

Appendix 1 <Office Fitting Out Guide Checklist>

Office Unit : _____

Floor No.: _____

Items	Items Description	Related Category	Tenant's Follow up
1.	General		
1.1	All fitting out work shall be done within leased area.	General Guideline	
1.2	No alteration work to common facilities.	General Guideline	
1.3	No display of company logo, company name, advertisement and signage, except approval from Landlord.	General Guideline	
1.4	No unauthorized broadcast products and services of the premises, except approval from Landlord.	General Guideline	
1.5	No reception and / or seat waiting area occupying common area and means of escape.	General Guideline	
1.6	All fitting out work shall comply with GB and local regulation.	General Guideline	
1.7	No cut, saw or chisel to building structural wall, floor and ceiling, except approval from Landlord.	General Guideline	
1.8	The fitting out design shall consider and satisfy the needs of routine inspection and maintenance of building while all corridors, fire hydrant, doors of lift and plant room, and else mechanical and electrical installation (e.g. light fitting, sprinkler head and partitions) shall be free from obstacle and obstruction all the time.	General Guideline	
1.9	Apart from hard copy drawing submission, the drawings shall be computer / AutoCAD drawn for all architectural, mechanical and electrical layout plan, including architectural plans, HVAC layout plan, FS layout plan, Electrical layout plan, P&D layout plan, hoarding plan and combined ceiling plan.	Drawing Format	
1.10	All submitted document and drawings shall follow the format as stipulated in the Fitting out guide.	4 sets of Drawings	
1.11	General documentation formation, including calculation, equipment checklist and certificate and etc should be A4 sized.	4 sets of Documents	
1.12	Potable water installation application shall be made to relevant utility company, Management Company / Landlord for approval and installed at Tenant's cost.	Potable Water Installation	
1.13	Power meter and water meter installation application shall be made to Management Company and landlord for approval and installed at Tenant's cost	Metering for Power and Water	
1.14	All works at common area shall be done by building recognized nominated sub-contractors at Tenant's cost	Work at Common Area	
2.	Architectural / Builder's Work		
2.1	No alteration to fire exit doors of the offices, in particular to where the office is connecting to means of escape.	General Guideline	
2.2	No damage and alteration to any structural beams, columns and slabs. Cutting, opening and chamfer of any beams, columns and slab are strictly prohibited.	General Guideline	
2.3	No alteration of building structural, except approval from Landlord. In any case of structural work, the tenant shall formally submit structural alteration proposal and calculation alteration in duly signed and chopped by registered architect and structural engineers to Landlord and relevant Authorities / building local design institution for approval prior to any work.	Structural Alteration in Building	
2.4	Tenant is required to submit Authority approved FS drawings, details, certification and calculation to the Management Company for approval and record in case of any alteration and installation of fire rated door / fire rated glass / fire rated wall. Lightweight masonry partition wall will be recommended to minimize anticipated FRP glass / floor loading of the premises.	Modification of Fire Exit Door / FRP Glass / FRP Wall	
2.5	Provision of sufficient access panels on the gypsum board ceiling for regular building maintenance work while the access of suspended ceiling inside the premises shall be constructed in no harm to any obstruction to building maintenance at public area.	Ceiling Access	
2.6	No blockage to smoke extraction outlet on ceiling inside the premises. Any diversion of existing smoke extraction ductwork and outlet of the fitting out work shall be done by building recognized nominated sub-contractor and relevant cost shall be borne by Tenant (if applicable).	Modification of Smoke Extraction Outlet	
2.7	All material to ceiling, structure and etc. Inside the premises shall be non-flammable.	Ceiling Material	
2.8	Proof of loading submission with regard to heavy weighted furniture (e.g. aquarium, safebox, file cabinet and else heavy instruments and etc.) All static and dynamic floor loadings of fixtures / equipment / material s/ etc. inside the retail offices and F&B offices shall not be exceeding the max. Allowable structural loading of the buildings as specified in the valid structural drawings.	Floor Allowable Structural Loading	
2.9	All decorations, including ceiling, wall, floor, partition, fixed furniture, and else finishes shall follow requirement specified in GB50222-95 and / or the relevant latest thereof.		
3.	Office Frontage		
3.1	Tenant's office front design and finishes, including crystalline security shutter, full transparent glass panel, signage and etc., shall not occupy common area and submit to Landlord for approval.	General Guideline	
3.2	Finished floor between common area and premises shall be leveled.	General Guideline	
3.3	Front and rear of the office front shall be all the time maintaining with appropriate space for regular cleaning activities by tenant.	General Guideline	

