

Form R2

To: Jurong Town Corporation (JTC)

APPLICATION FOR FITTING-OUT/TENANCY WORK

Name of Tenant (Company) : _____

Location : _____

Floor & Department : _____

Contact Person : _____

Telephone No : _____

APPLICATION FOR COMMENCEMENT OF FITTING-OUT/TENANCY WORK

Name of Contractor : _____

Contact Person : _____

Telephone No. : _____

Date of Commencement : _____

Expected Date of Completion: _____

We authorize the Contractors mentioned above to carry out fitting-out work in our premises.

We hereby agree and undertake to keep JTC fully indemnified in respect of all claims, losses, liabilities or damages made against, suffered or incurred by JTC as a result of a breach by the Contractor, its Managing Agents, of any of the term and conditions, requirements and work procedures mentioned in the guidelines or as a result of any of the works undertaken by the Contractor for fitting-out the said premises.

Name of User's : _____

Signature / Company Stamp : _____

Date : _____

Form R3

To: Jurong Town Corporation (JTC)

**INSPECTION OF COMMON AREAS ON COMMENCEMENT OF FITTING OUT WORKS
AT _____ FLOOR: _____**

Date of Commencement : _____

Date of Completion : _____

Inspection of Common Areas on : _____

Inspected By : _____

(1) On _____ Floor	<u>Extent of damages</u>
a) Wall	: _____ _____
b) Floor	: _____ _____
c) Ceiling	: _____ _____
d) Goods Lift	: _____ _____
e) Others	: _____ _____

Name of Contractor

Hand-over : _____ Company Take-over : _____ Company

Company Stamp : _____ Company Stamp : _____

Name : _____ Name : _____

Signature : _____ Signature / Date : _____

Contact No : _____ Contact No : _____

Form R4

To: Jurong Town Corporation (JTC)

**INSPECTION OF COMMON AREAS ON COMPLETION OF FITTING OUT WORKS
AT _____ FLOOR: _____**

Date of Commencement : _____

Date of Completion : _____

Inspection of Common Areas on : _____

Inspected By : _____

(1)	On _____ Floor	<u>Extent of damages</u>
a)	Wall	: _____ _____
b)	Floor	: _____ _____
c)	Ceiling	: _____ _____
d)	Goods Lift	: _____ _____
e)	Others	: _____ _____

Name of Contractor

Hand-over : _____ Take-over : _____
Company Company

Company Stamp : _____ Company Stamp : _____

Name : _____ Name : _____

Signature : _____ Signature / Date : _____

Contact No : _____ Contact No : _____

TENANTS' RENOVATION GUIDE

1.0 GENERAL NOTES TO CONTRACTORS

1.1 Administrative Arrangement for Contractors

- 1.1.1 Before entering the building, the Contractor and all his workmen must register at the Goods Delivery Centre (Loading Bay) at Level 1, indicating the areas which they are carrying out the renovation work. They are required to complete and submit to JTC the relevant Application for Security Clearance Form (see **Forms A(1-2)** attached herein) and exchange their original credentials such as identification card, employment pass, work permits, etc for a valid pass in order to access into the building/work site. All workers must wear and display their passes at all times within the building. Contractors who wish to work beyond the office hours must inform JTC in advance and it is at JTC's discretion to approve such works. Any Contractor and his workmen who do not obtain Security Clearance will be barred from further entry to the building premises.
- 1.2 The Contractor must appoint a supervisor who must be present at all times at the site when works are being carried out. The name of the supervisor and his contact number shall be made known to JTC. If there is a change in the supervisor, JTC must be informed immediately.
- 1.3 The Contractor shall ensure that adequate protection is provided for the floorings, walls, doors of the front, rear of the lobbies, lifts and over the path which the workmen will use during the renovation period and remove them immediately when the renovation works have been completed.
- 1.4 The Contractor must ensure that adequate protection is given to the lift's wall and flooring when transferring heavy or bulky materials to and from the work areas under renovation.
- 1.5 Contractor shall provide proper and adequate warning signage and barriers during the progress of works. These signage and barriers must be placed at strategic locations to warn occupants/public of any possible danger that may occur.
- 1.6 All Contractors are to exercise their utmost care during the course of their work to ensure that they or their workmen do not litter, deface or damage any part of the building.
- 1.7 Joint inspection by JTC and the Contractor will be conducted prior to and after the completion of the renovation / A&A works to ensure that there are no damages to the common area or the building premises. See **Forms R3 and R4** attached herein.

