

HOUSE RULES (SIN MING AUTOCITY)

The following house rules are deemed to be incorporated in the terms and conditions of the tenancy agreement. Any infringement to the house rules shall constitute a breach of the Tenancy Agreement.

1 Parking Facilities

- a) Tenants and their customers shall park their vehicles in an orderly manner in designated parking lots. JTC fully reserves all its rights to review the parking facilities and may implement paid parking system as it deems fit at any time with prior notice.
- b) Vehicles shall not be parked along the driveway, vehicular ramp or common area.

2 Loading & Unloading Bay

Loading and unloading bays are restricted to goods vehicles and for loading and unloading activities only.

3 Common Areas

- a) For the ease of access at the common areas, erection of fixtures (either temporary or permanently) at common areas shall not be allowed unless prior consent is obtained from JTC.
- b) Common areas especially at corridors, staircase, smoke-stop lobbies etc. which is used as emergency escape routes shall be maintained free of obstruction at all times. No sleeping or meals at the common areas.
- c) The fire engine hard-standings and access way must be kept free of obstruction at all times.
- d) Smoking is prohibited at the common areas except at designated locations (if provided).
- e) Refrain from washing, repairing & spray painting of vehicles along/at the common areas.

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4 Internal Premises

- a) Tenants are fully responsible for the security and maintenance of their premises.
- b) Proper control measures / facilities must be put in place and maintained to prevent noise, air pollution or causing any nuisance to the neighboring premises and surroundings.
- c) For public safety, the fire access panel within the premise where the signage indicates "FIRE FIGHTING ACCESS", shall never be removed/obstructed.
- d) The fire escape route of 1.2m shall be maintained/ fire extinguishers shall be free of obstruction at all times.
- e) Existing "EXIT" signs and fire extinguishers shall NOT be tampered with or altered unless obtained written approval from SCDF.
- f) Tenants shall place the fire extinguishers, emergency and exit lights within the premises and properly maintained by a qualified contractor on a periodic basis.
- g) Tenants shall not place any trade paraphernalia that will cause obstruction at the common areas including the internal driveway which pose safety concerns to other users. All approved trade activities must be confined within the premises at all times.
- h) No solid particles shall be dumped into the waste sump.
- i) No spray paint liquid/ no fuels /no chemicals shall be poured into the waste sump.
- j) No demolishing of floor within any part of the workshop that will cause damage to the epoxy screed flooring.
- k) No drilling/puncturing on the wash bay area to prevent damage to the waterproofing system.
- l) No permanent fixtures or conversion of space usage is allowed for workshop and mezzanine.

5 Service Yard / Air-Con Ledge

The service yard / air-con ledge shall not be used for storage or any other purposes except for its intended use.

6 Discharge of Air-Conditioner Condensation Water

Air-con condensation water shall only be discharged into the drainage pipe outlet. 32mm diameter condensate drain pipe outlet is provided and terminate at 300mm above floor level for connecting to Fan coil units. In the event that air-con units are not installed, the condensate drain outlets shall be plugged off to prevent chokage due to unwanted materials entered into the pipe.

7 Transportation of Goods and Machines

- a) Goods / machines must NOT be transported via the passenger lifts.
- b) Diesel-operated forklifts shall not be used within the building.

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8 Company Signboard

The tenant shall at their own cost and expense, maintain the frame and casing which include the electrical fittings for the company's signboard at the designated location.

9 Display of Advertisements

The Tenant shall keep window glass panes, fencing and common areas free of advertisement signage, banners and posters. Prior written approval must be obtained for all signage at building facades. Temporary Occupation Licence fee is payable, if approval is granted.

10 Tapping of Electrical / Water Supply from Common Area

The Tenant shall not be tapping the electrical and water supply from common areas, unless prior written approval is obtained from JTC.

11 Unauthorized Use of Fire Hose reel

The fire hose reel shall be used for firefighting purposes only. To refrain from unauthorized use of water supply from fire hose reel for other purposes.

12 Trade / Domestic Wastes

- a) Temporary holding area designated for wastes generated from the premises shall be kept clean and tidy at all times.
- b) Tenants are not permitted to transport any external wastes that are not generated from their approved trade activities within premises into Sin Ming AutoCity.

13 Livestock / Pets

Tenants shall refrain from keeping pets (dogs, cats, birds, etc.) at all times within Sin Ming AutoCity including the premises.

14 Burning of Incense Paper

Burning of incense paper is allowed only at ground floor at designated areas within Sin Ming AutoCity.

15 Handicap / Public Toilets

No one is allowed to wash/bathe himself in the handicap/public toilets.

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16 Mezzanine Workers' Quarters

- a) The use of Workers' Quarters is strictly and solely for the purpose of accommodating the tenant's employees working in the workshop.
- b) Maximum 2 workers allowed to stay in Workers Quarters as per URA's approval. The tenant shall inform, update JTC in writing the worker's details not limited to name, work permits/ personal identification passes and to enclose duplicate copies of the workers permits/ personal identification passes, documents proving their own workers.
- c) Tenants shall not permit any person or persons to cook in Workers Quarters.
- d) Tenants shall not carry out any activities at the workers quarters which may be illegal, unlawful, or immoral or may cause a nuisance or pose a safety hazard to the occupiers of the adjoining or adjacent properties.
- e) Activity that is commercial in nature is not permitted within the premises.
- f) Tenants shall at their own cost and expenses, maintain the workers quarters.
- g) Tenants shall at their own cost and expenses install air –conditioners at the mezzanine level to comply with the competent authorities' requirements.

17 For units equipped with Ventilation Fans

The tenant shall at their own cost and expenses, maintain the ventilation fans within the premises.

18 Key Drop (For tenants from 2nd to 8th level)

The Tenants shall use the key-drop box at their own risk, cost and expenses including putting up business/ company name using acrylic plate or approved material as determined by JTC from time to time, envelopes, locks etc.

19 Canteen

The tenant shall maintain the exhaust duct/s, pipes leading to the duct/s irrespective of whether these are located within or outside the Premises and in accordance to the competent authority/agency requirements.