



FITTING-OUT MANUAL

for Commercial Occupiers

CIMRT PROPERTIES

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While every reasonable care has been taken to provide the information in this Fitting-Out Manual, we make no representation whatsoever on the accuracy of the information contained which is subject to change without prior notice. We reserve the right to make amendments to this Fitting-Out Manual from time to time as necessary. We accept no responsibility and/or liability whatsoever for any reliance on the information herein and/or damage howsoever occasioned.

To our Valued Customer, a warm welcome to you!

This Fitting-Out Manual is specially prepared for you, our Valued Customer, to provide general guidelines for you, your appointed consultants and contractors when fitting-out your premises at any of our Mass Rapid Transit (MRT) or Light Rail Transit (LRT) stations. This Fitting-Out Manual serves as a guide only. Your proposed plans and works will be subjected to the approval of CIMRT and the relevant authorities.

We strongly encourage you to read this document before you plan your fitting-out works. Do share this document with your consultants and contractors. While reasonable care has been taken to prepare this Fitting-Out Manual, we reserve the right to amend its contents from time to time without prior notice.

If you have any questions, please feel free to approach any of our Management staff. We will be pleased to assist you.

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LIST OF ABBREVIATIONS

The following abbreviations are used in this Manual:

Landlord	CIMRT Trains
Ltd	
Occupier	Tenant or Licensee
CIMRT	CIMRT Properties
MRT	Mass Rapid Transit
LRT	Light Rail Transit
LTA	Land Transport Authority
SCDF	Singapore Civil Defence Force
CIMRT (PFE)	CIMRT (PFE) Branch Power and Fire Engineering
CIMRT (STR)	CIMRT Structural Section
A & A	Additions and Alterations
R I	Registered Inspector
QP	Qualified Person (Professional Architect, Engineer)
Demised Premises	the premises leased or licenced to the Occupier

GENERAL INFORMATION

Landlord

CIMRT Trains Ltd
251 North Bridge Road
Singapore 179102

Managing Agent

CIMRT Investments Pte
Ltd CIMRT Properties
251 North Bridge Road
Singapore 179102
Office hours: Mondays to Fridays (8.15am to 5.45pm)
Main Line: (65) 6331 1000
Fax: (65) 6337 5110
Website: www.CIMRT.com.sg
Email: commercial@CIMRT.com
sg Attention: Manager, CIMRT
Properties

CIMRT Investments Pte Ltd is a wholly owned subsidiary of CIMRT Corporation which

manages the commercial businesses of the CIMRT Group of Companies. CIMRT Properties and CIMRT Media are the 2 key divisions under CIMRT Investments Pte Ltd. At CIMRT Properties, we manage and market all commercial spaces located in the Mass Rapid Transit and Light Rail Transit stations.

Addresses of East-West and North-South MRT Stations

Admiralty MRT Station 70 Woodlands Avenue 7 Singapore 738344	Aljunied MRT Station 81 Lorong 25 Geylang Singapore 388310
Ang Mo Kio MRT Station 2450 Ang Mo Kio Avenue 8 Singapore 569811	Bukit Batok MRT Station 10 Bukit Batok Central Singapore 659958
Bedok MRT Station 315 New Upper Changi Road Singapore 467347	Braddell MRT Station 379 Lorong 1 Toa Payoh Singapore 319757
Bukit Gombak MRT Station 802 Bukit Batok West Avenue 5 Singapore 659083	Bugis MRT Station 220 Victoria Street Singapore 188022
Boon Lay MRT Station 301 Boon Lay Way Singapore 649846	Buona Vista MRT Station 100 North Buona Vista Road Singapore 139345
Bishan MRT Station 200 Bishan Road Singapore 579827	Changi Airport MRT Station 70 Airport Boulevard Singapore 819661
Choa Chu Kang MRT Station 10 Choa Chu Kang Avenue 4 Singapore 689810	Clementi MRT Station 3150 Commonwealth Avenue West Singapore 129580
Chinese Garden MRT Station 151 Boon Lay Way Singapore 609959	Commonwealth MRT Station 375 Commonwealth Avenue Singapore 149735
City Hall MRT Station 150 North Bridge Road Singapore 179100	Dhoby Ghaut MRT Station 11 Orchard Road Singapore 238826
Dover MRT Station 200 Commonwealth Avenue West Singapore 138677	Eunos MRT Station 30 Eunos Crescent Singapore 409423
Expo MRT Station 21 Changi South Avenue 1 Singapore 486065	Joo Koon MRT Station 91 Joo Koon Circle Singapore 629116
Jurong East MRT Station 10 Jurong East Street 12 Singapore 609690	Kallang MRT Station 5 Sims Avenue Singapore 387405
Kembangan MRT Station 55 Sims Avenue East Singapore 416551	Kranji MRT Station 960 Woodlands Road Singapore 738702

Khatib MRT Station 201 Yishun Avenue 2 Singapore 769092	Lakeside MRT Station 201 Boon Lay Way Singapore 649845
Lavender MRT Station 50 Kallang Road Singapore 208699	Marina Bay MRT Station 21 Marina Station Road Singapore 018990
Marsiling MRT Station 71 Woodlands Avenue 3 Singapore 739044	Newton MRT Station 49 Scotts Road Singapore 228234
Novena MRT Station 250 Thomson Road Singapore 307642	Orchard MRT Station 437 Orchard Road Singapore 238878
Outram Park MRT Station 10 Outram Road Singapore 169037	Pioneer MRT Station 31 Jurong West Street 63 Singapore 648310
Pasir Ris MRT Station 10 Pasir Ris Central Singapore 519634	Paya Lebar MRT Station 30 Paya Lebar Road Singapore 409006
Queenstown MRT Station 301 Commonwealth Avenue 3 Singapore 149729	Redhill MRT Station 920 Tiong Bahru Road Singapore 158792
Raffles Place MRT Station 5 Raffles Place Singapore 048618	Sembawang MRT Station 11 Canberra Road Singapore 759775
Simei MRT Station 30 Simei Street 3 Singapore 529888	Somerset MRT Station 1 Somerset Road Singapore 238162
Tampines MRT Station 20 Tampines Central 1 Singapore 529538	Toa Payoh MRT Station 510 Lorong 6 Toa Payoh Singapore 319398
Tiong Bahru MRT Station 300 Tiong Bahru Road Singapore 168731	Tanah Merah MRT Station 920 New Upper Changi Road Singapore 467356
Tanjong Pagar MRT Station 120 Maxwell Road Singapore 069119	Woodlands MRT Station 30 Woodlands Avenue 2 Singapore 738343
Yio Chu Kang MRT Station 3000 Ang Mo Kio Avenue 8 Singapore 569813	Yishun MRT Station 301 Yishun Avenue 2 Singapore 769093

Yew Tee MRT Station 61 Choa Chu Kang Drive Singapore 689715	
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Addresses of Circle Line Stations

