls (S) Pte Ltd. <p>For example, for termination to the fire alarm panel, the Tenant should engage Rico Engineering Works Pte Ltd. General ducting and piping works including sprinkler pipes can be carried out by others.</p>	<p>The Tenant is in principle free to appoint their contractors, except if the Fitting Out work will have impact on the centralized M&E system/equipment (e.g. testing & commission of air-conditioning system, turn on of power supply) or the building structure. Nevertheless, the appointments are subject to the approval of Landlord.</p>
Other works	<p>The Tenant can appoint their own contractors for general interior work; plumbing, IT, AV and IT work subject to the approval of Landlord.</p>	<p>The Tenant is in principle free to appoint their contractors subject to the approval of Landlord.</p>

Appendix 2: Vetting and Submission Fees

Architect (DP Architects Pte Ltd): Ms Cheang Mei Ling

Contact details: 6338 3988 (main line), CheangMeiLing@dpa.com.sg (email address)

FEES FOR TENANCY ARCHITECTURAL SUBMISSION

AREA (m ²)	SHOPS		OFFICE/BANK		F&B	
	Submission (S\$)	Vetting Only (S\$)	Submission (S\$)	Vetting Only (S\$)	Submission (S\$)	Vetting Only (S\$)
up to 50	2,500.00	390.00	3,150.00	500.00	5,090.00	750.00
51 to 100	4,700.00	700.00	5,850.00	950.00	9,960.00	1,420.00
101 to 150	6,500.00	970.00	8,100.00	1,300.00	13,090.00	1,960.00
151 to 200	8,000.00	1,220.00	8,950.00	1,620.00	16,160.00	2,420.00
201 to 250	9,800.00	1,390.00	11,550.00	1,850.00	18,670.00	2,870.00
251 to 300	10,300.00	1,510.00	12,270.00	2,090.00	20,730.00	3,100.00
301 to 400	12,700.00	1,920.00	15,830.00	2,550.00	25,580.00	3,830.00
401 to 500	14,700.00	2,200.00	18,290.00	2,940.00	29,590.00	4,430.00
501 to 650	17,300.00	2,600.00	21,400.00	3,470.00	34,650.00	5,180.00
651 to 800	19,160.00	2,880.00	23,700.00	3,810.00	38,320.00	5,760.00
801 to 1,000	21,500.00	3,240.00	26,670.00	4,300.00	43,260.00	6,470.00
1,001 to 1,500	29,100.00	4,370.00	36,000.00	5,820.00	58,200.00	8,700.00
1,501 to 2,000	34,350.00	5,240.00	43,260.00	6,980.00	69,860.00	10,400.00
Above 2,000	To request for quote					

Note:

1. The above figures do not include GST. GST is applicable.
2. Fees for areas more than those stated above shall be quoted separately.

Appendix 2: Vetting and Submission Fees

TERMS AND CONDITIONS OF AGREEMENT (APPENDIX B)

1. Fee Parameters

As per signed service agreement.

2. Additional Services

1. Additional Services will be imposed for the following:

(a)	For attendance of meeting or site inspection beyond those stated	S\$300.00 per meeting/visit
(b)	For charges to the completed submission plans before lodging to authorities as required by the tenants	25% of the total fees subject to a minimum of S\$800.00
(c)	For any amendment submission resulting from changes required by the tenant after the Building Plans have been submitted and/or approved.	Up to 70% of the total fees subject to a minimum of S\$5,000.00
(d)	Production of drawings, where required to facilitate submission	To be quoted separately
(e)	For application of waiver items as instructed by the Client/Client's representative/ Client's Interior Designer	S\$300.00 per application
(f)	To assist in the application of operating licenses	Time charge

2. Additional reimbursement for Additional Services rendered shall be in accordance with the man-hour rates shown in the signed service agreement (to be computed on time cost based on submission of time sheets). Where the basis in valuing additional effort is not by reference to time spent, we can mutually determine a lump sum fee depending on the extent of modifications and alterations (such fee shall be agreed prior to commencement of the Additional Services).