2.0 ACCESS INTO THE BUILDING

- 2.1 The Contractors shall make the necessary application by completing the Application For Renovation Works Form (See **Form R1** attached) to be submitted to JTC for approval. Application must be made at least two weeks in advance before the commencement of any works.
- 2.2 All drawings and details of the renovation works must be attached to the Application Form to be submitted for JTC's approval. Contractors and his workmen shall complete the Application for Security Clearance Form (refer to **Forms A(1-2)** attached herein) in order to obtain a valid pass to be allowed access into the building

for the commencement of work only when approval has been given of the application.

- 2.3 Contractors shall ensure that no illegal immigrants are deployed to work at JTC Aviation Two. Any foreign workmen employed shall be in possession of the necessary work permits.
- 2.4 Fitting-out/ Tenancy works are allowed to be carried out only during office hours at the following times:
Monday to Friday 9.00 am to 5.00 pm

No fitting-out/tenancy works are allowed to be carried out on Sundays and Public Holidays. All noisy works or other works that are likely to cause annoyance, nuisance or inconvenience to other Users/Tenants of the buildings are to be carried out after office hours.

- 2.5 All works to be carried out must be confined within the job site. No work is allowed to be carried out at the common areas and the workmen are restricted to the site of the contracted works. Contractors are not allowed to trespass into other areas of the premises.
- 2.5 If the User's/Tenant's unit is carrying out partial fitting-out/tenancy works, the contractors must erect canvas, screen or other means to segregate the work site from other areas to prevent dust pollution.
- 2.6 Any damages to the property during renovation work must be made good to match their original condition.
- 2.7 Upon completion of works, the Contractor must ensure that all affected areas are to be cleaned up satisfactorily and handed over to JTC.

3.0 WORKMEN'S BEHAVIOUR

- 3.1 The Contractor shall be responsible for the conduct of his workmen while they are deployed to carry out the works within the building.
- 3.2 No smoking is allowed anywhere within the building. Any person found to be smoking within the building will be evicted from the premises and barred from further entry into the building premises.
- 3.3 Any worker found misbehaving or refusing to comply with the guidelines or security procedures shall be evicted from the premises and barred from further entry into the building premises.
- 3.4 Workmen must be in proper attire when working within the premises. No slippers are allowed.

4.0 TOILET FACILITIES

- 4.1 The Contractor must ensure that the toilet facilities are not abused and should maintain general cleanliness of the toilet at the end of each working day. No waste arising from the renovation works shall be discharged into the facilities provided in the toilets and JTC reserves the right to withdraw the use of such facilities.

- 4.2 The Contractor and his workmen may be restricted to use only designated toilets located within the building.
- 4.3 Workmen are not allowed to take shower within the premises.
- 4.4 Any Contractor or his workmen caught urinating and/or defecating at any areas other than the toilets will be expelled and barred from the site immediately.

5.0 CLEANING

- 5.1 The Contractor will be responsible for cleaning the premises on a daily basis during the period of the fitting-out/tenancy works. This will include the removal of the cartons/boxes/containers which have been used for the transportation of the materials/equipments.
- 5.2 The Contractor shall replace dirtied or damaged ceiling boards at the common corridor due to their renovation works at their own costs.

6.0 GOODS LIFT

- 6.1 The Goods Lift shall be available for use to deliver building materials, equipments, fittings, fixtures, debris etc. No passenger lift shall be used for this purpose. The Contractor and his workmen must exercise utmost care not to damage or overload the lift.
- 6.2 The Contractor shall not use any object to block the door opening of the Goods Lift which would cause inconvenience to other users/tenants.

7.0 SAFETY REGULATIONS

- 7.1 Contractors shall at all times observe and comply with all prevailing laws and regulation related to safety and shall bear all costs connected with the compliance of the safety aspects.
- 7.2 The Contractor shall ensure that their materials, tools and equipment are kept within the work area so as not to cause any obstruction to the common corridors, fire escape route, etc as well as to any users/tenants.
- 7.3 Any alteration to the existing fire protection system in the building shall be prior approved by JTC and the relevant authorities.
- 7.4 JTC will be assisting the Contractors to isolate the fire alarm system, draining off the sprinkler system and informed the security on the above works. The appointed Fire Protection Contractors will have to blank off the sprinkler points and leakages. Upon the completion of the sprinkler works, JTC will charge up the sprinkler system and normalize the system back into operation and informed the security on the completion of the sprinkler works at the end of each working day.
- 7.5 Contractor shall ensure that workmen who erected and use scaffoldings possess a valid license issued by the relevant authorities to carry out the works.