Bartley MRT Station 90 Bartley Road Singapore 539788	Bishan MRT Station (CCL) 17 Bishan Place Singapore 579842
Botanic Gardens MRT Station 100 Cluny Park Road, #B2-K1 Singapore 257494	Bras Basah MRT Station 65 Bras Basah Road Singapore 189561
Bras Basah MRT Station 65 Bras Basah Road Singapore 189561	Bukit Brown MRT Station 490 Jalan Mashhor Singapore 299176
Thomson MRT Station 38 Toa Payoh Rise Singapore 298113	Dakota MRT Station 211 Old Airport Road Singapore 397971
Dhoby Ghaut MRT station 13 Orchard Road Singapore 238893	Esplanade Station 90 Bras Basah Road Singapore 189562
Farrer MRT Station 71 Farrer Road Singapore 268857	Harbourfront MRT Station 83 Telok Blangah Road Singapore 098886
Haw Par Villa MRT Station 270 Pasir Panjang Road Singapore 117396	Holland Village MRT Station 200 Holland Avenue Singapore 278995
Kent Ridge MRT Station 301 South Buona Vista Road Singapore 118177	Labrador Park MRT Station 701 Telok Blangah Road Singapore 109029
Lorong Chuan MRT Station 150 Serangoon Avenue 3 Singapore 554533	Macpherson MRT Station 171 Paya Lebar Road Singapore 409048
Marymount MRT Station 60 Marymount Road Singapore 573993	Mountbatten MRT Station 301 Mountbatten Road Singapore 398006
Nicoll Highway MRT Station 20 Republic Avenue, #B1-01 Singapore 038970	One-North MRT Station 9 Ayer Rajah Avenue, #01-01 Singapore 138647

One-North MRT Station 9 Ayer Rajah Avenue, #01-01 Singapore 138647	Pasir Panjang MRT Station 119 Pasir Panjang Road Singapore 117424
Paya Lebar MRT Station (CCL) 15 Paya Lebar Road Singapore 409049	Promenade MRT Station 2 Temasek Avenue Singapore 039193
Serangoon MRT Station 21 Serangoon Central Singapore 556082	Stadium MRT Station 3 Stadium Walk Singapore 397692
Tai Seng Garden MRT Station 33 Upper Paya Lebar Road Singapore 534803	Telok Blangah MRT Station 463 Telok Blangah Road Singapore 109028

Addresses of LRT Stations

Bangkit LRT Station 20 Bukit Panjang Ring Road Singapore 679939	Bukit Panjang LRT Station 11 Petir Road Singapore 678268
Choa Chu Kang LRT Station 15 Choa Chu Kang Ave 4 Singapore 689813	Fajar LRT Station 40 Fajar Road Singapore 679004
Jelapang LRT Station 70 Bukit Panjang Ring Road Singapore 679941	Keat Hong LRT Station 30 Choa Chu Kang Way Singapore 688266
Pending LRT Station 9 Pending Road Singapore 678296	Petir LRT Station 31 Petir Road Singapore 678269
Phoenix LRT Station 40 Choa Chu Kang Road Singapore 689483	Segar LRT Station 50 Bukit Panjang Ring Road Singapore 679940
Senja LRT Station 90 Bukit Panjang Ring Road Singapore 679942	South View LRT Station 50 Choa Chu Kang Way Singapore 688265
Teck Whye LRT Station 10 Choa Chu Kang Way Singapore 688267	-

1.0 INTRODUCTION

- 1.1 The objective of this Fitting-Out Manual is:
- a) To assist the Occupiers in the submission of drawings, design, construction through to completion of fitting-out works for the Demised Premises.
 - b) To ensure that the Occupiers conform with the general safety, security and design intent by the Landlord.
- 1.2 Occupiers are requested to read the Fitting-Out Manual in conjunction with the Letter of Offer and Lease Agreement. The Letter of Offer and Lease Agreement shall prevail in the event of any discrepancies between the said documents and this Fitting-Out Manual.

2.0 SUBMISSION OF DRAWINGS

2.1 Overview

Phases	2.1.1	<p>The Occupier shall submit fit-out drawings in 2 phases.</p> <ul style="list-style-type: none"> a) Preliminary Phase This phase refers to submission of drawings after consultations with CIMRT until approval is obtained from CIMRT to commence fitting-out works; and b) Final Phase The final phase refers to commencement of on site fitting-out works after CIMRT's final approval is obtained through to the final submission of "as-built" drawings.
Drawing Size	2.1.2	<ul style="list-style-type: none"> a) The submission shall be 1 set of fully dimensioned plans showing the floor plan together with elevations and cross-sections of the new and existing works. Construction, height, dimensions and material of partition and inter-tenancy walls and boundaries are to be indicated. All plans and sections are to be drawn to a scale of 1:100 and produced in uniform sizes of either A1 or A2. b) There shall be a title block at the bottom right hand corner of the drawings giving full information on the location of Demised Premises and Occupier's name and address.
Number of Copies	2.1.3	<ul style="list-style-type: none"> a) Each preliminary submission shall consist of 1 set of black and white drawings. b) Upon obtaining CIMRT's in-principle approval at final phase, 4 sets of drawings as the final submission for endorsement and distribution are to be submitted.
Routing of	2.1.4	All submissions shall be made during office hours Mondays to

Submissions		Fridays from 8.15am to 5.45pm to CIMRT Properties as indicated in page 5.
Approval from CIMRT	2.1.5	The Occupier is not allowed to start fitting-out works without obtaining the requisite approvals from CIMRT.
Changes after CIMRT's comments	2.1.6	Any changes required after CIMRT's comments on the drawings must be resubmitted to CIMRT for further comments until final approval to commence works is obtained.
As-built Drawings	2.1.7	Upon completion of fitting-out works, the Occupier is required to submit to CIMRT 4 sets of paper prints of all architectural, mechanical & electrical, sanitary & plumbing and fire protection "as-built" drawings in A1 size for records.