3. Reimbursable Expenses

All professional fees set out herein exclude the following disbursements incurred by the Consultant, which expenses shall be borne by the Client:

1. Purchasing of plans, documents, etc. from authorities.
2. The Client will be given one (1) hard copy of all drawings and documents that have been officially signed off by the Client for each phase of the Works. One (1) hard copy of URA, BCA and all relevant approved plans, including all amendments duly certified, will be provided to the Client. Lithography and documentation charges (cost of printing, provisions of pdf copies of our drawings, digital CD ROMs, binding, mounting boards, etc.) (in accordance with the rates shown in signed service agreement) shall be levied for any requests for hard or pdf copies beyond this provision.
3. Lithography charges (in accordance with the rates shown in **signed service agreement**).
4. Charges for outstation and/or telephone calls, facsimile, courier service, freight, customs and other like charges to places out of Singapore.

Appendix 2: Vetting and Submission Fees

4. Exclusions

1. In line with the SIA Conditions of Appointment, our Services and Fee shall be restricted to the design services listed in Section 3 of the Fee Proposal above and shall exclude the services and fees for the appointment of Associated Consultants, such as:
 - Project Manager
 - Quantity Surveyor
 - Civil & Structural Engineer
 - Mechanical & Electrical Engineer
 - Interior Designer and FF&E Consultant
 - Landscape Architectand/or any other specialist consultants which may be required by this Project.
2. Preparing any presentation materials and costs of brochures, models, 3D rendering-perspectives, video/animation and other materials specially prepared for marketing purposes or for any unforeseen special request by the Client and/or Authority.
3. Services in connection with legal proceedings and alternative dispute resolution.
4. Cost of providing insurances, performance security/bonds and guarantees.

SCOPE OF BASIC SERVICES AND QUALIFICATIONS – ARCHITECTURAL TENANCY SUBMISSION (APPENDIX A-2)

This section describes our basic services for architectural tenancy submission consultancy services.

1. Scope of Services

1. Based on the Tenant/Interior Designer's drawings, the Architect shall prepare and submit plans to URA, CBPU, FSSD and BCA for the necessary approvals.
2. Certify works completed in accordance to Approved Plans.
3. Assist to coordinate mandatory inspections and submit for FSC and CSC.
4. The Tenant Submission Plan Guidelines for the Tenancy Fit-Out Works as follows:
Appendix A-3: F&B or Retail or Office

2. Qualifications

1. Comments on proposed plans are made to the best of our knowledge and must not be construed as comments from the authorities.
2. The Qualified Person (QP) M&E should be consulted for advice and submission on the M&E services:
 - Air-Conditioning/Mechanical Ventilation
 - Fire Protection System
 - Electrical System
 - Sanitary/Plumbing System

Appendix 2: Vetting and Submission Fees

3. The QP shall be consulted for advice, comment, endorsement and submission, if required on any structural issue.
4. We shall require approximately seven (7) working days to prepare and submit the proposal plans to the authorities upon receipt of the final drawings in digital format from the Client/Client's representative/Client's Interior Designer.
5. The approximate time-frame of the authorities' response/ approval is as follows:

Development Control Division, URA

Four (4) weeks for Provisional Permission and 10 weeks for Written Permission, but some cases may take longer.

Fire Safety & Shelter Department, SCDF

Two (2) weeks if there is no plan audit check.

Central Building Plan Unit, NEA

One (1) week.

Building & Construction Authority (BCA)

Two (2) weeks and does not apply to retention cases.

6. Unless Approval from the BCA, where applicable, or from FSSD is obtained, no execution of construction work on site is permitted. Any works carried out prior to Change-of-Use/Building Plan approval shall be at the Client's risk, with the Client bearing the consequences.
7. The Architect shall attend only **two** pre-submission meeting and **two** site inspection when ready for inspection for clearance by Authorities. Any other meetings required by the Client or authorities shall be charged separately under **Appendix B, Section 2** of the fee proposal. Hence the Client/ Client's representative/ Client's Interior Designer is advised to coordinate all meetings/inspections.

For Minor A&A submission scheme, the Architect shall attend only **one** coordination meeting and **one** site inspection. Any other meetings so requested or required shall be charged separately **Appendix B, Section 2** of the fee proposal.