8.0 PRECAUTIONARY ACTIONS FOR HOT WORKS

- 8.1 The Contractors shall make the necessary Hot Works application using **Form R1** as attached. Application must be made on a daily basis at JTC office. The Contractors and his workmen shall be allowed access into the building for the commencement of work only when the application for work permit had been submitted and approved by JTC.
- 8.2 The Contractors applying for a hot works to carry out any cutting or welding work shall have to comply with the following precautionary list
- 8.3 All hot work operations is strictly not allowed in the building without prior written approval from JTC.
- 8.4 Hot works must be carried out in the presence of the Contractor's designated Site Supervisor or licensed safety supervisor.
- 8.5 The site supervisor shall ensure that all necessary preventive measures are taken, additional safety guidelines must be observed and followed throughout the duration of the job.
- 8.6 For these areas within 10m of work, the site supervisor must ensure that:
- Floor is swept clean.
 - Any combustible, if cannot be removed, shall be wet down, covered with damp sand or metal or asbestos sheet.
 - Combustible materials and flammable liquids are removed or else protected with non-combustible covers, guards or metal shields.
 - Gas tests are conducted to ensure absence of flammable vapors or gases.
 - Suitable extinguishers are supplied on site.
 - No smoking is allowed at the working areas.
 - Notices shall be displayed to indicate that Hot Works in Progress including the contact person and telephone numbers.

9.0 STRUCTURAL WORKS REQUIREMENTS

- 9.1 JTC will not permit any major structural alterations to the building. Application for minor alternations may be considered by JTC where special circumstances warrant; the merit of each case will be evaluated and decided at the discretion of JTC.
- 9.2 It is the responsibility of the User/Tenant to highlight areas on the submission/drawings where heavy loading may occur resulting from a particular equipment or works. This is to allow the Structural Consultant to assess the structural implications.
- 9.3 No structural part of the building will be allowed to be tampered with under any circumstances. Care must be exercised in hacking out the cement screed so that no damage is caused to the floor slab, columns, beams and structural part of the premises or common property. Additional structural loading must be certified by the Professional Structural Engineer.
- 9.4 Installation of safe or machinery will not be allowed unless prior certification is obtained from the Professional Engineer.

- 9.5 Any demolition or erection of brick wall must be supervised and certified by the Professional Structural Engineer to the effect that the brick wall is non-load bearing or the existing floor slab can withstand the additional load of the brick wall.

10.0 TECHNICAL EARTHING

- 10.1 No upgrading of electricity supply is allowed to be carried out unless detailed drawings are submitted by the applicant and approved by JTC's Licensed Electrical Engineer. Subject to availability, a non-refundable upgrading fee will be charged depending on the extent of the additional electricity supply required by the applicant, such upgrading works must be carried out by approved Licensed Electrician and testing is to be approved by Power Supply Ltd
- 10.2 Any alternation or modification of electrical circuit within the premises must be approved by the Licensed Electrical Engineer of JTC. Works to be carried out by approved Licensed Electrician and testing are to be approved by Power Supply Ltd.
- 10.3 The Tenant shall arrange to open an account with Power Supply Ltd for the installation of the Power Supply sub-meter. The Tenant shall ensure that the usage of power supply will not exceed the power supply allowable for the premises. The Tenant shall ensure that no light fittings or other fixtures are allowed to be installed in the common passageway.

11.0 FIRE PROTECTION SYSTEM

- 11.1 Any alternation or modification to the existing fire protection systems within the premises is not allowed unless prior written approval from JTC is obtained. Any alternation or modification to the existing fire protection systems must be supervised and certified by Qualified Engineer. Works must be carried out by appointed Term Contractor of JTC.
- 11.2 The fire alarm system is provided in the building to monitor and verify each addressable heat or smoke detectors and manual call point as well as to initiate emergency operation of lifts, pressurization and ventilation fans, emergency announcement/ fire evacuation. These equipment are not to be tampered/used/alterd without written approval from JTC. Any approved addition and alternation of the aforesaid items has to be reinstated or tested to the satisfaction of all parties concerned. JTC has to be informed daily before the commencement of work such as testing, isolation, shut service valve or drain out the systems.