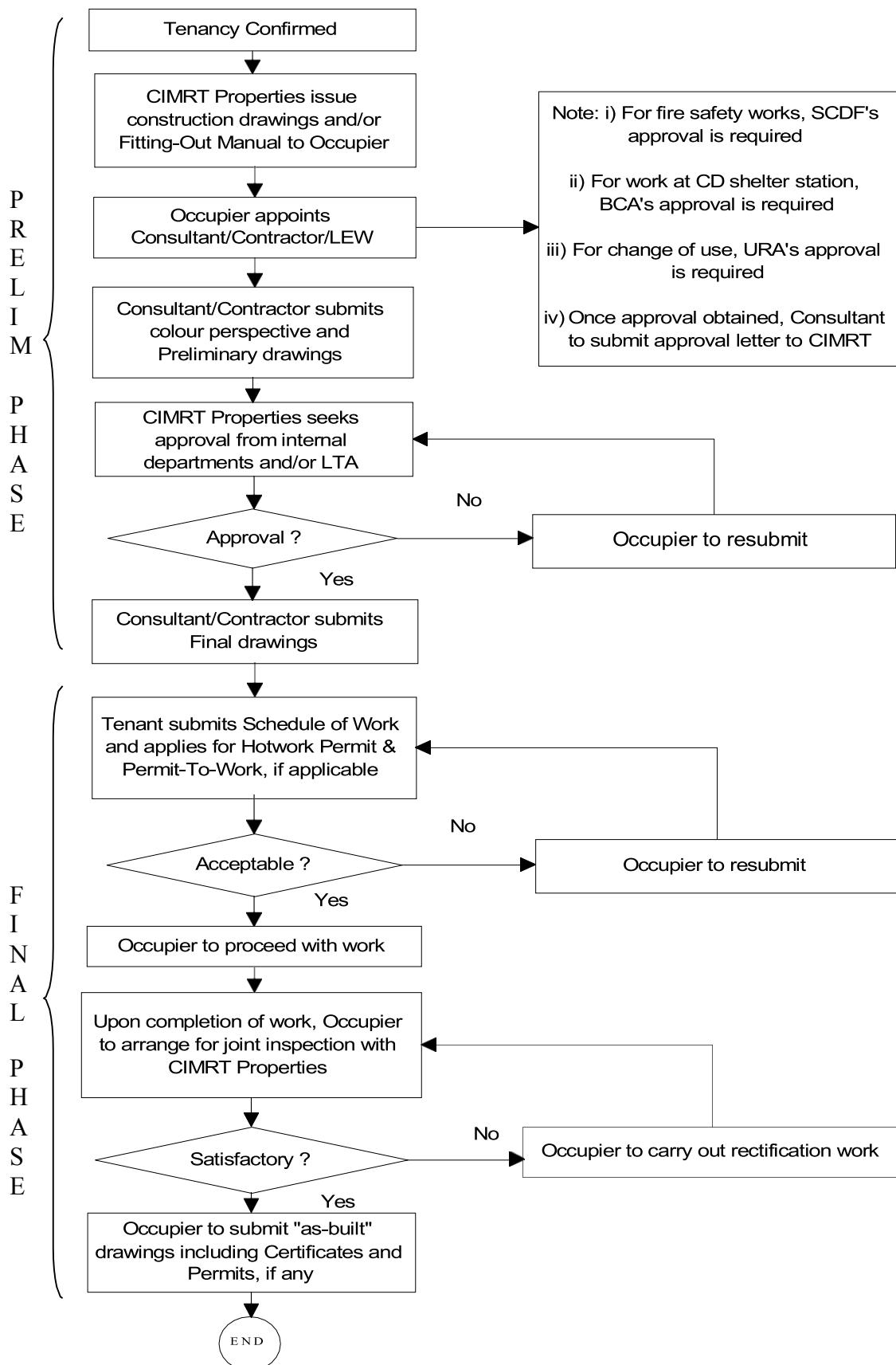
2.2 Preliminary Phase

Objective	2.2.1	The objective of the Preliminary Phase is to acquaint CIMRT with the Occupier's plans, clarify discrepancies and agree on solutions with the Occupier's Consultants (refer to flowchart on page 13).
Contents of Submission	2.2.2	<p>The submission shall comprise the following:</p> <ul style="list-style-type: none"> a) Key Plan Showing the location of Demised Premises. b) Preliminary Floor Plans (Scale 1: 100, 1:50) indicating interior layout and all materials and finishes. All new works shall be coloured (in dark colour). All existing works proposed to be demolished or dismantled shall be shown in broken lines. c) Reflected Ceiling Plans (Scale 1:100, 1:50) indicating ceiling materials, various heights, location and type of all existing and proposed light fitting, mechanical and electrical installations. d) Elevations and Sections (Scale 1:100, 1:50) showing concept, main entrances, front entrances including any graphics and signages. Indicate all materials, finishes and method of fixing with all materials and finishes indicated. e) Catalogues and Cut-outs Light fixtures or sketches of custom light fittings. f) Mechanical and Electrical Drawings Indicating connected electrical load (example: single line diagrams), total heat load, total cooling and air conditioning load requirements, weight and location of heavy equipment or construction material. g) Typical interior sections (scale 1:100, 1: 50) with all materials

and finishes indicated.

- h) All plans shall be signed, stamped and dated by the Occupier and the QP, if applicable.
- i) Material sample board which will be returned to the Occupier.

Flow of Events for Fitting-Out Works



Costs of Submissions	2.2.3	The Occupier shall bear all costs and expenses incurred by its consultants for the submissions.
CIMRT's Review	2.2.4	<p>a) CIMRT will review drawings and advise Occupier as to whether the drawings are “Accepted as Noted” or “Not Accepted with Comments”. The Occupier must incorporate the CIMRT's comments and its own consultants' proposed solutions, if any, into the final drawings for the Final Phase.</p> <p>b) All proposed A & A (whether involving building, structural, mechanical or electrical aspects) shall be subjected to the audit of relevant government or statutory authorities notwithstanding that endorsement is given by CIMRT. It is the obligation of the Occupier and its appointed QP to ensure that all requisite approvals by the government or statutory authorities are obtained before commencing fitting-out works.</p>

3.0 DESIGN & CONSTRUCTION GUIDELINES

General	3.1	The Occupier shall ensure that design construction comply with Building Regulations.
Building & Structural Works	3.2	<p>a) Any alterations and additions to the ceiling shall be made of non-combustible materials. Changes to existing ceiling height must be indicated clearly. No PVC/plastic material is permitted for ceiling and wall finishes/fixtures due to toxicity reason unless otherwise specified by CIMRT.</p> <p>b) Height and construction of any raised platform over existing floor to be indicated and must comply with authorities' requirements.</p> <p>c) Coring in the floor slabs and walls is not allowed. On a case by case basis, hacking may be allowed with CIMRT's approval. Such works shall be reinstated by the Occupier upon expiry or earlier termination of the Lease/License.</p> <p>d) Any hot work, heavy drilling, knocking, spray painting, varnishing or any other works (if such works are approved by CIMRT) that are likely to cause inconvenience to other Occupiers can only be conducted after train operation hours (0030 hours to 0430 hours).</p> <p>e) The Occupier shall tap water supply in its existing Demised Premises for works requiring water, wherever possible. For Demised Premises without water provision, the Occupier may bring water into the Demised Premises by using water containers. Use of water hose is not allowed (refer to paragraph 4.1.2).</p>

- f) Detailed dimensions of compartments / display counters / wall cabinets / enclosures and any other built-in fixtures must be indicated. Island fixtures and fittings shall not exceed 1.6m in height.
- g) False ceilings must be constructed in all Tenant unit and shall be constructed with non-combustible material and shall not be installed in a position or height blocking the flow of the return air.
- h) Interior layout must be designed in such a manner so as not to obstruct the existing fire escape corridors and/or fire hose- reel cabinet.
- i) For any work that damages or affects the existing waterproofing system, the Occupier must reinstate the system using the same supplier. Once work is completed, the Occupier shall submit the warranty to CIMRT for record.

Internal Walls

3.3

a) Erection of internal partitions

- i) Any erection of internal partitions / screens above 1.5m in height must be specified clearly. Internal partitions should coincide with glazing mullions where applicable. Internal partitions erected against any glass panels will not be permitted. All partitions shall be constructed with non-combustible materials.

For areas designated for storage, the contents to be stored (example: merchandise, filing, machines, stationery, etc) must be specified.

