

Guidelines on Usage of Loading Bays and Corridors at JTC Space @Tampines North

Introduction

The objective of this guide is to set out guidelines and housekeeping rules for the usage of:

- (i) Loading Bays & Common Corridors

The above is collectively referred to herein as “Loading Bays and Common Corridors” at JTC Space @Tampines North. JTC reserves the rights to revise the clauses in this document without prior notice to the tenants.

1. General Information on Loading and Unloading Bays

- 1.1 Tenants who wish to make use of the loading and unloading bays shall inform JTC at least 3 hours prior to usage.
- 1.2 During office hours (0700hrs-1900hrs), tenants need not escort contractors from the loading bay but are required to receive the contractors at their individual units. Tenants or their representatives must be physically present for the use of loading/unloading bays after office hours (1900-0700hrs). This is to ensure that goods are properly delivered to the intended tenants.
- 1.3 Cleanliness of the Loading Bays and Common Corridors must be maintained at all times. Goods should be loaded or unloaded and transported promptly, and there shall be no storage of goods at the Loading Bays and Corridors. JTC reserves the right to remove and dispose of any goods found unattended at the Loading Bays and Common Corridors.

2. Loading Bays & Common Corridors

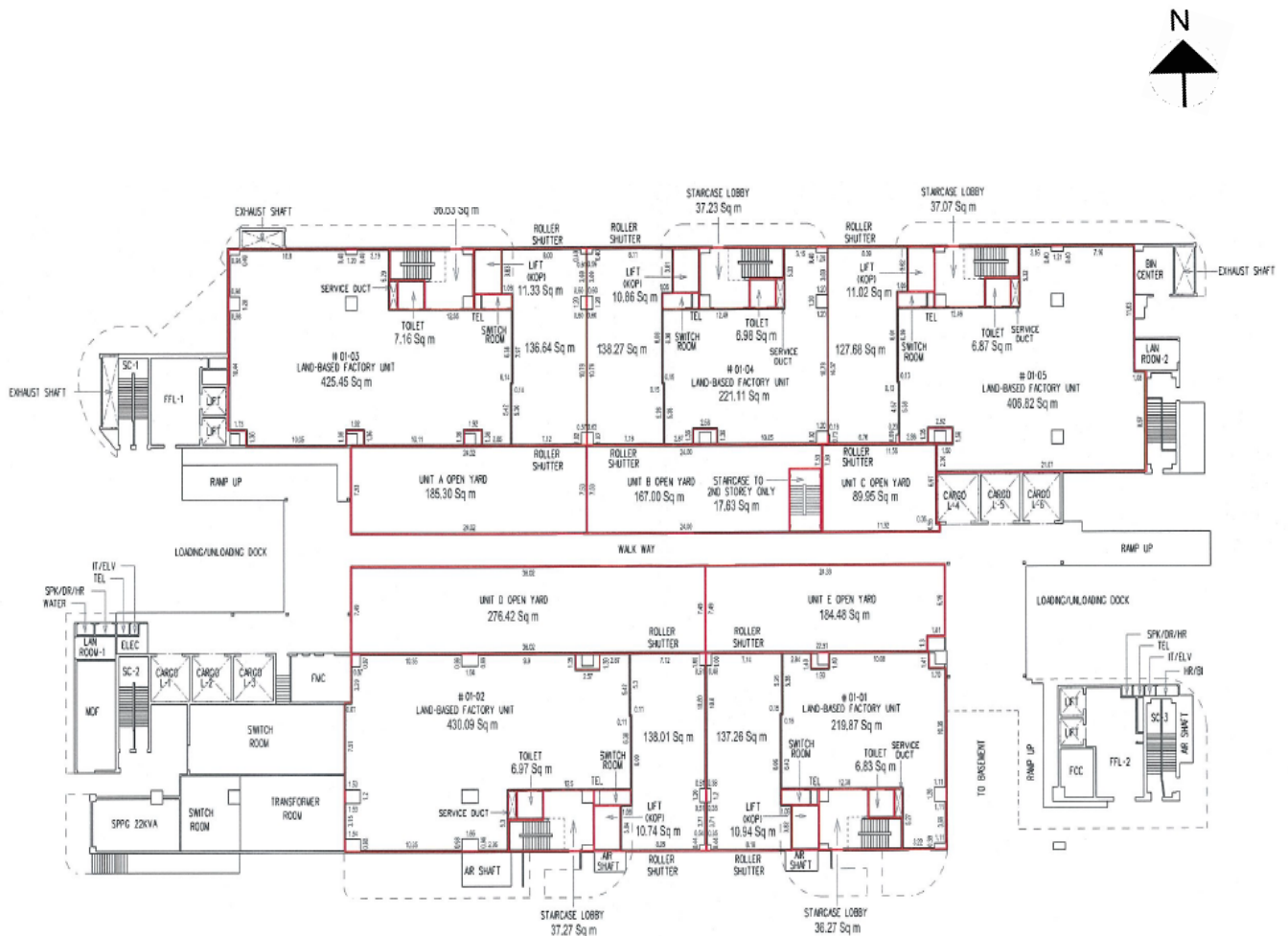
- 2.1 Loading Bays is designated for the loading and unloading of general goods, raw materials and products by 40 feet vehicles only
- 2.2 Goods handled through this loading bay and corridors should be clean, Properly packed and should not attract insects, rodents and any other pests/animals. Gaseous and liquid products should be properly sealed in containers to prevent leakage as well as emission of odour or smell. Products with broken seals, insufficient packaging or suspected of possible tampering/contamination will not be allowed usage of Loading Bays or Common Corridors at JTC’s discretion.
- 2.3 Please refer to the below list on the list of goods prohibited from using Loading Bays and the Common Corridors. JTC reserves the right to revise the list of prohibited goods without prior notice to the tenants.