8. The Client's Appointed Interior Designer shall coordinate and circulate all necessary design drawings for signature/endorsement by the Client.
9. The Client's Appointed Interior Designer or Main Contractor shall be responsible ensure that the proposed drawings/materials comply to the current authority requirements, i.e.: Interior Design to check the schedule of finishes to ensure that it complies to the use of plastic under the Fire Code, etc

Appendix 2: Vetting and Submission Fees

10. All other scope of service, i.e.: Concept Design, Schematic Design, etc shall be charged separately under **Appendix B, Section 2** of the fee proposal.
11. The Client is required to apply for all necessary operating licenses, i.e.: Foodshop Operating License, Liquor License, Public Entertainment License, etc, and is not included in DPA scope of services.

3. Client's Responsibility

1. The Client shall be responsible for the separate appointment and fee of:
 - QP (M&E) for endorsement on architectural plans and the submission of M&E works.
 - QP (C&S) for endorsement on architectural plans and submission of structural plans and calculations, if required.
 - Registered Inspectors (RI), both architectural and M&E, for application of Fire Safety Certificate (TFP/FSC) from FSSD.

The appointment of RI for the mandatory inspections shall be carried out and completed within six (6) months from the date of approval. Failure to appoint the RI may result in abortive work and delays. This will be subject to additional charges as stipulated in **Appendix B, Section B** of the fee proposal and any other charges so imposed by other consultants.

- Any other consultants required for approval from authorities.
2. The Client/Client's representative/Client's Interior Designer shall pay to the relevant Authorities all fees and/or charges in connection with the required submissions and shall do so promptly.
 3. The Client/ Client's representative/Client's Interior Designer shall coordinate all circulation of drawings/ forms for signature/endorsement.
 4. The Client/ Client's representative/Client's Interior Designer shall coordinate all consultants for submission/approval and all mandatory inspections for the application of FSC and CSC, if applicable.
 5. The Client/ Client's representative/ Client's Interior Designer is advised to comply fully with the local code and regulations so that no waiver is required. Any waiver so required shall be charged separately under **Appendix B, Section 2** of the fee proposal.
 6. The Client/ Client's representative/Client's Interior Designer is responsible for all the coordination and liaison with the Landlord/ Landowner on written consent/permission, endorsement and any necessary submission so required by Landlord/ Landowner for the tenancy works.

Appendix 2: Vetting and Submission Fees

TENANT SUBMISSION PLAN GUIDELINES (ALTERATIONS AND ADDITIONS WORKS) (APPENDIX A-3)

The following items shall be incorporated and presented in the Client/ Contractor's drawings for preparation for authorities' submission.

1. Present all drawings in scale and/or digital format.
2. The floor layout plan, at least two (2) sectional elevations and details of the partitions are required.
3. State the usage of rooms on the floor layout plan.
4. Sectional elevations and details of the partitions are required. It should cover a complete view i.e. floor to floor.
5. Indicate the contents kept in the storeroom if any, on the plan.
6. State on plan the premises are fully air-conditioned and sprinkler protected, where applicable.
7. Indicate gridlines, dimensions and annotations on plan and sectional elevations.
8. Specify the material used for the finishes to the wall and ceiling and new partitions wall.
9. Show all details of the construction of the stage. Please note that all stages shall be constructed of non-combustible supports e.g. concrete, steel etc. and shall be completely sealed at all sides. The concealed space shall not be used as storage and no services shall be installed in the space.
10. Show all details of the construction of the raised platform and or floor.
11. All existing work are to be darkened and all new work indicated with appropriate standard symbols and annotations.
12. Indicate the word "site boundary"/ "lease-line", where applicable.
13. Do not indicate signage works on plan, as these require a separate submission.
14. Structural Engineer (PE) has to be appointed to endorse and certify on plan where structural works / brick walls / heavy objects are used.
15. All loose furniture and / or joinery fittings i.e. cabinets, cupboards, display shelves, etc. are not to be shown on plan.
16. Where applicable, certificates/test reports shall be submitted for all fire-rated materials installed in the premises.
17. All floor-standing electrical boards/panels shall be separated from the rest of the premises by fire-rated walls, floors and doors (rating to follow requirement for the element of structure).
18. Where applicable, Form FSC 02, PSB certificates/certification by Engineer shall be submitted for all fire-rated materials installed in the premises.

Appendix 2: Vetting and Submission Fees

TENANT SUBMISSION PLAN GUIDELINES (F&B)

The following shall be incorporated and presented in the Tenant/ Interior Designer's drawings for our preparation for authorities' submission.