- ii) Where the existing inter-tenancy partitions are made of double sandwich partition system, no wall cabinets / compartments / display counters may be erected and mounted on these partitions. The Occupier shall ensure that erection of any such fixtures shall be supported by a frame that is floor or ceiling mounted.
 - iii) For erection of brickwalls / masonry partition walls within the Demised Premises, the Occupier shall state the deadweight, thickness and height. As and when required by SCDF, the Occupier shall engage a project structural consultant to check and certify such works. No hacking of the floor slab is allowed beyond the structural concrete cover.
- b) An Occupier of multiple units may dismantle non-structural internal walls between units on the following conditions.
- i) Supported by project consultant on feasibility.
 - ii) Occupier obtains all necessary approvals from the relevant authorities.

- iii) Occupier bears the cost of design and construction.
- iv) Occupier shall reinstate the internal walls to its original condition upon expiry or earlier termination of the Lease/License.

Electrical System 3.4

- a) The Occupier shall engage a Licenced Electrical Worker to design and supervise the installation work of its electrical system according to the electrical load designed for the Demised Premises.
- b) The exact positions of the proposed and existing power and lighting / power points / appliances, etc. (including ratings) and the distribution boards must be clearly indicated.
- c) The Occupier shall install current-operated Earth Leakage Circuit Breakers for the protection of all socket-outlet circuits, lightings, appliances and other final sub-circuits and adequately sized MCBs for overload protection.
- d) Single-line diagrams indicating the power and lighting circuits must be designed by a licensed electrical worker / engineer for CIMRT's approval. The drawings shall indicate the cable size, rating of breakers, wattage of light fittings, sources of power for exit sign, normal and emergency lighting and location of the electricity meter within the Demised Premises.
- e) Balanced phase loading shall be considered in the design.
- f) The Occupier shall bear the cost of any approved addition / upgrade of electrical works beyond the basic provisions.
- g) All wiring and installation must be carried out according to the latest edition of CP5 and tested to CIMRT EMF requirements.
- h) Cables used shall be flame retardant (FR), low smoke (LS), halogen free (HF), 600/1000 volts type. The earth cable shall be FR, LS, HF, 600/1000 volts, yellow/green colour. Sample with technical literature must be submitted to CIMRT for approval before commencement of work. Cables for equipment that is required to operate during a fire emergency shall be of fire resistant type.
- i) All electrical accessories eg. trunkings, conduits, switches, socket outlets, etc. shall be made of galvanized steel/metalclad type and approved by the Energy Market Authority (EMA)/PSB.
- j) Permit to Work (PTW) must be applied by the contractor's Licensed Electrical Worker (LEW) to PFE Technical Support & Licensing Section Permit Office in Bishan Depot prior to commencement of any work.
- k) The following licence shall be applied in accordance to the

approved load:

i) For electrical supply below 60 Amperes three phase or load between 14.4kVA to 45kVA, the Occupier shall engage their own LEW for the application of CIMRT licence for the operation of the electrical installation within the Demised Premises. The Licence shall be renewed annually and submit to CIMRT for record.

ii) For electrical supply of more than 60 Amperes three phase or load greater than 45kVA, the Occupier shall engage their own LEW for the application of EMA licence for the operation of the electrical installation within the Demised Premises. The Licence shall be renewed annually and submit to CIMRT for record.

l) The Occupier shall provide and maintain the emergency lighting and Exit sign, if applicable, in accordance to authorities' requirements. The power shall be supplied from the Demised Premises.

m) Maintenance access shall be provided for flow switch. The access must be kept free from obstruction. No partition, goods or furniture shall block the access to the electrical system.

n) For amalgamated units, the Occupier must rewire the electrical installation to a single main switch. This shall be reinstated to original condition upon expiry or earlier termination of the Lease / License. The electrical installation shall be tested by EMA Inspectorate Department upon completion.

**Air-conditioning
System**

3.5

a) Any changes made to the air-conditioning system and ventilation system within the Demised Premises shall be the responsibility of the Occupier.

b) The following must be clearly indicated on plan.

i) All new & existing positions of Fan Coil Units, ductworks, air diffusers, return air outlets, control box and thermostats.

ii) Locations of all condensing units.

iii) Routing of the refrigerant pipes, condensate drain pipe, power and control cables.

c) The Occupier shall bear the cost of any approved addition / upgrade of mechanical works beyond the basic provisions and its maintenance.

d) Maintenance access shall be provided for Fan Coil Unit, control boxes, filter and coil cleaning, control valves and drain pipes. The access must be kept free from obstruction. No partition, goods or furniture shall block the access to the air conditioning system.

- e) Where the false ceiling is of plastered board or non- removable type, access panels are to be provided on the false ceiling for access to air conditioning system.
- f) The Occupier shall engage a Professional Engineer (PE) to look into the heat load designed for the Demised Premises and the air-conditioning ducting work shall be endorsed by PE.
- g) The Occupier shall carry out proper commissioning and air balancing tests for the air-conditioning system.
- h) Where applicable, the Occupier shall submit the maintenance schedule and/or maintenance contract of the system for CIMRT's record.
- i) The Occupier shall ensure the fire rated duct is painted using only water base emulsion paint. The specification of the paint used shall be submitted for CIMRT's record.
- j) The Occupier shall provide an independent support system to the ceiling panels below the fan coil unit for future removal to replace the fan coil unit.

Fire Protection System

3.6

- a) The Demised Premises must be fully sprinklered and ensure sprinkler pipes are adequately supported using ASTM A53 Schedule 40.
- b) The plan shall indicate clearly the exact positions of all existing, relocated and new sprinkler-heads in relation to walls and partitions.
- c) Positions of new or relocated sprinkler-heads must be designed and certified by QP engaged by the Occupier. Approval must be obtained prior to commencement of work. The Occupier shall engage a competent sub-contractor for any alteration or addition to the sprinkler system. Such installation shall comply with fire and safety regulations of the relevant authorities.
- d) There shall be no obstruction to fire escape corridors, fire hose cabinets, fire extinguishers, fire indication board, smoke detectors and call points. The travel distance to fire escape exit(s) have to comply strictly with fire code, regulations and requirements.
- e) All emergency exits must not be blocked or sealed and the emergency escape routes must not be obstructed. The lockset set for the emergency exit door shall be opened in the direction of existing travel from inside without using keys.
- f) Maintenance access shall be provided for smoke detector and sprinkler flow switch. The access must be kept free from obstruction.

- g) The Occupier shall provide and maintain portable 2.5kg fire extinguisher(s) with PSB label in the Demised Premises. It shall hang with bracket at 1.2metre above finished floor level and serviced on a yearly basis. The fire extinguisher must be easily accessible and located in prominent location.
 - h) The Occupier shall carry out pressure test and submit the test results for the new sections of pipe work prior to tee-in to CIMRT's sprinkler system.
 - i) The tenant shall ensure the smoke control duct intumescent paint is painted only with water base acrylic or water base polyurethane alkyd paint where applicable. The specification of the paint used shall be submitted for record.
 - j) The Occupier shall maintain the emergency lightings.
 - k) CIMRT personnel have to be engaged for programming work for linking to CIMRT fire alarm system
 - l)
- Plumbing & Sanitary System** 3.7
- a) All new works / alterations to the existing plumbing and sanitary system shall be designed and carried out by a licensed plumber engaged by the Occupier. Such design and installation shall comply with the regulations and the Occupier shall ensure that such works shall be submitted to the relevant authorities for approval.
 - b) For piped services installation, all new soil, wastes and vent piping shall be of hub less cast iron.
 - c) In general, penetrations through the floor are not permitted. In the event of absolute necessity, the locations and manner by which such penetrations shall be proposed by the Occupier for approval from CIMRT and the relevant authorities. CIMRT reserves the right to advise the location and manner of such penetrations if any. Such costs and expenses arising from such works and its subsequent reinstatement shall be borne entirely by the Occupier.
 - d) The Occupier shall connect floor waste to designated floor trap as indicated in the plans. Strainer is recommended to install in the floor waste within Demised Premises.
- Kitchen Exhaust System** 3.8
- a) Where applicable, the Occupier shall enclose the kitchen area and ensure that all smell is kept within the enclosure.
 - b) The Occupier shall install the appropriate exhaust filter and hood required by CIMRT and approved by the relevant authorities to cover the entire heating area and use utensils with covers for heating.
 - c) The Occupier shall install an appropriate portable grease