List of Goods Prohibited from Using Loading Bays and Common Corridors

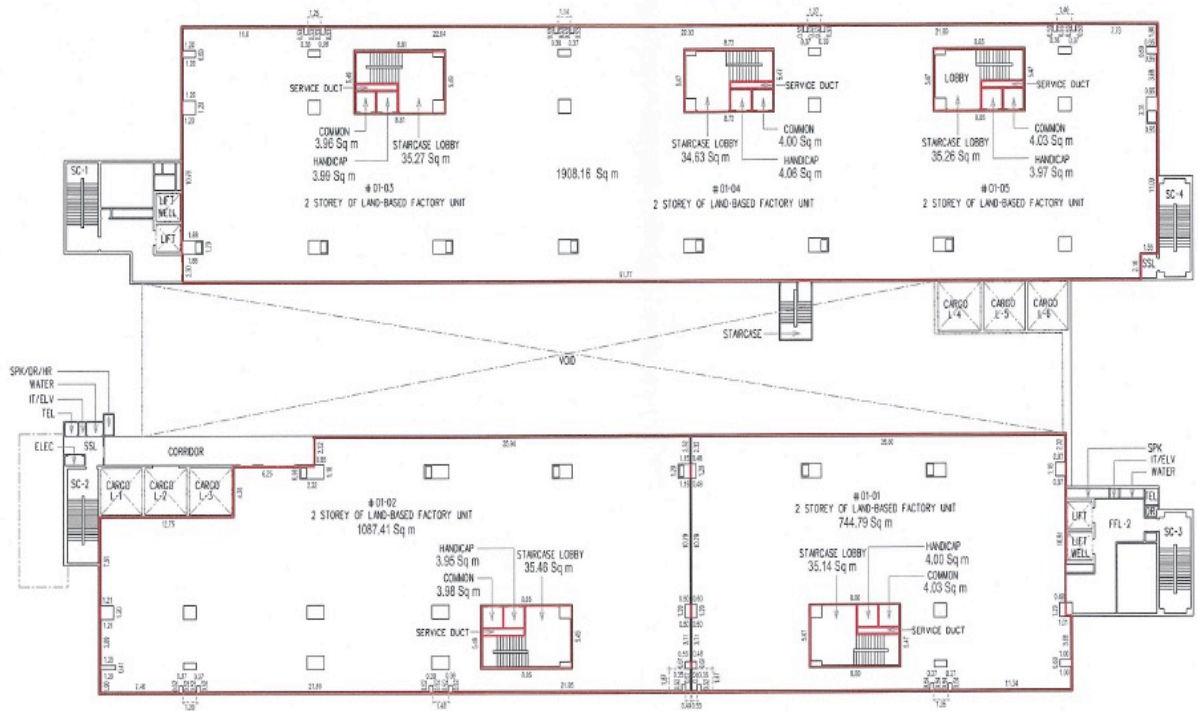
- 1) Goods which are not packaged properly or stored in sealed containers.
- 2) Goods with broken seals or insufficient packaging which may cause escape of contents to the surroundings.
- 3) Goods which are unclean and may cause contamination to the surroundings.
- 4) Goods which may emit odour, heat or cause nuisance to the surroundings.
- 5) Food and food-related goods.
- 6) Hazardous and toxic products such as flammable liquids and solids, pressurised gases and radioactive product

