

HOUSE RULES (BRADDELL TECH)

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.

Please note that Braddell Tech is under **Management Corporation Strata Title (MCST) Plan No. 2374**.

MCST 2374 Management office is located at:
Block 13 #01-03 Lorong 8 Toa Payoh Braddell Tech, Singapore 319261

Contact No.: 6255 1985

1 Parking Facilities

- a) The parking facilities are under the management of a car park operator. Tenants/lessees shall liaise directly with the operator on the purchase of season parking tickets and other car park related matters.
- b) Vehicles shall be parked within designated lots and not along the driveway or common area.
- c) The Fire Engine hard-standings and access way must always be kept free of obstruction.
- d) Any vehicle parked in the compound of the Building is parked at owner's risk. The Management accepts no responsibility or liability for any theft, damage or other misdemeanour howsoever caused to vehicles, equipment thereof and the contents therein whilst parked in the compound.
- e) Repairs, servicing or washing of vehicles are strictly prohibited.
- f) Visitor / lorry parking lots are available on a first-come-first-serve basis at the common car parking lots.
- g) All vehicles are required to leave the bay upon completion of loading/unloading activities.
- h) No exclusive usage of the loading bay is allowed at all times.

2 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 is obtained from the MCST.
- b) Common areas especially corridors, lift lobbies, staircases, etc. which are used as emergency escape routes, shall be maintained free of obstruction.
- c) Smoking is prohibited along the common areas.

- d) No deposits and storage of goods, material, tools and equipment are permitted at the common property at all time. The Management accepts no responsibility for any damage or loss of goods, material, tools and equipment in transit, deposited or stored at the common property.
- e) Installing of religious altar, burning of joss sticks and joss paper is strictly prohibited at the common property. No religious prayers or activities are permitted without a written approval from The Management. The Management reserves the absolute right to reject any such applications without giving any reasons.

3 Internal Premises

- a) Tenants are fully responsible for the security of their premises and properties.
- b) Proper control measures / facilities must be in place and maintained to prevent noise, air pollution, etc. from causing a nuisance to the neighbouring 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 and kept free of obstruction. All fire extinguishers shall ALWAYS be kept free of obstruction.
- e) Existing "EXIT" signs and fire extinguishers shall NOT be tampered with or altered unless written approval is obtained from SCDF.
- f) Tenants shall ensure the fire extinguishers, emergency and exit lights within the premises are properly maintained by a qualified contractor on a periodic basis.
- g) Tenants shall maintain his unit including all sanitary fittings, water, electrical and air-conditioning pipes and apparatus thereof in a good condition.
- h) Tenants shall not place any trade paraphernalia that will cause obstruction and safety concerns or carry out any trade activities at the common areas. All approved trade activities must always be confined within the premises.

4 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.

5 Discharge of Air-Conditioner Condensation Water

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

6 Transportation of Goods and Machines

- a) Goods must be transported via the goods lifts only.
- b) Diesel-operated forklifts shall not be used within the building.

c) Machines shall be moved into or out of the building using the designated access openings at the parapet wall.

7 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.

8 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 from the MCST for all signage at building facades. Temporary Occupation Licence fee is payable, if approval is granted.

9 Tapping of Electrical / Water Supply from Common Area

The Tenant shall not be tapping electricity and water supply from common areas, unless prior written approval is obtained from the MCST. Fees are payable, if approval is granted.

10 Unauthorized Use of Fire Hose reel

The common area fire hose reels shall be used for fire fighting purposes only.

11 Trade / Domestic Wastes

- a) Temporary holding area designated for wastes generated from the premises shall always be kept clean and tidy.
- b) Tenants are responsible for making their own arrangement on the disposal of wastes brought back from external.
- c) No refuse shall be deposited or discarded at the common property or thrown out of the unit's windows.
- d) The Occupier is advised not to accumulate refuse such that it would become a potential fire hazard, health hazard, or give rise to the breeding of mosquitoes and other pests.

12 Livestock / Pets

The Tenants shall not keep livestock/pets like dogs, cats, birds, etc. anywhere within Braddell Tech including within their premises.

13 Burning of Incense Paper

Burning of incense paper is allowed only at designated areas within Braddell Tech.

14 Illegal Use of Industrial Premises as Workers' Quarters

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

15 Update of Directory Listing

- a) Tenants may approach the MCST directly to update the Directory Listing.
- b) Tenants will need to produce their tenancy agreement to MCST for verification before payment.

16 Addition & Alteration (A&A) / Fitting Out Works

- a) Tenants are to obtain written consent/approval from JTC and all other relevant Authorities prior to the start of any A&A works.
- b) Tenants carrying out such works must submit an application for fitting out works to the MCST along with a copy of the approvals/consent letters, A&A plans and documentation before the commencement of such works. The fitting out security deposit payable to the MCST (refundable) are in the table below.

S/No	AREA (SQ.FT.)	FITTING OUT DEPOSIT (S\$)
01	Less than 1,000	SGD \$1,000
02	1001 - 5000	SGD \$3,000
03	5000 - 9000	SGD \$5,000
04	Above 9000	SGD \$1.00 per sqft.

- c) The Management reserves the right to deduct or forfeit the security deposit in place; if there are, work(s) found to be not in compliance or are carried out without prior approval.

17 Reinstatement of Premise

- a) Tenants must inform the MCST before the commencement of any reinstatement works.

18 Usage of Lifts

- a) Occupiers shall not pry open or obstruct lift doors or in any way interfere with the normal functioning of the lifts.

- b) In case of fire, please do not use the lifts. Occupiers shall leave the Building by the exit staircases.
- c) If the lift(s) are found to be damaged and/or defaced by the occupier(s), invitee(s), or mover(s), the Management will hold such parties responsible for such act and they shall bear the full cost of rectification.
- d) Smoking is STRICTLY prohibited inside the lifts and at the lift lobbies.
- e) Occupiers shall not bring upon the Building any goods, machinery, plant, equipment and any material with an imposed load exceeding that of the permitted loading capacity of the lifts.
- f) Passenger lifts are strictly for passenger use only and no construction material, machines, tools and goods shall be transported via passenger lifts.