

# HOUSE RULES (MARSILING IND EST - TERRACE WORKSHOP)

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 shall liaise directly with the Branch Offices on the purchase of season parking tickets.
- b) Vehicles shall park within designated area/lots and refrain 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. There shall be no storage or sheds erected at the unit frontage.
- b) Common areas especially the unit front and back lane which are used as emergency escape routes, shall be maintained free of obstruction at all times. These areas must not be permanently occupied by trade paraphernalia or working activities especially hot-works.
- c) No sleeping or having of meals along the common areas.
- d) Tenants are not allowed to conduct planting from the ground of the common area.
- e) 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 are fully responsible for the security and maintenance of their premises.
- b) Proper control measures / facilities must be in place and maintained to prevent noise, air pollution or any nuisance caused to the neighbouring premises and surroundings. Tenants shall ensure that the noise and dust emission if any, comply with the regulations under NEA.
- c) The fire escape route of 1.2m and fire-fighting equipment shall be kept free of obstruction at all times.
- d) Existing fire hose reel shall not be tampered with or altered unless written approval from SCDF. The fire hose reel is to be used for fire-fighting purposes only.
- e) All work activities and trade paraphernalia must be confined within the premises at all times.

## **4 Air-Conditioning Units**

- a) Tenants shall seek written approval from JTC prior to installing air-condensing units at the external. These air-condensing units shall be wall-mounted.
- b) Condensation water shall be properly discharged to an existing floor trap within the premises.

## **5 Pollution Control**

- a) Washing activity outside the unit is not allowed.
- b) All unsheltered areas and drains shall be free of grease/oil.
- c) All trade effluent and sullage water shall not be discharged into the apron or perimeter drains.

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**6 Company Signboard**

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

**7 Display of Advertisements**

Tenants shall keep the window glass panes of the premises and common areas free of signage, advertisements, banners and posters.

**8 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 of damage due to misuse will be chargeable to tenant concerned.

**9 Trade / Domestic Wastes**

- a) Tenants shall use refuse bins fitted with enclosed covers and are non leakage type for the disposal of trade wastes. The refuse bin has to be in good condition at all times.
- b) Temporary holding area designated for wastes generated from the premises shall be kept clean and tidy at all times.
- c) Tenants must engage a licensed wastes collector to dispose off the wastes to an approved dumping ground.

**10 Pets**

Tenants shall refrain from keeping pets like dogs, cats, birds, etc. in the estate.

**11 Burning of Incense Papers**

Burning of incense papers must be conducted in an incense burner, and not directly on the ground or turf 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.