1. The proposed works shall be drawn to scale for printed copies.
2. The floor layout plan, at least two (2) sectional elevations and details of the partitions are required. Sectional elevations should be shown from floor to floor.
3. State use of all rooms/spaces and its area. Indicate the contents kept in the storeroom.
4. Specify the material used for the shop front and new partitions.
5. All existing work is to be shown darkened and all new works with appropriate symbols and annotations.
6. Indicate the word "leaseline" and floor finishes between leaseline and the recessed shopfront on plan.
7. Show all details of the construction of the stage. Please note that all stages shall be constructed of non-combustible supports e.g. concrete, steel etc. and shall be completely sealed at all sides. The concealed space shall not be used as storage and no services shall be installed in the space.
8. Show all details of the construction of the raised platform and/or floor.
9. Do not indicate signage works on plan, as these require a separate submission. However, the material to receive the signboard shall be specified.
10. All loose furniture and joinery fittings i.e. cabinets, cupboards, display shelves, etc. are **not to be shown** on plan except full height (floor to ceiling) cabinets.
11. Please note that the minimum area of the food preparation area/ kitchen of 10m² is required. Kitchen with 'open flame' cooking facilities not fitted with approved extinguishing systems, shall be separated from the rest of the same building by compartment floor, walls and door of minimum one (1) hour fire resistance.
12. Any cold room exceeding the area of 10m² for non-sprinkler protected buildings or 20m² for sprinkler protected buildings, shall be enclosed by non-combustible construction and door of minimum one (1) hour rating.
13. Installation of any neon lights must conform to the Fire Safety & Shelter Bureau's requirement.
14. All floor-standing electrical boards/panels shall be separated from the rest of the premises by fire-rated walls, floors and doors (rating to follow requirement for the element of structure).
15. Where applicable, form FSC 02, PSB certificates/certification by Engineer shall be submitted for all fire-rated materials installed in the premises.
16. All kitchen waste must be discharged to grease trap.

Appendix 2: Vetting and Submission Fees

TENANT SUBMISSION PLAN GUIDELINES (F&B)

17. The connection of the all kitchen exhaust hood/flue to the approved exhaust shaft shall be indicated. The exhaust of all new kitchen hood/flue shall be extended to roof level or suitable location acceptable by the Environmental Health Department. Hood provided with approved self-extinguishing system shall be indicated and the valid PSB certificate submitted for record.
18. Location and numbers of washbasins and sinks shall be indicated.
19. Endorse on plan that 450mm high impervious material will be provided behind the sink / basin, where applicable. All internal wall partitions of the kitchen shall be tiled to ceiling height.
20. Please note the approved usage for the following shall be obtained prior to submission of Building Plans to Technical Departments:
 - Theme restaurant shall be “Restaurant cum shop or retail”.
 - F&B premises with ‘live’ entertainment shall be “Restaurant with ‘Live’ Entertainment” where the stage is clearly indicated in approved plans.
 - F&B premises with ‘live’ entertainment & dance floor shall be “Restaurant or Nightclub with ‘Live’ Entertainment” where both the stage and the dance clearly indicated in approved plans.

Change of use submission will be required if the approved usage is not indicated as stated above.

TENANT SUBMISSION PLAN GUIDELINES (OFFICE)

The following items shall be incorporated and presented in the Tenant/Interior Designer's drawings for preparation for authorities' submission.

1. Present all drawings in scale and/or digital format.
2. The floor layout plan, at least two (2) sectional elevations and details of the partitions are required.
3. Do not include details, reference, etc. for construction and other uses on plan.
4. State the usage of rooms on the floor layout plan.
5. Indicate the contents kept in the storeroom if any, on the plan.
6. State on plan the premises are fully air-conditioned and sprinkler protected, where applicable.
7. Indicate gridlines, dimensions and annotations on plan and sectional elevations.
8. Specify the material used for new partitions.
9. All existing work are to be darkened and all new work indicated with appropriate standard symbols and annotations.
10. Floor, wall and ceiling finishes are to be specified on plan.
11. Indicate the word “leaseline”, where applicable.
12. Do not indicate signage works on plan, as these require a separate submission.
13. Sectional elevations should cover a complete view i.e. floor to floor.
14. Structural Engineer (PE) has to be appointed to endorse and certify on plan where brickwalls / heavy objects are used.