3. Plans Indicating the Location of Loading Bays & Common Corridors

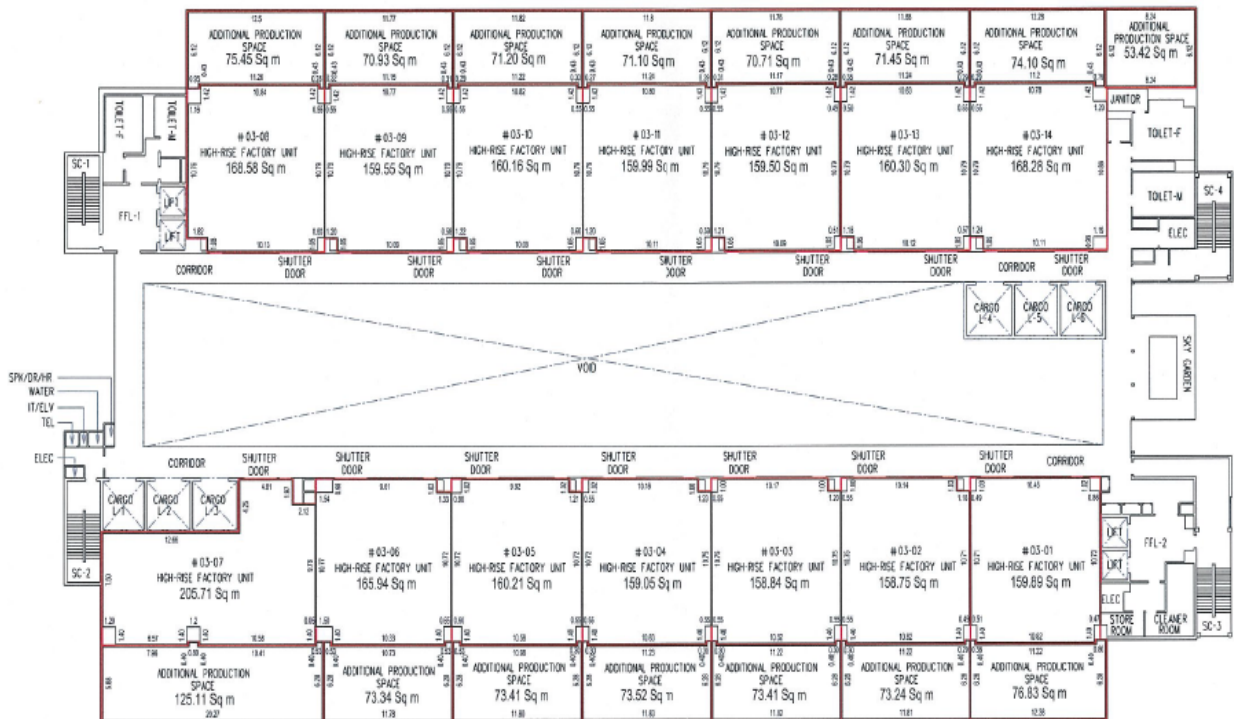
3.1 1st storey plan indicating the location of Loading Bays & Common Corridors