		<p>interceptor required by CIMRT and approved by the relevant authorities at every basin and engage National Environment Agency (NEA) approved specialist to dispose the oil from it.</p> <p>d) Where applicable, the Occupier shall submit the maintenance schedule and/or maintenance contract of the system for CIMRT's record.</p>
Public Address System	3.9	A PA system with ceiling speakers will be provided with 3 metres of slack cable. The Occupier is required to mount speakers on the false ceiling as per Occupier's reflected ceiling plans.
Design Control Area (DCA)	3.10	<p>a) The first 1 metre from the lease line of the Demised Premises shall be designated the Design Control Area (DCA). CIMRT reserves the right to comment and advise on the shopfront layout.</p> <p>b) Lighting in DCA shall be connected to a timer. The Occupier shall keep the shopfront and signage box illuminated on timer from 0700 hours to 2300 hours daily unless otherwise specified by CIMRT. This is in keeping with the image and architectural intent of the development(s).</p>
Shopfront	3.11	<p>Design of shopfront to be submitted to CIMRT for approval.</p> <p>i) <u>Fixed Glass Shopfront</u> The Occupier shall ensure maximum visibility into the Demised Premises through the use of fixtures and fittings at the fixed glass shopfront. The Occupier shall ensure that merchandise is displayed neatly and aesthetically.</p> <p>ii) <u>Open Shopfront</u> The Occupier shall not place any merchandise, fixtures or fittings in the first 0.3 metres (1 feet) from the lease line of all open shopfront.</p>
Signage / Signboard	3.12	<p>a) The Occupier shall provide and install its own signage/signboard, subject to CIMRT's approval.</p> <p>b) Locations and details (including mounting details) of all signages/signboards, logos and letterings are to be approved by CIMRT prior to installation.</p>
Sub-Directory Signage	3.13	The Occupier shall bear the cost of fabrication and installation of sticker signage for the sub-directory signage in accordance to the signage specifications provided by CIMRT.
Shop Layout	3.14	Any free-standing furniture, fixtures & fittings and merchandise display shall not exceed 1.6 metres in height.

Fire Safety Posters	3.15	F&B tenant is required to put up at least one fire safety poster ¹ prominently within demised premise before electricity to the unit can be turned on.
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Non F&B tenant is encouraged to put up **at least one** fire safety poster² prominently within demised premise.

4.0 FITTING-OUT WORKS

4.1 Overview

Damage to the Landlord's Common Properties	4.1.1	The Occupier's contractors are responsible for the satisfactory completion of fitting-out works in the Demised Premises. The Occupier shall make good any damage to the Landlord's common properties. If any such damage is not rectified within the period specified by CIMRT, CIMRT reserves the right to take all necessary remedial action and charge all costs and expenses incurred to the Occupier. Such costs shall be deemed final and the Occupier shall pay upon demand. Such costs may be offset against the Fitting-Out / Reinstatement Deposit (refer to paragraph 4.1.4) and the Occupier shall top up the difference in the event the said deposit is less than the cost of rectification.
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Utilities	4.1.2	The Occupier shall arrange and pay for any turning on fees for the supply of water, electricity, air-conditioning services or other amenities to be supplied and separately metered to the Demised Premises.
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Insurance	4.1.3	The Occupier shall take up adequate insurance cover during the fitting-out period in respect of its furniture, fixtures and fittings and public liability prior to commencement of works at the Demised Premises.
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Such insurance shall be taken out with any insurance company as approved by CIMRT and shall be in the joint names of the Landlord and the Occupier and the Occupier shall pay all premiums costs and disbursement in connection therewith.

A copy of the insurance policy must be furnished to CIMRT prior to the commencement of such works. Such insurance shall include but not limited to the following:

- a) Any injury or damage to third party persons or property and public liabilities up to a minimum of S\$1.5 million for any one accident;
- b) Workmen's compensation;
- c) Damages or loss arising from fire or acts of God;

¹ Fire safety posters can be obtained from SCDF website at http://www.scdf.gov.sg/content/scdf_internet/en/community-and-volunteers/publications.html

² Fire safety posters can be obtained from SCDF website at http://www.scdf.gov.sg/content/scdf_internet/en/community-and-volunteers/publications.html

		<ul style="list-style-type: none">d) Indemnify the Landlord from and against any damages to the common areas and the common area fixtures and fittings;e) Any other insurance policy that is deemed necessary by CIMRT.
Fitting-Out / Reinstatement Deposit	4.1.4	<p>The Occupier shall pay the requisite deposit amount as listed in the Letter of Offer upon signing of the said Letter.</p> <p>This deposit serves as security for the due observance and performance by the Occupier in relation to but not limited to the following.</p> <ul style="list-style-type: none">a) The cost of removal of refuse and debris where it is not done so by the Occupier, its contractors, servants, or agents;b) Making good of any damage to the Station and its common property caused by the Occupier, its contractors, servants, or agents;c) Fitting out or reinstatement works that are not approved. <p>In the event, the deposit is not sufficient to cover the costs of rectification, the Landlord reserves the right to rectify and recover such costs from the Occupier. Such costs shall be payable by the Occupier upon demand and shall be deemed final.</p> <p>The deposit is refundable upon the expiry or earlier termination of the Lease/License after the Occupier reinstates the Demised Premises to its original condition to the Landlord's satisfaction.</p>
Security	4.1.5	<p>The Occupier is responsible for the security of the Demised Premises. The Landlord shall have no liability for any loss or damage including theft of building materials, equipment or supplies belonging to and brought in by the Occupier and/or contractors.</p>
Safety, Risk Assessment Hygiene & Conduct,	4.1.6	<ul style="list-style-type: none">a) The Occupier's contractor must take appropriate measures to ensure the safety of their workers on site. The Occupier's contractor must appoint a safety officer to take charge of all necessary safety requirements within the Demised Premises. The contractor must attend daily safety meetings during the fitting-out period.b) Risk Assessment (RA) must be submitted before commencement of any work in accordance to MOM requirement gazette in WSH(Risk Management) Regulation 2006c) The Occupier's contractor shall ensure that its employees, agents and sub-contractors are properly attired and confine themselves to the Demised Premises. All workers on site must use the necessary safety equipment such as safety helmets / shoes, etc.d) All workers must take all precautions to prevent accidents.

