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	
	Ensure the Contractor(s) has attended the introduction meeting with the Tenant Service Centre (TSC).	
	Submit the following forms to TSC: • **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)**	**Form F11** **Form F12** **Form F13**
	Plans: Submit the following plans and drawings to TSC for approval **at least 2 weeks before commencement of Fitting Out Work**: • 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	**Form F1**
	Submit LEW-endorsed **Form CS/3** to TSC for application of electricity account opening.	**Form CS/3**
	Documents: Submit to TSC together with the following documents **at least 2 weeks before Fitting Out Work**: • 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	**Reference R2** for payee list **Form F2**

For Tenant's Actions		Forms & References
	• Application for the Fitting Out Work Permit.	**Form F3**
	• Registration of all the Contractor(s) and workers involved in the Fitting Out Work.	**Form F4**
DURING FITTING OUT WORK		
	Display the Fitting Out Work Permit prominently at the work site.	
	Submit the following requests, when required, at least **Three working days before the specific work starts** to TSC for approval.	
	• Application for hot work permit.	**Form F5**
	• Application for draining/charging up of fire protection system with cheque payment.	**Form F6**
	• Application for isolation of fire alarm system	**Form F6A**
	• Application for temporary power supply.	**Form F7**
	• Use of service lift.	**Form F8**
AFTER FITTING OUT WORK		
	Submit to TSC within 1 month after Fitting Out Works: • Completion of Tenant's Fitting Out Work • Refund of Fitting Out Work Deposit Form Together with the following documents: • As-built Plans in hard copy (Scale 1:100) and soft copy. • A copy of the acknowledgement letter/certificate from the Fire Safety & Shelter Department. • Direct Credit Authorisation form • Payee details for the refund of Fitting Out Work deposit. • A copy of the certificate of supervision by architect or professional engineer, if applicable. • A copy of the test certificate from the relevant authorities, if applicable. • Air-conditioning's chilled water flow report & air balancing report, if applicable. • A copy of waterproofing report/ or warranty, if applicable.	**Form F9** **Form F15**
	Submit **Joint Inspection Clearance Form** and arrange with TSC for inspection.	**Form F10**

Fitting Out Work Guidelines

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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.

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.

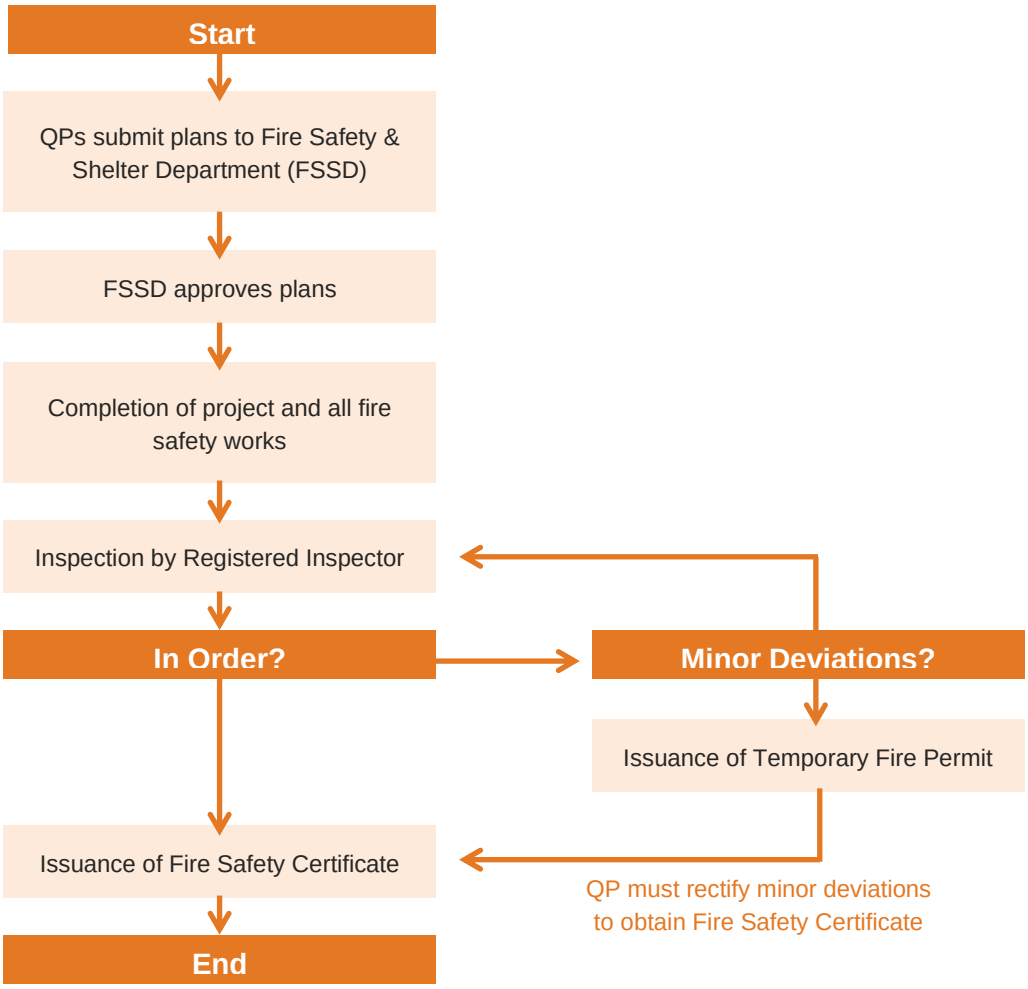
All electrical works shall be undertaken by an Energy Market Authority (EMA)-registered contractor. Completed electrical works shall be tested and approved by the Tenant's licensed electrician.

