



Checklist for Tenant's fit out works and renovation works

Tenant Name: _____

Unit Number: _____

S/N	REGULATION & GUIDELINE	INFORMED*	COMPLIED**		REMARK
		YES	YES	NO	
1	Tenant's QP/PE to submit a self-declaration that he/she had collected a full set of base built design parameters that comprises of SCDF waivers and QRA from JTC and Fully understood the design and operational requirements of Chemicals Hub and that the plans submitted for JTC's review will not alter Chemicals Hub's base built conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Proper protection shall be provided from the loading bay to the tenant's unit (eg. the walls, floors, & lifts, etc) before the renovation start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	All measures and precautions to be taken to capture, contain and dispose all pollutants and construction materials during renovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Proper bin or open top container shall be provided by Tenant for fit-out works and construction materials shall be disposed only into own bin / container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Tenant shall engage Builder's appointed water proofing vendor for inspection or installation of equipment during the defect liability period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	All company signboards that are installed at location other than those above their premises' doors require approval from JTC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Noisy works shall be carried out only after office hours during renovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	All the tenants' fittings and fixtures extending or located outside of their premises shall be labelled properly in terms of ownership (company name).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Tenant shall maintain all the fittings and fixtures within and outside their premises that are installed and handed over to them by JTC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	such as sprinkler fittings, emergency lightings, wirings pipings, air-conditioning, safety & mitigation devices and systems (inclusive of those located outside their premises). In addition, Tenants have received a copy of the O&M guidelines.				
10	Access to the roof shall be from 9am to 5pm, Monday to Friday.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	The maximum depth that can be drilled before it hits the water proofing is 30mm. This serves as a guide; tenant has to engage a QP for proper site supervision and plans submission to ensure that the building's structural integrity is not affected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	All pipe penetrations through walls shall be sealed with approved fire-stopping material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	The openings at the roof top for penetrations of ductworks, pipings wirings, etc shall be properly sealed / reinstated to prevent water seepage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Tenant shall engage JTC's appointed sprinkler vendor for sprinkler discharge works if any alteration work required. In addition, Tenant shall inform FMC to isolate the Fire Alarm prior to the sprinkler discharge works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	The existing basic sprinkler installation shall not be disturbed. Additional sprinkler pipes are only allowed to be connected to the tee-off point provided or to the main distribution pipe if tee-off points are not provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Proper insulation or protection shall be provided to the floor, ceiling and walls of the premises if the moisture condensation was generated due to Tenant's activities. (Eg. Excessive heat or cold or 24/7 hrs operation of equipments, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Electrical meter panel shall be <u>mounted</u> 350mm away from the inner wall towards the door in the meter closet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Electrical cables shall be installed within allocated space of the provided trays. Allocation shall be administered by JTC. All cables shall be enclosed in conduit pipes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Tenant shall disconnect JTC electrical supply to card access reader (If any) in the tenants' premises and shall connect to Tenant's own electrical supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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20	Tenants are advised to cater for emergency power supply for any critical equipment in view of power outage and also during any electricity shutdown for repair or electrical licensing testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	JTC shall not be responsible for any signal/electromagnetic interference that may arise after the renovation / installation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	The final connection to JTC's pipings shall be inspected and witnessed by Facilities Maintenance Company (FMC) and its contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Exhaust fans (If any) shall be installed within their allocated space at the roof. Allocation shall be administered by JTC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Besides compliance to the relevant authorities in terms of toxicity, proximity and direction of air inlet and outlet, etc, tenant shall also install charcoal element filter to eliminate unpleasant odour or foul smell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Tenants shall conduct a chemical flushing of their chilled water pipings and fill it with water treated with anti-rust etc. over duration of at least 24 hours. A water samples will be collected for testing. The whole process shall be witnessed by FMC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Proper flushing of the systems shall be carried out and certified laboratory test reports shall be submitted to JTC before the connection to the JTC's services. The collection of the water sample for testing shall be witnessed by a JTC representative. (Eg. Chilled water pipes, sprinkler pipes, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Tenants shall submit a test report for the water sampling of their chilled water pipings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Do not modify or dismantle JTC's chilled water pipings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Chilled water shall not be used for manufacturing, testing or other work processes and shall not used as a cooling agent for machinery and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Condensate water shall be discharged to designated drainpipes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Based on its operations (if applicable), the tenant is required to lay its layer of epoxy within their unit to protect against chemical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	spillage and to engage the services of QP to determine the type of epoxy used within their premises.				
32	The partition walls within the tenant's premise cannot be used to anchor heavy equipments. Tenant is advice not to install any brackets onto the partition wall to support heavy equipments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	No pipe is allowed to be embedded on the floor and wall structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Tenant has provided a toxic gas alarm system within its unit and exhaust system to channel all toxic gas leakages to roof scrubbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Tenant has to provide sub-meter within its unit and be linked to JTC's Building Management System (BMS) for energy consumption monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Tenant to submit as built plans, FSSD Fire Safety Certificate and SCDF Petroleum & Flammable Material Storage License to JTC within 1 month after Tenant commence operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- * JTC / FMC to inform Tenant before the fit out works.
- ** JTC / FMC to inspect during and after the fit out works.

Remark: _____

Briefed by:-

Acknowledged by:-

Signature: _____

Signature : _____

Name of JTC / FMC Officer: _____

Name of Tenant: _____

Date: _____

Date: _____