12.0 EMERGENCY VOICE COMMUNICATION SYSTEM (EVCS)

- 12.1 The Emergency Voice Communication System consists of:

(A) 1-way Communication

PA System : Located at all offices areas and common area such as lift lobbies, staircases, toilets, lift cars and etc.

(B) 2-way Communication

. Fireman Intercom: Located at the smoke free lobbies.

Lift car Intercom: Located in the lift cars.

13.0 OTHERS

- 13.1 The Applicant shall allow the authorized Officer of JTC to access into the office under renovation for the purpose of checking to ensure that no unauthorized works are being carried out.
- 13.2 JTC in its absolute discretion reserves the right to reject any application and revoke any permit granted. JTC shall not be held liable for any damages arising from the rejection of the application or revocation of the permit.

ACKNOWLEDGEMENT

I _____ of _____

Blk _____ # _____ agree to the above terms and conditions for renovation works.

Name & Signature of Applicant

Date

Form A1

Application for Security Clearance / Permit to Work

(JTC's Premises)



(A) Requestor to fill up:-

Location:	_____	Name & NRIC:	_____
Date:	_____	Company:	_____
Time	From _____	To _____	Signature: _____

Part I (This section to be filled up only for work with the following items involved as described below)

<input type="checkbox"/>	Use of ignition sources	
<input type="checkbox"/>	Working in oxygen-enriched/deficient, or other potentially hazardous environment	
<input type="checkbox"/>	Breaking or cutting lines or opening of corrosive, flammable, hot or pressurized materials	
<input type="checkbox"/>	Entering of vessels or confined spaces	
<input type="checkbox"/>	Making excavations and trenches	
<input type="checkbox"/>	Performing hot pipe tapping	
<input type="checkbox"/>	Work on electrical panel	
<input type="checkbox"/>	Work on fire protections system	
<input type="checkbox"/>	Work on Compressed Air / Steam boiler system / Gas system	
<input type="checkbox"/>	Working at Height	
<input type="checkbox"/>	Others, please state: _____	Sign: _____

Approved by FSM/SO

Requestor to ensure the following precautions are in place

<input type="checkbox"/>	Removed and keep all flammable from area	<input type="checkbox"/>	Tag off valves
<input type="checkbox"/>	Disconnect and lock/tag all electrical panels	<input type="checkbox"/>	Blank lines
<input type="checkbox"/>	Portable extinguisher	<input type="checkbox"/>	Goggles
<input type="checkbox"/>	Protective clothing	<input type="checkbox"/>	Exhaust Fans
<input type="checkbox"/>	Chemical respirator	<input type="checkbox"/>	Boots
<input type="checkbox"/>	Rubber gloves	<input type="checkbox"/>	Safety Cert for Scaffolding
<input type="checkbox"/>	Isolation of Fire Alarm, to complete separate form	<input type="checkbox"/>	Safety Cert for Equipment
<input type="checkbox"/>	Fire Watch. Who: _____	<input type="checkbox"/>	Training Cert for Tradesman / Operating Machinery

Part II (This section is for works not applicable in Part 1)

<input type="checkbox"/>	Repair / Replacement of Laboratory equipment and their components
<input type="checkbox"/>	Minor Building renovation works
<input type="checkbox"/>	Others, please state: _____

Worker(s) Details: (Type or write legibly; attached name list if required)

S/No.	Name	NRIC/Work Permit Passport No.	Nationality	Work Permit Expiry	Block No	Pass No	Time Pass Out	Time Pass In
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

List of Tools/Equipment Used

S/No.	Items Descriptions	Quantity

Endorsed By (FMC may endorse on JTC's behalf):

Tenant (Company Name)	Owner (JTC Corporation)	FM :
(Signature & Date)	(Signature & Date)	(Signature & Date)
Name : _____	Name : _____	Name : _____
Designation : _____	Designation : _____	Designation : _____

Method of Statement, Risk Assessment & Safe Work Procedure for works process to be submitted by contractor.

Disclaimer: The applicant and service provider are responsible for ensuring the operation is carried out safely by competent persons and the work place is safe for anyone that may be affected by the operation. The granting of permission by JTC/FMC/MA shall not be construed as JTC/FMC/MA being responsible in any way, for any accident that may arise directly or indirectly from your work activities.