Appendix 2: Vetting and Submission Fees

15. All loose furniture and / or joinery fittings i.e. cabinets, cupboards, display shelves, etc. are **not to be shown** on plan.
16. Where applicable, Form FSC 02 shall be submitted for all fire-rated materials installed in the premises.

TENANT SUBMISSION PLAN GUIDELINES (RETAIL)

The following items shall be incorporated and presented in the Tenant/Interior Designer's drawings for preparation for authorities' submission.

1. The proposed works shall be drawn to scale for printed copies.
2. The floor layout plan, at least two (2) sectional elevations and details of the partitions are required. Sectional elevations should be shown from floor to floor.
3. State the use of all rooms/space and its area. Indicate the contents kept in the storeroom.
4. Specify the material used for the shop front.
5. Specify the material used for new partitions.
6. All existing work is to be shown darkened and all new works with appropriate standard symbols and annotations.
7. Floor, wall and ceiling finishes are to be specified on plan.
8. Indicate the word "leaseline" and any recessed storefront on plan, where applicable.
9. Indicate floor finishes between leaseline and the recessed storefront on plan, where applicable.
10. Do not indicate signage works on plan, as these require a separate submission.
11. The material to receive the signboard is to be specified.
12. Structural Engineer (PE) has to be appointed to endorse and certify on plan where structural works / brick walls / heavy objects are used.
13. Installation of any neon lights must conform to the Fire Safety & Shelter Bureau's requirement.
14. Endorse on plan that 450mm high impervious material will be provided behind the sink / basin, where applicable.
15. All loose furniture and / or joinery fittings i.e. cabinets, cupboards, display shelves, etc. are not to be shown on plan expect full-height (floor to ceiling) cabinets.
16. All raised platforms and / or raised floors to be non-combustible including its support system.

Appendix 2: Vetting and Submission Fees

Civil & Structure (Ronnie & Koh Consultants Pte Ltd): Mr Gwee Siong Mong
Contact details: 6922 2296/9017 1501 (main line), gweesm@rkconsl.com (email address)

Civil & Structural Tenancy Fee

The following services when performed by the Consultant with the authorization of the Employer in writing shall be compensated for by the Employer by way of payment of a fee in addition to the Basic Fee. The Consultant must notify the Employer and agree the Employer on the quantum of additional fee in writing before carrying out any of the following services:

Tenancy works consultancy services required by the prospective tenants or occupiers, after the issuance of the TOP for the following works:-

1. Tenancy Vetting:

1.1. To review, check, comment and endorse on the layout drawings done by tenant's consultants. To inspect the tenancy works to ensure they are constructed in accordance with the approved design.

1.2. Service fees payable based on the additional services stated in clause 1 herein are as follows:-

Scope of Tenancy Vetting of Plans	Tenancy Floor Area (m ²)				
	Any unit <300m ²	Any unit 301m ² to 500m ²	Any unit 500m ² to 1,000m ²	Any unit 1,001m ² to 2,000m ²	Any unit >2,001m ²
	S\$	S\$	S\$	S\$	S\$
1.1	\$3,000.00	\$4,000.00	\$7,500.00	\$15,000.00	\$20,000.00

2. QP Services:

2.1 To vet, prepare of Building Plans, make submission and obtain approvals from Fire Safety and Shelter Department (FSSD) for Tenancy Submission leading to FSSD's issuance of Temporary Fire Permit/Fire Safety Certificate; subject to the finalized design drawings done by the tenant's consultants.

2.2 To vet, prepare of Building Plans, make submission prepared by tenant's consultants and recommend amendments to ensure they are compliance to authorities and obtain approvals from the Authorities leading to BCA's issuance of Temporary Occupation Permit/ Certificate of Statutory Completion (TOP/CSC) where applicable for A&A submissions subject to the finalized design drawings done by tenant's consultants.

