

HOUSE RULES (EASTLink)

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 and other car park related matters.
- b) Vehicles shall park within designated lots and refrain from parking along the driveway or common area.

2 Height Restriction

Vehicles entering the premises are to take note of the following height restrictions.

- a) 1st to 4th, 6th storey: 4.4m
- b) 5th storey: 4.4m
- c) Mezzanine floor: 2.60m
- d) Production Area*: 3.00m

*under Mezzanine office

3 Floor Loading

Tenants are to note the following floor loading capacity:

- a) Loading Bay, Driveway & Ramp: 12.5KN/M²
- b) 1st storey: 15.0KN/M²
- c) 2nd to 6th storey: 12.5KN/M²
- d) Mezzanine Floor: 5.0KN/M²

4 Loading & Unloading Bay

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

5 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 maintained free of obstruction at all times.
- c) Strictly no sleeping or meals at the common areas.
- d) Smoking is prohibited along the common areas except at designated locations.
- e) Tenants shall not place or hang any laundry or object on the parapet, at the ceiling of the common corridor or at the building external wall.
- f) The Fire Engine hard-standings and access way must be kept free of obstruction at all times.

6 Internal Premises

- a) Tenants are fully responsible for the security and maintenance of their premises.
- b) Proper control measures / facilities must be in place to prevent noise, air pollution or causing any 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 / fire extinguishers and fire fighting equipment shall be free of obstruction AT ALL TIMES.

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e) Tenants shall not carry out 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.

7 Service Yard / Air-Con Ledge

The service yard / air-con ledge is strictly for installation of air-condensing unit only. Tenants/Lessees shall refrain from using the service yard as storage of paraphernalia or other purposes.

8 Discharge of Air-Conditioner Condensation Water

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

9 Transportation of Goods and Machines

- a) Goods must be transported via the goods lifts only.
- b) Machines shall be moved into or out of the building using the designated access openings at the parapet.

10 Company Signboard / Advertisement

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

11 Display of Advertisements

The Tenants 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.

12 Tapping of Electrical / Water Supply from Common Area

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

13 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.

14 Disposal of Refuse

- a) Temporary holding area designated for wastes generated from within 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 the development.

15 Pets

Tenants/lessees shall refrain from keeping pets (dogs, cats, birds, etc) in the development area.

16 Burning of Incense Paper

Burning of incense paper is allowed only at designated areas within the development.

17 Handicap / Public Toilets

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

16 Illegal Use of Industrial Premises as Workers' Quarters

The Tenants/lessees shall not permit to convert any part of the factory space for use as workers' quarters for any person or persons to cook, sleep and/or reside in the premises.