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3.4	<p>Hoarding Requirement</p> <p>Tenant shall require to submit hoarding construction plans with the stipulated design requirement. The hoarding plan shall obtain prior approval from the Landlord, provided and installed by tenant as follows:</p> <ul style="list-style-type: none"> - Wooden hoarding of not less than 10mm thick, with max projection of 300mm from the lease boundary. - Laying of floor wooden panel of not less than 3mm thick with carpet along the office front. - No hoarding door projecting to common area. - No hoarding installation blockage to air diffusers at common area as such a gradient wooden panel in vertical height of 300mm from ceiling should be installed accordingly. - Provision of rigid fixing and support but not supporting work at common area influential to public activities. - White hoarding finishes on the hoarding. 	Hoarding Plan	
3.5	<p>Glass Door Panels</p> <ul style="list-style-type: none"> - All glass panel shall be fire retardant tempered glass panels, with 12mm thickness complying to original building design and fire services requirement. - Glass up / down supports shall be installed inside the lease boundary without adverse damage to floor marble / finishes at common area and suspended ceiling. - All office front U-channel shall be hidden designed without exposure to public. 	Glass Door Panels	
4.	Curtain Wall		
4.1	No alteration of existing curtain wall system, except approval from Landlord. No Mosaic, engraving or painting on existing façade glass panel and mullions.	General Guideline	
4.2	No blockage to ventilation and exhaustion external louver on the façade. (if applicable)	General Guideline	
4.3	No installation of drainage, ventilation or exhaust air ductwork, louvers and etc. on the curtain wall, except approval from Landlord	General Guideline	
4.4	A clear passage of not less than 400mm between façade and fixtures inside the premises should be provided for regular cleaning and maintenance activities, making sure that sufficient space would be allowed for temporary measures in case of accidental broken of curtain wall glass panels.	Gap on Glass Curtain Wall	
4.5	The edge of partition wall shall align to curtain wall mullion or allow a min. gap of 3mm between partition wall and curtain wall to make sure that no fixture adhering to the mullion of the curtain wall.	Mullion Separation	
4.6	All partition walls shall be full height light weighted masonry blocks wall or rendered gypsum block wall, rigidly supporting to ceiling and floor while any wall penetrations equipment and facilities shall be installed in compliance with fire retardant requirement of relevant FS regulation. No partition wall attaching to any structural and curtain wall system. No damage to existing partition wall between offices of different tenants.	Partition Wall	
4.7	No modification of all existing curtain wall system in building.	Alteration of Glass Curtain Wall	
5.	Air Conditioning System		
5.1	Design and installation of the work shall comply with current building regulation and FS regulation.	General Guideline	
5.2	Submission of as-fitted and detailed HVAC drawings.	General Guideline	
5.3	Submission of test report with regard to temperature and air flow rate measurement upon any installation and modification work to existing.	General Guideline	
5.4	All ductwork shall be fabricated with galvanized zinc with appropriate insulation.	General Guideline	
5.5	All temperature control shall be capable of selection of different air flow and duly shown on the as-fitted drawings. (if applicable)	General Guideline	
5.6	Any modification of existing fresh air duct inside the premises shall not create adverse influence building fresh air supply. Any work that will create adverse influence to common facilities shall be done by building recognized nominated sub-contractor and paid by tenant.	General Guideline	
5.7	Any wall penetration, including any air duct and etc, between different tenants shall equip with appropriate silencer. (if applicable)	General Guideline	
5.8	No alteration of existing smoke extraction outlet inside the premises, except approval from Landlord. Any works to existing smoke extraction system shall be done by building recognized nominated sub-contractor and cost by tenant. (if applicable)	General Guideline	
5.9	No installation of spilt type unit inside the mall, except approval from Landlord. Prohibit installing any part of HVAC equipment to existing architectural feature and curtain wall.	Split Type Unit	
5.10	Any work to pipework of HVAC system shall require thoroughly cleaning and make sure no particular debris back flowing to the main chiller system. The pipework of HVAC system shall be done by building recognized nominated sub-contractor and cost by Tenant	Chilled Water Pipe Cleaning	
6.	Electrical System		
6.1	All electrical work alteration shall be submitted by tenant and done by building recognized nominated sub-contractor.	General Guideline	
6.2	Submission of electrical wiring and trunking as-fitted drawings and prominently stickered to the relevant MCB board.	General Guideline	
6.3	A permanent label shall be provided to each MCB board.	General Guideline	
6.4	Earthing should not be connected to existing façade wall mullion.	General Guideline	

