

# HOUSE RULES (DEFU - TERRACE WORKSHOPS)

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 Hougang Branch Office. Tenants/lessees shall contact the Branch Office directly for 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 with prior written approval from JTC. There shall be no unauthorized storage or sheds erected at the frontage of the unit.
- b) Common areas especially back lanes and factory frontage which is used as emergency escape routes shall be maintained free of obstruction, clean and tidy at all times.
- c) No sleeping, cooking or having meals along the common areas.
- d) The Fire Engine hard-standings and access way must be kept free of obstruction at all times.
- e) Only usage of battery operated forklift is allowed. Any use of forklift, including parking should not cause any obstruction or inconvenience to others.

## **4 Pollution Measures**

- a) All open areas (i.e. unsheltered areas) and drains shall be free of grease / oil.
- b) Washing activities (include vehicle washing) at the common areas is prohibited.
- c) Discharge of sullage water into the compound or perimeter drains is prohibited.

## **5 Disposal of Refuse**

- a) Tenants/lessees are responsible for making their own arrangement for the disposal of all 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.

## **6 Air-Condensing Units**

- a) Air-condensing Units should be wall-mounted. Tenants/lessees shall seek prior written approval from JTC for installation of air-condensing units at external area.
- b) Condensation water shall be properly discharged to an existing floor trap within the premise.

## **7 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.

## **8 Company Signboard /Advertisement**

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

## **9 Internal Premises**

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- a) Tenants/lessees are fully responsible for the security and maintenance of their premises.
- b) Tenants/lessees must maintain proper control measures / facilities to prevent noise, air pollution or causing any nuisance to the neighbouring premises and surroundings.
- c) The fire escape route of 1.2m shall be maintained / fire extinguishers/fire hose reel shall be free of obstruction at all times.
- d) Tenants /lessees shall not carry out any trade paraphernalia that will cause obstruction and safety to the common road users. All approved trade activities must be confined within the premises at all times.

### **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 Pets**

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

### **12 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.