2.3 Service fees payable based on the additional services stated in clause 2 herein are as follows:-

Appendix 2: Vetting and Submission Fees

Scope of Tenancy Vetting of Plans	Tenancy Floor Area (m ²)				
	Any unit ≤300m ²	Any unit 301m ² to 500m ²	Any unit 501m ² to 1,000m ²	Any unit 1,001m ² to 2,000m ²	Any unit >2,001m ² (*) plus Rate per m ² for additional tenant area
	S\$	S\$	S\$	S\$	S\$
2.1	\$4,000.00	\$5,000.00	\$10,000.00	\$20,000.00	\$20,000.00 \$10/m ²
2.2	\$8,000.00	\$10,000.00	\$20,000.00	\$40,000.00	\$40,000.00 \$20/m ²

(*) Subject to extent of works involved on case-by-case basis

3. Exclusion

Fees above excludes:

- 3.1 The preparation of drawings and technical specifications for tender and construction.
- 3.2 The professional fee for services of the accredited checkers and/or Registered Inspectors.
- 3.3 Supervision of site work.
- 3.4 Processing fee for submission/s

4. Additional fee on time-based charges:

- 4.1 QP/PE S\$ 350.00 per hour
- 4.2 Associate Director S\$ 250.00 per hour
- 4.3 Senior C&S Engineer S\$ 150.00 per hour
- 4.4 C&S Engineer S\$ 70.00 per hour
- 4.5 Technician S\$ 50.00 per hour

5. Clauses 1 and 2 above-mentioned are one-off fees i.e. Clause 1 – Tenancy Vetting shall be considered complete once the vetting is concluded based on the finalised design drawings. Clause 2 – A&A Works for QP Services shall be considered complete once the Authorities approved the submission.

6. The Employer reserves the right to novate the tenancy works consultancy services to the Centre Management and/or the respective tenants of the units upon obtaining project TOP.

7. The Employer reserves the right to award the tenancy works consultancy services in part of in full.

Appendix 2: Vetting and Submission Fees

M&E (DP Engineers Pte Ltd): Mr Tim Wedemeyer

Contact details: 6338 3988 (contact number); dpengineers@dpe.com.sg (email address)

Mechanical & Electrical Tenancy Fee

The following services when performed by the Consultant with the authority of the Employer in writing shall be compensated for by the Employer by way of payment of a fee in addition to the Basic Fee. The Consultant must notify the Employer and agree with the Employer on the quantum of additional fee in writing before carrying out any of the following services.

Tenancy works consultancy services required by the prospective tenants or occupiers, after the issuance of the TOP for the following work:

1. Tenancy Vetting Fee:

- 1.1 To review, check, comment and endorse on the layout drawings done by tenant's consultants. To site visit and inspect the tenancy works are constructed in accordance with approved design (limited to 2 visits with hour rates applied if exceeding).
- 1.2 Service fees payable based on the additional services stated in clause 1 herein are as follows:

Scope of Tenancy Vetting of Plans	Tenancy Floor Area (m ²) - Office				
	Any unit <300m ²	Any unit 301m ² to 500m ²	Any unit 501m ² to 1,000m ²	Any unit 1,001m ² to 2,000m ²	Any unit >2,001m ²
	S\$	S\$	S\$	S\$	S\$
1.1	\$3,750.00	\$5,000.00	\$7,500.00	\$10,000.00	A/2,000m ² x S\$10,000.00

Scope of Tenancy Vetting of Plans	Tenancy Floor Area (m ²) - Retail				
	Any unit <300m ²	Any unit 301m ² to 500m ²	Any unit 501m ² to 1,000m ²	Any unit 1,001m ² to 2,000m ²	Any unit >2,001m ²
	S\$	S\$	S\$	S\$	S\$
1.1	\$3,750.00	\$5,000.00	\$7,500.00	\$10,000.00	A/2,000m ² x S\$10,000.00

Scope of Tenancy Vetting of Plans	Tenancy Floor Area (m ²) – F&B				
	Any unit <300m ²	Any unit 301m ² to 500m ²	Any unit 501m ² to 1,000m ²	Any unit 1,001m ² to 2,000m ²	Any unit >2,001m ²
	S\$	S\$	S\$	S\$	S\$
1.1	\$4,250.00	\$6,375.00	\$8,000.00	\$12,750.00	A/2,000m ² x S\$12,750.00