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6.5	All conduiting works (e.g. material / installation method) above the suspended ceiling shall comply with relevant standard.	General Guideline	
6.6	All power equipment should be in the form of 220V or 380V of 3 phase 4 wire.	General Guideline	
6.7	G.I. conduiting works shall be provided to all wet area.	General Guideline	
6.8	Individual power meter should be provided of each premise for recording the actual power consumption reading and calculation monthly power fee and charge of the premises by Management Company.	General Guideline	
6.9	All conductors should be copper single core stranded while the conduiting diameter shall accord to number and cross-section of cable and wiring. The cross section area of cable and wiring shall not exceed 40% cross section area of the conduit and cable containment. No connector inside the cable grand and all terminals should be equipped with junction box for cable connection. Cable and wiring from different voltage and power meter should be separately installed by different cable containment and no more than 8 pieces of wirings and cables per cable containment.	Cable And Wiring	
6.10	All wall penetrated conduiting work shall be G.I. conduit.	Conduiting	
6.11	Tenant to submit detailed power consumption calculation for approval.	Power Consumption Evaluation	
6.12	Power capacity of the proposed MCB board shall not exceed the rated capacity of the approved drawing submission and building provision.	MCB Broad	
6.13	Residual current device shall be provided for socket outlet circuitry equal to and greater than 10 Amp.	RCD	
6.14	Installation of earthing of each independent circuitry in which the earthing conductor size equivalent to size of live conductors.	Earthing	
7.	Fire Services		
7.1	All fire services installation and modification work shall be done by building recognized nominated sub-contractor while all the fire services drawings shall require to submit Fire Services Department for approval prior to commencement of work. Upon work completion, relevant Authority approval document shall be submitted to Management Company for record.	General Guideline	
7.2	Any modification and alteration of FS installation to facilitate fitting out work of the premises, including sprinkler head, fire hydrant, hose reel, smoke detector, emergency lighting, fire alarm, exit sign and directional sign and etc. shall be done by building recognized nominated sub-contractor and cost by tenant.	General Guideline	
7.3	Tenant is required to formally inform Management Company for any FS system suspension in case of any alteration and modification / particular FS works so required for fitting out in the premises while each FS system suspension period shall restricted to maximum 1 day with arrangement of competent person onsite until completion of system restoration.	General Guideline	
7.4	All evacuation directional sign and escape route shall be provided at prominent and eye catching location to facilitate for means of escape.	General Guideline	
7.5	Provision and installation of sufficient fire extinguishers inside the premises in compliance to relevant FS regulation.	General Guideline	
7.6	No blockage to any smoke extraction outlet and FS facilities inside the premises.	General Guideline	
7.7	All wooden decoration and material shall comply with relevant requirement of environmental department and FS department.	General Guideline	
7.8	All FS emergency lighting installation shall comply with GB17945-2000 or the latest equivalent thereto, while each emergency lighting shall maintain not less than 90 mins operation in which relevant label shall be formed in color of either Green, Red, combination of White & Green or combination of White & Red.	Emergency Lighting	
7.9	Provision of fire services current leakage alarm on MCB board of the premises.	Current Leakage Alarm	
7.10	All FS automatic alarm signal inside the premises shall be monitored by Tenant and repeated and connected to building automatic fire alarm system for centralized monitoring purpose.	Automatic Fire Alarm	
7.11	Suspended ceiling & wall construction or furniture inside the premises shall not create blockage and adverse implication to normal operation of sprinkler heads, smoke detector, fire hydrant, breakglass unit and else security alarm. Reserve not less than 500mm clear space underneath each sprinkler head.	Sprinkler	
7.12	All water piping, gas piping and ductworks shall be properly insulated in compliance to relevant standard.	Insulation	
8.	Plumbing and Drainage		
8.1	Reserve appropriate and space for water meter and valve during water pipework installation.	General Guideline	
8.2	No water and drainage pipework of the premises across other premises.	General Guideline	
8.3	No water and drainage pipework embedded inside structural wall and floor slab.	General Guideline	
8.4	No unauthorized modification and diversion of existing drainage and potable water installation inside the premises, except approval from Landlord.	General Guideline	
8.5	All pipework above the suspended ceiling shall be properly insulated to avoid creation of unexpected water condensation (in particular to seating area and dry area underneath of the ceiling).	General Guideline	
8.6	To prevent from water seepage of floors in this building, a bond coat is recommended and should first be applied onto the concrete surface of the floor before screeding is done. If the relevant area is to be used as a pantry, waterproofing materials should be applied and anti-seepage test should then be done.	General Guideline	

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8.7	Provision of sufficient access panel for regular maintenance of P&D facilities.	Access Panel	
9.	Extra Low Voltage System		
9.1	No CCTV camera exposing to public area.	General Guideline	
9.2	No music and sound affecting adjacent occupant.	General Guideline	
9.3	No blockage and adverse implication of fire escape for any floor type security system installed in front of the entrance of the premises.	Security System	
9.4	Application and installation of any telephone, broadband, TV and etc. inside the premises to be done and cost by Tenant.	Tel, Broadband and TV	
9.5	Any additional inside or outside security signal connection work to safebox shall be done and cost by Tenant.	Safebox Security	