

# HOUSE RULES (PROTOTYPE: WOODLANDS)

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 Woodlands Branch Office. Tenants/lessees shall liaise directly with Woodlands Branch Office on the purchase of season parking tickets.
- b) Vehicles shall park within designated lots and refrain from parking along the driveway or common area.

## **2 Driveways**

- a) For ease of access along the driveway and, pavements, construction of fixtures (either temporary or permanent) is not allowed unless prior written approval from JTC.
- b) Pavement and Driveways shall be maintained free of obstruction at all times.
- c) Only usage of battery operated forklift is allowed. Any use of forklift, including parking should not cause any obstruction or inconvenience to others.

## **3 Pollution Measures**

- a) All the greasy/pollutive items stored under shelters shall be kerbed-up.
- b) All the servicing/repairing activities shall be carried out at proper servicing bays under shelters with grease and oil traps. The waste water from the servicing bays shall be discharged to the sewer.
- c) All washing activities, including vehicle washing shall be carried out at proper washing areas under shelters with grease and oil traps. The washed water from the washing areas shall be discharged to the sewer. There shall be no washing of vehicles/equipment outside the designated washing areas.
- d) All trade effluent, sewage and sullage water shall be discharged into public sewers with proper grease and oil traps. There shall be no discharge of sullage water into the compound or perimeter drains.
- e) The tenant shall use refuse bins fitted with enclosed covers and are non-leakage type for disposal of trade refuse / wastes. The refuse bins and receptacles shall be in good working conditions at all times.
- f) The premises shall be kept clean and tidy at all times. All open ground (i.e. unsheltered areas) and drains in the premises shall be free of grease / oil. Alternatively, segregation of storage of the oil engine parts in a proper cover area is required so that oil would not be washed into open.

## **4 Electrical Supply**

- a) The Tenant shall make arrangements for the supply and installation of all electrical requirements and accessories to the factory building and all costs incurred shall be borne entirely by the Tenant.
- b) The Tenant has to apply direct to SP Services Ltd and SP Powergrid for electrical supply. The JTC reserves the right to determine at all times the amount of electrical loading allowable for the premise. The tenant shall seek the JTC's written approval for any additional electrical loading required and if approval is granted, shall be subject to the Tenant being responsible for all requisite applications to the relevant authorities (if any) and for all costs and expenses relating to or arising from the meeting of such additional electrical loading thereof and compliance with such further terms as the JTC may impose.
- c) Before commencing any electrical installation/ extension or rewiring works to the premises, the Tenant will have to obtain the written approval of the JTC and the PUB.

# HOUSE RULES (PROTOTYPE: WOODLANDS)

## **5 Maintenance of Trees and Plants**

- a) The Tenant shall properly cultivate ensure preserve prune and manage all trees bushes shrubs and other plants on the premises according to the most approved methods of gardening, and not cut down or remove any such trees bushes shrubs and other plants except such as shall have died or decayed, and from time to time replace such as have died ore decayed with others of equivalent quality and kind as approved by the JTC and in default whereof the JTC may proceed to carry out such works and provide such materials as are necessary for the due performance of the obligations under this covenant and all costs and expenses incurred thereby shall be recoverable forthwith from the Tenant as a debt.

## **6 Internal Premises**

- a) Tenants are fully responsible for the security and maintenance of their premises including all building defects, fixtures and fittings or any other defects pertaining to the use of the premises.
- b) The manufacturing process or equipments within the factory/ workshop must not give off obnoxious fumes/ odours, generate noise, vibration, smoke, gas, fumes or any other substance which result in nuisance
- c) The fire alarm panel/fire hose reel and fire fighting equipment within the premises shall not be obstructed.
- d) The fire escape route of 1.2m shall be maintained / fire extinguishers shall be free of obstruction at all times.
- e) Tenants 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.
- f) Tenants shall not be permitted 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 without prior written consent from the relevant authorities. There shall be no washing, cooking, bathing, dining, and storage in the open compound within the tenanted premises and other activities that cause amenity problems including social ills (e.g. noise nuisance, littering). The tenant is required to submit proposed additions and alterations for planning guidelines' clearance to convert part of the standard factory's production area into ancillary workers' dormitory within the site.

## **7 Addition & Alteration Works**

- a) The Tenant must obtain written permission from the JTC and the relevant authorities before any alterations and/or additions or installations of any machine of any kind to the premises are carried out. Such alterations and/or additions or installations must comply with the Building By-Laws and the JTC's rules and regulations. Should any structural alterations and/or additions to the premises or installation of any machinery of any kind be made without first obtaining the prior written approval of the JTC, the Tenant has to pay \$5,000/- as a surety to make good the defects resulting from the unauthorized alteration of the structure.

## **8 Pets**

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