Appendix 2: Vetting and Submission Fees

2. QP Services:

- 2.1 To vet tenant’s consultants’ prepared Building Plans, make submission and obtain approvals from Fire Safety and Shelter Department (FSSD) for Tenancy Submission leading to FSSD’s issuance of Temporary Fire Permit/Fire Safety Certificate; subject to the finalised design drawings done by the tenant’s consultants.
- 2.2 To vet tenant’s consultants’ prepared Building Plans, make submission prepared by tenant’s consultants and recommend amendments to ensure they are compliance to authorities and obtain approvals from the Authorities leading to BCA’s issuance of Temporary Occupation Permit/Certificate of Statutory Completion (TOP/CSC) where applicable for A&A submissions subject to the finalised design drawings done by the tenant’s consultants.
- 2.3 Service fees payable based on the additional services stated in clause 1 herein are as follows:

Scope of Tenancy Vetting of Plans	Tenancy Floor Area (m ²) - Office				
	Any unit <300m ²	Any unit 301m ² to 500m ²	Any unit 501m ² to 1,000m ²	Any unit 1,001m ² to 2,000m ²	Any unit >2,001m ² (*) plus Rate per m ² for additional tenant area
	S\$	S\$	S\$	S\$	S\$
2.1	\$3,750.00	\$5,000.00	\$7,500.00	\$10,000.00	A/2,000m ² x \$10,000.00
2.2	\$3,750.00	\$5,000.00	\$7,500.00	\$10,000.00	A/2,000m ² x \$10,000.00

Scope of Tenancy Vetting of Plans	Tenancy Floor Area (m ²) - Retail				
	Any unit <300m ²	Any unit 301m ² to 500m ²	Any unit 501m ² to 1,000m ²	Any unit 1,001m ² to 2,000m ²	Any unit >2,001m ² (*) plus Rate per m ² for additional tenant area
	S\$	S\$	S\$	S\$	S\$
2.1	\$3,750.00	\$5,000.00	\$7,500.00	\$10,000.00	A/2,000m ² x \$10,000.00
2.2	\$3,750.00	\$5,000.00	\$7,500.00	\$10,000.00	A/2,000m ² x \$10,000.00

Scope of Tenancy Vetting of Plans	Tenancy Floor Area (m ²) – F&B				
	Any unit <300m ²	Any unit 301m ² to 500m ²	Any unit 501m ² to 1,000m ²	Any unit 1,001m ² to 2,000m ²	Any unit >2,001m ² (*) plus Rate per m ² for additional tenant area
	S\$	S\$	S\$	S\$	S\$
2.1	\$4,250.00	\$6,375.00	\$8,000.00	\$12,500.00	A/2,000m ² x \$12,750.00
2.2	\$4,250.00	\$6,375.00	\$8,000.00	\$12,750.00	A/2,000m ² x \$12,750.00

3. Exclusion

Fees above excludes:

- 3.1 The preparation of drawings and technical specifications for tender and construction.
- 3.2 The professional fee for services of the accredited checkers and/or Registered Inspectors.
- 3.3 Supervision of site work.
- 3.4 Processing fee for submission/s.

4. Additional fee on time-based charges:

- 4.1 QP/PE S\$350_____per hour
- 4.2 Associate Director S\$250_____per hour
- 4.3 Senior M&E Engineer S\$200_____per hour
- 4.4 M&E Engineer S\$180_____per hour
- 4.5 Technician S\$150_____per hour

- 5. Clauses 1 and 2 above-mentioned are one-off fees i.e. Clause 1 – Tenancy Vetting shall be considered complete once the vetting is concluded based on the finalised design drawings. Clause 2 – A&A Works for QP Services shall be considered complete once the Authorities approved the submission.
- 6. The Employer reserves the right to novate the tenancy works consultancy services to the Centre Management and/or the respective tenants of the units upon obtaining project TOP.
- 7. The Employer reserves the right to award the tenancy works consultancy services in part of in full.
- 8. Clause 2.1 above-mentioned is not inclusive of BCA Green Mark authorities' submissions.
- 9. The tenant's consultants shall provide all engineering calculations and validation of design to verify compliance to landlord requirements and authorities' regulations. Clauses 1 and 2 above-mentioned fees are not inclusive of engineering and/or design of tenancy work.
- 10. Clauses 1 and 2 above-mentioned fees are not inclusive of registered Fire Safety Engineer (FSE) vetting and authority submissions, or performance-based fire and life safety (FLS) design.