

HOUSE RULES (SKYTECH)

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 car park facilities are under the management of our 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 be parked within designated lots and refrain from parking along the driveway or common area or loading/unloading lots.
- c) Only 20 foot or shorter containers are allowed access to 2nd to 4th level ramp up units.

2. Loading & Unloading Bay

Loading and Unloading bays are restricted for loading and unloading activities only.

Usage of forklifts and transportation vehicles within building/estate must comply with NEA, LTA or relevant authorities regulations and/or approved by JTC (Industrial Properties)

3 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 at all times. Access to fire fighting equipment like fire hose reels and portable extinguishers shall be free from obstruction at all times.
- c) No sleeping or meals along the common areas.
- d) Smoking is prohibited along the common areas except at designated locations.
- e) Tenants/lessees shall not place or hang any 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
- g) Tenant shall refrain from placing potted plants/tables/chairs and other paraphernalia along corridor.

4 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. Noise generation and emission of dust must comply with regulations by National Environmental Authority.
- 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 shall be free of obstruction AT

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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) Existing "EXIT" signs and Fire extinguishers shall NOT be tampered with or altered unless written approval from FSB is obtained.
- g) Tenant must at his own expense maintain the 'EXIT' lights, portable fire extinguishers and emergency lights within his premise.
- h) Only toilet floors are waterproof treated. Tenant shall refrain from washing the production floor area and minimize spillage of fluid.

5 Service Yard balcony/ 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.

6 Discharge Of Air- Conditioner Condensation Water

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

7 Transportation of Goods and Machines

- a) Goods must not be transported via the passenger lifts.
- b) Machines shall be moved into or out of the building using the designated access openings at the parapet.

8 Company Signboard /Advertisement

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

9 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.

10 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.

11 Unauthorized Use Of Fire Hose reel

The fire hose reel shall be used for fire fighting purposes only.

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12 Trade / Domestic Wastes

- a) Temporary holding area designated for wastes generated from the premises shall be kept clean and tidy at all times by the tenants/lessees.
- b) Tenants are responsible for making their own arrangements on the disposal of wastes brought back from external sources.
- c) Tenants are not permitted to transport any external wastes that are not generated from their approved trade activities within premises into the development.

13 Pets

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

14 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.

15 Handicap / Public Toilets

No one is allowed to wash/bathe 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.