- e) All fitting-out works must be carried out with due care so as not to cause injury to persons and/or damage to property.
- f) All necessary safety warning signs must be provided and displayed accordingly by the Occupier's contractor.
- g) No fire for the boiling of water or any other purposes will be permitted within the Demised Premises.
- h) Smoking is not permitted in all MRT & LRT Stations.
- i) Use of flammable or dangerous materials must be avoided at all times. Any such requests shall be subject to CIMRT's approval.
- j) The Occupier shall provide adequate 2.5 kg fire extinguishers and other necessary fire-fighting equipment at or near the Demised Premises during the Fitting-Out period.
- k) The Occupier's contractor shall ensure that its employees, agents and sub-contractors do not litter, deface or damage any part of the building or cause any nuisance, smell, noise, vibrations or inconvenience to other occupants of the building and other contractors. In the event the Occupier's contractor, employees, agents and sub-contractors create a nuisance or persistently ignore CIMRT's instructions, CIMRT reserves the right to evict them from the Demised Premises.
- l) The Occupier's contractor shall seek approval from CIMRT with 3 working days in advance for any hazardous works to be carried out within the Demised Premises. Hazardous works include hotworks such as welding, grinding, drilling, cutting or works generating heat and sparks, painting works or any works involving the use of flammable or combustible liquid and/or gas such as thinner, kerosene, turpentine diesel, oxy-acetylene, etc. Painting work and use of flammable or combustible liquid/gas are incompatible with the hot work. CIMRT shall issue a Hot Work Permit to the contractor prior to commencement of hot work (refer to flowchart).
- m) The Occupier shall ensure that there shall be no cooking and consumption of food and drinks within hoarded areas.
- n) CIMRT may require the Occupier to register the Demised Premises as a Factory with the Ministry of Manpower before commencement of the fitting-out work. The Factories Act and Regulations shall be complied with. The Registered Safety Officer shall issue hot work permit within the registered Factory.

**Change of Use of
Demised
Premises** 4.1.7

The Occupier shall apply for planning permission if the approved use of Demised Premises is different from Occupier's intended use, such deviation to be approved by CIMRT and the relevant authorities. All costs incurred shall be borne by the Occupier.

4.2 Final Phase – Procedures on Site

Handover of Demised Premises

4.2.1

- a) Prior to commencement of fitting-out works, the Occupier shall complete and submit to CIMRT a checklist of submissions listed as a sample in Annex A.
- b) The Occupier shall take possession of the Demised Premises on the Date of Possession defined as:
 - i) The date as specified in the Lease/License Agreement; or
 - ii) Within 7 days from CIMRT's date of notification to take possession (Refer to Annex B – Notification to Take Possession).If the Occupier does not, for any reason, take possession of the Demised Premises on the Date of Possession, the Occupier shall nevertheless be deemed to have taken possession and consumed the rent-free period, if any.

During the handover, the Occupier and CIMRT shall jointly inspect the Demised Premises and complete the form, "Handover of Demised Premises" (a copy enclosed in Annex C). In the event, the Demised Premises is handed over on an "as is, where is" basis, the Occupier shall execute a letter of undertaking accepting the condition of handover and to reinstate the Demised Premises to its original bare condition. A sample copy of this letter is enclosed in Annex D for reference.

- c) Any delay in carrying out or completing the Occupier's works in the Demised Premises whether caused by any failure to obtain authorities' approvals, shall not be grounds for postponing the commencement of the Term or payment of the Gross Rent/License Fee as stated in the Agreement.

Commencement of Site Works

4.2.2

The Occupier shall commence the relevant site works **after** obtaining the following:

- a) written approval on the final drawing submissions
- b) Permit to Work (PTW) – Electrical (refer to Annex E).

The Occupier shall commence electrical works after obtaining the PTW and shall place the PTW on the shopfront of the Demised Premises.

- c) Hot Works Permit (where applicable)

The Occupier shall commence hot work (as specified in paragraph 4.1.6k) after CIMRT issues the Hot Work Permit.

- d) Permit to Work (PTW) – Air conditioning

		Where there is modification or upgrading of the existing air conditioning unit(s).
Working Hours	4.2.3	<p>a) Work in the Demised Premises may be carried out during normal working hours, or any other hours as stipulated by CIMRT. Prior arrangement must be made with CIMRT for any work to be carried out beyond these hours.</p> <p>b) All demolition, hot works, drilling, painting, mechanical & electrical works as approved by CIMRT must be carried out after train operation hours (0030 hours to 0430 hours). Occupiers are expected to inform CIMRT in advance prior to commencement of such works.</p>
Access to Demised Premises	4.2.4	Access to the Demised Premises for both construction and delivery personnel will be restricted to such entrances and corridors as designated by CIMRT.
Name of Occupier's Contractor	4.2.5	<p>The Occupier shall appoint and station a full-time site supervisor, throughout the duration of fitting-out works for the purpose of managing workmen engaged in the Demised Premises and receiving instructions during any emergency.</p> <p>Prior to commencing site works, Occupiers and/or their authorized representatives are requested to submit a list of their contractors to CIMRT in the prescribed form found in Annex F. Where works are carried out after office hours or during weekends / public holidays, the Occupier is requested to submit to CIMRT the names and identify card numbers (or work permit) of all workers accessing the station and the Demised Premises.</p> <p>The Occupier and its contractors shall prevent their workers from causing or creating a nuisance. In the event of the contractors' workers causing or creating a nuisance or persistently ignoring CIMRT's instructions, CIMRT and its employees reserve the right to request these workers to leave the site.</p>
Visitor's Passes	4.2.6	Only persons holding visitor's passes will be allowed to the site. Authorized representatives of the Occupier must display the passes on at all times during the fitting-out period. These passes are the properties of the Landlord and must be returned at the end of each day. There will be a S\$10 charge levied for each spoilt or lost pass.
Service Lifts	4.2.7	All transportation of equipment, material, debris, etc. shall be by handicapped lifts or staircases as designated by CIMRT. The Occupier shall ensure that the designated handicap lifts and staircases shall be adequately and appropriately protected prior to making deliveries.
Delivery of Materials, Equipment, Merchandise	4.2.8	Delivery of any materials, equipment and merchandise via escalators is strictly prohibited. Any damage resulting from the misuse of escalators by the Occupier's contractors will be borne & rectified by the Occupier.

Any materials, equipment and merchandise delivered to the

Demised Premises must be done on trolleys with non-metallic castors. The delivery must not endanger the passengers.

At all times, care should be taken to ensure that no damage is caused to any part of the Station, Any such damage shall be made good by the Occupier to the satisfaction of CIMRT.

The Occupier is required to furnish CIMRT with the delivery schedule of building materials at least 7 working days in advance. CIMRT reserves the right to specify the delivery times and routes as well as the precautions to be taken by the Occupier and its authorized representatives.

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

Temporary Scaffolding

4.2.9

All scaffolding shall be approved by the relevant authorities. Such scaffolding must not damage the existing floor of the station. Any damage shall be made good by the Occupier at its own cost to the satisfaction of CIMRT.

Scaffolding structures shall be erected and maintained in accordance with the Factories (Scaffolds) Regulations and SS: CP14.

