

# HOUSE RULES (DEFU – INDUSTRIAL SHOPS)

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 a car park operator. Tenants/lessees shall liaise directly with the operator on the purchase of season parking tickets.
- b) Vehicles shall be parked within designated lots and tenants/lessees are refrained from parking along the driveway or common area.

## **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 from JTC.
- b) Common areas especially corridors, lift lobbies, staircases, etc. which are used as emergency escape routes, shall be free of obstruction, clean and tidy at all times.
- c) There shall be no unauthorised trade activities (including welding or spray painting) to be carried out at the common corridors.
- d) No sleeping or cooking, or meals along the common areas.
- e) Smoking is prohibited in factory's lift lobbies and common corridors.
- f) All trade effluent and sullage water shall not be discharged into the scupper drains, rain water down pipes / compound or perimeter drains.
- g) The Fire Engine hard-standing areas and access way must be kept free of obstruction at all times.
- h) Only usage of battery operated forklift is allowed. Any use of forklift, including parking should not cause any obstruction or inconvenience to others.

## **3 Internal Premises**

- a) Tenants /lessees are fully responsible for the security and maintenance of their premises.
- b) Tenants/lessees must maintain proper control measures / facilities must be in place to prevent noise, air pollution or causing any nuisance to the neighbouring premises and surroundings.
- c) The fire access panel within the premises where the signage indicates "Fire Fighting Access" shall not 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) Tenants /lessees shall not place any trade paraphernalia that will cause obstruction and safety to the road users. All approved trade activities must be confined within the premises at all times.

## **4 Parapet Wall**

Tenants/lessees shall not place paraphernalia on top of the parapet wall.

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

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

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

- a) Goods must be transported via the passenger lifts only.
- b) Shifting of heavy machineries into units for production purposes shall only be carried out with prior approval in writing from JTC.

### **7 Company Signboard /Advertisement**

Tenants/lessees shall maintain company signboards only at designated location(s).

### **8 Display of Advertisements**

The Tenants/lessees 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 will be payable, if approval is granted.

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

Tapping of electricity and water supply from the common area is strictly prohibited unless prior written approval has been obtained from JTC.

### **10 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 to any damage due to the misuse will be chargeable to tenants/licensee concerned.

### **11 Disposal of Refuse**

- a) Tenants /lessees are responsible for making their own arrangement for the disposal of refuse.
- b) The tenant /lessees shall use refuse bins fitted with enclosed covers and are non leakage type, for disposal of trade refuse / wastes. The refuse bins shall be in good working conditions at all times.
- c) Disposal of refuse or trade waste at the common areas, staircases, carpark or driveway is strictly prohibited.

### **12 Pets**

- a) Tenants/lessees shall refrain from keeping pets (dogs, cats, birds, etc) within the premises and common area.

### **13 Burning of Incense Paper**

There shall be no burning of incense paper at common areas or turf areas. Burning of incense paper is allowed only at designated locations.

### **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.