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

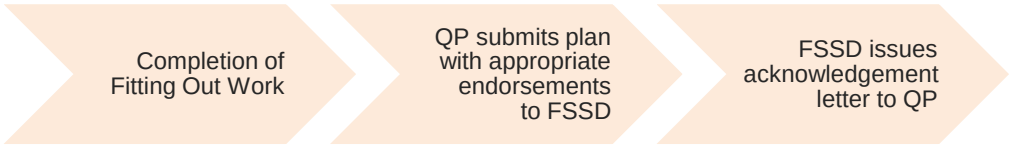
Starting surges and harmonics generated by the Tenant's equipment must not cause a voltage distortion at the Landlord's source or exceed the total voltage distortion specified in the relevant Singapore Standard.

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
• 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 645, formerly known as CP 10) (SS CP 52) (SS 553, 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 a 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 CP 52 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 CO_2 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.

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 a 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. A TSC-approved meter, which is linked back to BMS, is required for every fan coil unit installed.

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.

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.

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	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

- 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

- Submit endorsed Tenancy Air-Conditioning Layout Plan (Item 1) which include the followings:
  - **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 rates listed below are as at 16 June 2021, and may be subject to change from time to time. Please contact the Tenant Service Centre at custsvc-cg@capitaland.com or 6908 8088 for the latest rates.

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 MSO Trust, CapitaLand Integrated Commercial Trust Management Limited as the Manager, CapitaLand Commercial Management Pte. Ltd. as Property Manager 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) the policy shall provide compensation in accordance with the provisions under the Work Injury Compensation Act (Chapter 354) or any statutory modification or amendment or re-enactment thereof; and

b) the policy shall also provide for liability under common law for all damages payable to any one claimant or any number of claimants in respect of or arising out of any one occurrence or in respect of or arising out of all occurrences of a series consequent upon or attributable to one source or original

Employers Liability Insurance
(Part of Work Injury Compensation Insurance Applicable under Common Law, also known as “common law extension” and/or “common law cover”). The Employers Liability Insurance policy shall:

a) have a separate policy in relation to the Works / Services carried out under this Contract where the Owner (“HSBC Institutional Trust Services (Singapore) Limited as trustee of MSO Trust”), CapitaLand Integrated Commercial Trust Management Limited as the manager and their Property Manager (“CapitaLand Commercial Management Pte Ltd”) and their respective agents, servants and employees shall be included as an insured party in the capacity as “Principal” and

b) the policy shall also provide for liability under common law for all damages payable to any one claimant or any number of claimants in respect of or arising out of any one occurrence or in respect of or arising out of all occurrences of a series consequent upon or attributable to one source or original cause for a limit of not less than S$10,000,000.

c) require the Insurer to release and waive all rights of subrogation against HSBC Institutional Trust Services (Singapore) Limited as trustee of MSO Trust, CapitaLand Integrated Commercial Trust Management Limited as the Manager, and 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 Lift for Bulk Movements

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