Hoarding and Stickers

4.2.10

a) Temporary hoarding using non-combustible (2-hour fire rating) materials must be erected during the Fitting-out and Reinstatement works. Adequate protections to the existing surfaces of the station shall be provided. The Occupier shall provide full height hoarding if the site situation requires.

b) Door of the hoarding shall open inwards.

c) Hoarding shall only be removed when the Demised Premises is fully stock-up and conducive to trade.

d) Approval from CIMRT is required for partial/full removal of hoarding to allow transportation of building materials, construction of glass panels, tiles, etc. along the lease line.

e) Shops with glass shop front and walls will require stickers to be put up before commencement of fitting out/reinstatement works.

f) CIMRT reserves the right to forfeit the Fitting-Out Deposit in full if the hoarding is being removed permanently.

Limits of Working Area

4.2.11

All works and materials stored must be confined within the Demised Premises and no materials to be left in the common areas. CIMRT reserves the right to remove and dispose of all materials in the common areas as it deems fit, especially those obstructing the corridors and fire escape routes. Such removal and/or storage costs shall be borne by the Occupier. The Occupier shall avoid works that are hazardous or create excessive dust.

Removal of Debris and Refuse	4.2.12	<p>All debris and surplus materials must be cleared from the Demised Premises and the station at the end of train operation hours. CIMRT does not allow disposal of debris onto areas outside the Demised Premises. Should the Occupier fail to do so, CIMRT reserves the right to remove such refuse and debris on behalf of the Occupier and such costs shall be borne by the Occupier.</p> <p>CIMRT shall not be responsible for any loss or damage to the Occupier's building materials, goods, etc while removing the debris / refuse. The Occupier shall ensure that the fire escape routes and corridors are not obstructed at all times during the course of Fitting-out works.</p>
Temporary Electricity and Water Supply	4.2.13	<p>The Occupier shall apply to CIMRT for temporary water and electrical supply and other utilities.</p> <p>a) <u>Electricity Supply</u> The Occupier shall engage a Licensed Electrical Worker (LEW) and submit the electrical single line diagrams and the appropriate forms, duly endorsed by the LEW to PFE Technical Support & Licensing Section for approval. Where appropriate, electricity shall be separately metered.</p> <p>b) <u>Water Supply</u> For water supply and sanitary system, the Occupier's licenced plumber or contractor must submit schematic diagrams and other necessary documents for CIMRT's approval. The Occupier shall install a water meter at its own costs and expense with Public Utilities Board (PUB).</p> <p>Any welding and fabrication for the above works shall be completed off-site and brought to the site for assembly and installation. In the event welding and fabrication is required on site, CIMRT's approval (hot work permit) must be obtained.</p>
Fire Alarm	4.2.14	<p>The Occupier and its authorized representatives shall not tamper with any of the fire protection installations such as sprinklers, break-glass alarms, wet risers and fire hose reels during the Fitting-Out period. Such tampering may trigger false alarms and action will be taken against the Occupier.</p>
Main Services Lines	4.2.15	<p>The Occupier shall, under no circumstance modify or tamper with the air-conditioning system (except with CIMRT's written approval) or any other main service lines running through the Demised Premises. Any damage to the service lines inside the Demised Premises shall be rectified by the Occupier and at his costs.</p>
Floor Loading	4.2.16	<p>All loads shall not exceed the designed floor loading of the respective stations.</p>
Spot Checks / Repair Works	4.2.17	<p>CIMRT reserves the right of entry into the Demised Premises to make spot checks or conduct repair works as and when required.</p> <p>Any instruction given by CIMRT or its representatives shall be observed by the Occupier.</p>

Use of Toilets	4.2.18	Use of the stations' toilets by the Occupier's contractors for washing of tools and cleaning, etc. are strictly prohibited.
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4.3 Completion of Fitting-Out Works

Inspection of Demised Premises	4.3.1	The Occupier shall notify CIMRT for a joint-inspection to verify that the Fitting-Out work is completed satisfactorily. In this inspection, the ceiling shall be left open.
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The Occupier shall rectify all defects and comments pointed out within 1 week during this inspection.

Documentation	4.3.2	<p>The Occupier shall submit the following to CIMRT within 21 days after the completion of works.</p> <ul style="list-style-type: none">a) A full set of architectural, 4 sets of mechanical & electrical, sanitary & plumbing and fire protection "as-built" drawings in hard copies. The as-built drawings shall be endorsed by his QP.b) Copies of Permits, Licence and Certificate issued by all the relevant authorities on the Fitting-Out work.c) Updated station layout indicating the Demised Premises after Fitting-Out works.
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Annex A

CHECKLIST FOR FITTING-OUT PRIOR TO COMMENCEMENT OF WORK

S/No.	Description	Yes	No	N / A
1.0	Insurance Policy			
1.1	3 rd Party Liabilities			
1.2	Workmen's Compensation Policy			
1.3	Any other insurance policy deem necessary			
2.0	Deposit			
2.1	Fitting-Out/Reinstatement Deposit			
3.0	Letter / Form			
3.1	Letter of Undertaking for Taking Over Existing Fixtures and Fittings			
3.2	Permit to Work (PTW) – Electrical			
3.3	Occupier's List of Contractors and Workers			
4.0	Fitting-Out Plans / Renovation Drawings			
4.1	Architectural / ID (A1 size) Plans (Layout plan, Reflected ceiling plan, Floor finishing plan, signage, etc.) Section plans Elevation plans (Façade / shopfront) Perspective / Visual in colour Material / Sample board			
4.2	<u>Electrical Services</u> Electrical lighting and power layout plan Single-line diagram plan Table of loading / Equipment list Services routing plan			
4.3	<u>Mechanical Services</u> Air-conditioning layout plan with details of supply and return air grille Exhaust system plan with details			
4.4	<u>S & P Services</u> Sanitary / Plumbing layout plan with details			
4.5	<u>Fire Protection System</u> Public Announcement system plan Sprinkler system plan (with PE endorsement) Fire alarm system plan			
4.6	<u>Risk Assessment and Method Statement</u>			

Annex B

[Date]

Our Ref:

[Mr/Mdm]

[Business Name]

[Address]

Dear Sirs

**NOTICE TO TAKE POSSESSION OF
UNIT NO. [# -] AT [STATION] MRT STATION**

We are pleased to inform you that the Temporary Occupancy Permit has been obtained for the above unit. Please take vacant possession of the above premises no later than _____.

The actual date of possession shall be the date we handover the keys and premises to you and the rent-free period of one (1) month shall commence from this date. In the event, you delay taking possession, the date is assumed to be on _____ and the rent-free period shall be calculated from this date.

Our Property Officer _____ DID _____ shall call upon you soon to make the necessary arrangements.

