

# HOUSE RULES (BEDOK IND PARK E)

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) The parking facilities are under the management of G-Tech Pte Ltd. Tenants shall liaise directly with the carpark operator on the purchase of season parking tickets.
- b) Vehicles shall park within designated lots and refrain from parking along the driveway or common area.
- c) Parking lots are strictly for parking of road-worthy cars with valid road tax. Strictly no parking of accident vehicles / lorry cabins at all times.

## **2 Loading & Unloading Bays**

Vehicles with no loading or unloading activities, shall not occupy the loading/unloading bays in front of the goods lift lobbies.

## **3 Common Areas**

- a) For ease of access along the common areas, construction of fixtures (either temporary or permanent) is not allowed unless prior written approval from JTC.
- b) Tenants must not place any item on/over the parapet.
- c) Common areas like corridors, lift lobbies, staircases, etc. which are used as emergency escape routes, shall be maintained free of obstruction at all times.
- d) No sleeping or having of meals along the common areas.
- e) Smoking is prohibited along the common areas.
- f) All trade effluent and sullage water shall not be discharged into the scupper drain, rain water down pipes, apron or perimeter drains.
- g) Only usage of battery operated forklift is allowed. Any use of forklift, including parking should not cause any obstruction or inconvenience to others.

## **4 Internal Premises**

- a) Tenants are fully responsible for the security and maintenance of their premises.
- b) Proper control measures / facilities must be in place and maintained to prevent noise, air pollution or any nuisance caused to the neighbouring premises and surroundings. Tenants shall ensure that the noise and dust emission if any, comply with the regulations under NEA.
- c) The fire escape route of 1.2m and fire-fighting equipment shall be kept free of obstruction at all times.
- d) Existing fire hose reel shall not be tampered with or altered unless written approval from SCDF. The fire hose reel is to be used for fire-fighting purposes only.
- e) All work activities and trade paraphernalia must be confined within the premises at all times.
- f) The floor of the production area shall be kept dry; washing is not allowed.

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### **5 Discharge of Air-Conditioner Condensation Water**

Condensation water shall be properly discharged to an existing floor trap within the premises.

### **6 Transportation of Goods and Machines**

- a) Goods must be transported via the lifts only.
- b) Prior written approval from JTC is necessary for moving machines into or out of the building via an opening in the unit wall or parapet.

### **7 Company Signboard**

Tenants shall maintain a company signboard at the designated location only.

### **8 Display of Advertisements**

Tenants shall keep the window glass panes of the premises and common areas free of signage, advertisements, banners and posters. Prior written approval must be obtained for signage on building facades, and Temporary Occupation Licence fee is payable if approval was granted.

### **9 Tapping of Electrical / Water Supply from Common Area**

Tenants shall refrain from tapping of electricity and water supply from the common area unless prior written approval is obtained from JTC.

### **10 Trade / Domestic Wastes**

- a) Tenants shall use refuse bins fitted with enclosed covers and are non leakage type for the disposal of trade wastes. The refuse bin has to be in good condition at all times.
- b) Temporary holding area designated for wastes generated from the premises shall be kept clean and tidy at all times.
- c) Tenants must engage a licensed wastes collector to dispose off the wastes to an approved dumping ground.

### **11 Unauthorized Use of Fire Hose reel**

The fire hose reel shall be used for fire fighting purposes only. To refrain from unauthorized use of water supply from fire hose reel for other purposes. Repair of damage due to misuse will be chargeable to tenant concerned.

### **12 Pets**

Tenants shall refrain from keeping pets like dogs, cats, birds, etc. in the estate.

### **13 Burning of Incense Papers**

Burning of incense papers is allowed only at designated areas within the estate, and not along the corridors or turf area.

### **14 Illegal Use of Industrial Premises as Workers' Quarters /Unauthorized Activity**

Tenants/lessees shall not permit any person or persons to cook, sleep and/or reside in the premises. Other activity that is commercial in nature or non-motor repair/auto-service is not permitted within the premises.