Yours sincerely

[Signature]

Name of Signatory

Annex C

HANDOVER OF DEMISED PREMISES

Station: _____ Unit No.: # _____

S/No.	ITEM	BASE SHOP SPECIFICATION	REMARKS
1	Floor	Cement screed 50mm below common area flooring	
2	Wall	Two (2) Coat of White Paint	
3	Ceiling	Bare / Master Board / Fibrous Board	
4	Fire Protection	i) Sprinkler: Single / Double layer below soffit ii) Fire Shutter: Automatic / Manual	
5	Air Conditioning	i) No. of PEU / PCU ii) Chilled water supply / FCU iii) Thermostat iv) No. of diffusers / return grille	
6	Electrical	i) Distribution Board/ Isolator/ No. of Power or lighting Points ii) Electrical Load: _____	
7	Shop Front	i) Tempered Glass Single / Double Swing Door, Roller Shutter ii) No. of keys:	
8	Letterbox Key	No. of keys:	
9	Toilets Key	No. of keys:	

Please indicate 'NA' if not applicable

Comments:-

I, on behalf of _____ (business name) agree to take over the above-captioned premises and base shop specifications. On termination/expiration of lease, the demised premises shall be reverted to the CIMRT in a good and tenantable condition in its bare condition in the above specifications. The above keys (if any) shall also be returned to CIMRT. All existing furniture, fittings and fixtures shall be removed including the replacement of lost or damaged keys shall be at my own costs and expenses.

I further undertake to make good all damages and reinstate the said premises to its original condition / otherwise acceptable by the Landlord.

By Occupier:

By CIMRT:

Date & Signature

Date & Signature

Name of Occupier: _____

Name of Property Officer: _____

Annex D

[Date]

CIMRT Trains
Ltd CIMRT
Properties
251 North Bridge Road
Singapore 179102

Dear Sir/Madam

LETTER OF UNDERTAKING FOR TAKING OVER EXISTING FIXTURES AND FITTINGS

Station: _____ Unit No.: # _____

I / We, _____ (Incoming Tenant)
hereby

Business Name

agree to take over the above premises on a “as is, where is” basis from

_____ (Outgoing Tenant) as follows:

Business Name

Item	Description

On termination / expiration of lease, the demised premises shall be reverted to the Landlord in a good and tenantable condition. All existing furniture, fittings and fixtures, including those taken over from the Outgoing Tenant shall be removed at my / our own expenses.


I / We, further undertake to make good all damages occasioned thereby and reinstate the said premises to its original condition / otherwise acceptable by the Landlord.

Yours faithfully

[Signature]
Name of Signatory

Annex E

PERMIT TO WORK (PTW) - ELECTRICAL

	PERMIT-TO-WORK*/ LIMITATION-TO-ACCESS*/ SANCTION-FOR-TEST* ON ELECTRICAL CABLES & EQUIPMENT	APPLICATION NO : _____ POWER REGULATOR NO : _____ CONTRACTOR/SECTION : _____
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I. WORK TO BE PERFORMED: (THIS SECTION TO BE COMPLETED BY APPLICANT)
 DESCRIPTION OF WORK/ISOLATION REQUIRED AND PRECAUTIONS TO BE TAKEN:

Place/Date/Duration of Work	Name/Signature of Competent Person
_____	_____
Date/Time of Application	Meeting Place/Time/Contact No.
_____	_____

II. ISSUE OF PERMIT:
 The following cable/equipment (state exact location & substation involved) have been isolated:

and EARTHED at: _____

and is now safe to perform work as declared above. The Application has been obtained from the Power Regulator (applicable for equipment monitored by OCC) and all isolation points are padlocked and posted with Operation Safety Tag/Danger Notices. Padlock(s) of Competent Person and Authorised Person have also been placed on the affected equipment stated above.

Date/Time: _____	Validity Period: _____
Name/Signature of Authorised Person: _____	

III. COMMENCEMENT OF WORK:
 I have confirmed with the Authorized Person that the cable/equipment have been isolated/earthed/padlocked as requested in Section I and II. For testing work, I have taken all necessary safety precautions to ensure safety of personnel and equipment.

Date/Time: _____	Name/Signature of Competent Person
_____	_____

IV. CLEARANCE OF WORK: (Competent Person to inform Authorised Person of any change of Competent Person)
 The work has been completed and all labour, temporary shortings/wirings and tools have been withdrawn and the men in my charge have been warned that it is no longer safe to perform any work on the above cable/equipment.

Date/Time: _____	Name/Signature of Competent Person
_____	_____

V. CANCELLATION OF PERMIT: (Authorised Person to inform Power Regulator of any change of Authorised Person)
 The above Application is now cancelled and withdrawn. All Padlock(s)/earthing in Section II have been released from the equipment. No further work is to be performed on the above cable/equipment without another APPLICATION. The cable/equipment have been re-energised (clearance to be obtained from Power Regulator for equipment monitored by OCC). The details of the work done have been recorded on the Substation Record Book.

Date/Time: _____	Name/Signature of Authorised Person
_____	_____

Remarks: _____

NOTE: The Competent Person and his workers are required to abide by the safety messages displayed in the substation and plantroom before commencement of work.

Copies: White – Competent Person Blue – Authorised Person *Delete as Appropriate

Annex F

OCCUPIER'S LIST OF CONTRACTORS AND WORKERS

Station: _____ Unit No.: _____

Important Notes:

- ~ All information are to be in Upper case.
- ~ Foreigner (Non-Singaporean) - a batch of 200 persons.
- ~ Use 1 row ONLY for one record (ie Do not use more than one row).
- ~ FIN No of Non-Singaporean should be provided The format must start with "F" or "G" and end with the suffix without any blanks or special character).
- ~ Date of Birth Format: *yyyymmdd*

(i) Foreigner

S/NO	COMPANY NAME	FIN NO.	NAME	DATE OF BIRTH	PLACE OF BIRTH	NATIONALITY	REMARKS
1	ABC PTE LTD	F1234567P	CHENG KIM HOOI	19650614	MALAYSIA	MALAYSIAN	PAINTER

(ii) Singapore

Important Notes:

- ~ All information are to be in Upper case.
- ~ Use 1 row ONLY for one record (ie Do not use more than one row).

S/NO	NRIC	NAME	ORGANISATION	REMARKS
1	S1526399/G	PHUA BOON KIN	ABC PTE LTD	CARPENTER

Shop Unit Air-Con Operation & Maintenance Access Check List

Inspection Date : _____

Building / Station : _____ Eqt I.D. No. : _____ Design Capacity : _____ kW
 Room / Shop Unit No. : _____ Commissioned on : _____ Actual Capacity : _____ kW
 Occupied by : _____

S/n	Description	Yes (✓)	No (✓)	Remark	Comment / Follow-up inspection by COML
1.0	Maintenance Access - There is availability of access panels to facilitate proper and effective maintenance for key locations such as:				
1.1	Cooling coil				
1.2	Filter				
1.3	Motor & Belt				
1.4	Electrical Control Box				
1.5	Unit condensate drain pipe outlet				
1.6	Condensate drain outlet at floor trap				
1.7	Secondary drain pan pipe outlet				
2.0	Flow & Drain Line				
2.1	There is proper drain pipe gradient for good flow of condensate to floor trap.				
3.0	Thermostat				
3.1	The thermostat is properly located to ensure good sensing of the shop area.				
4.0	Electrical Work				
4.1	The electrical power supply to the equipment is provided according to the supplier's recommendation.				

Shop Unit Air-Con Operation & Maintenance Access Check List

Other Remarks :

1) Air Flow Balancing and Temperature result (to be submitted by Tenant) :

ECS BRANCH		COMMERCIAL PROPERTY		TENANT	
Name :		Name :		Name :	
Designation		Designation		Designation	
Signature		Signature		Signature	
Date		Date		Date	