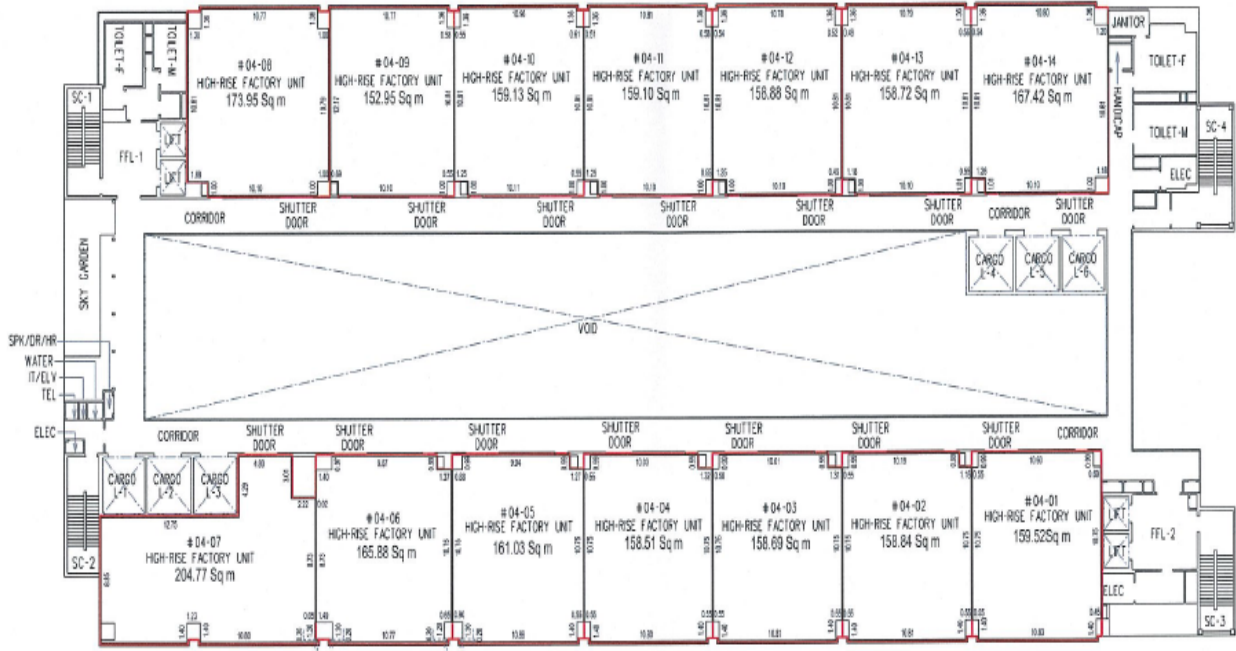
3.2 2nd storey plan indicating the location of Common Corridors



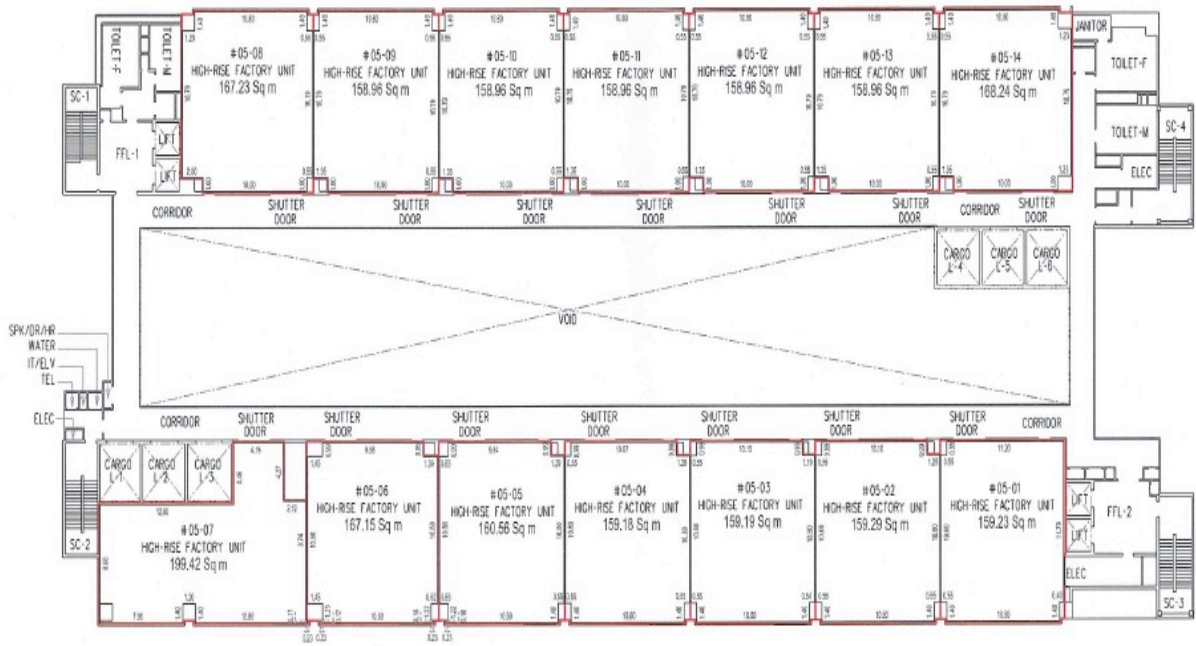
3.3 3rd storey plan indicating the location of Common Corridors



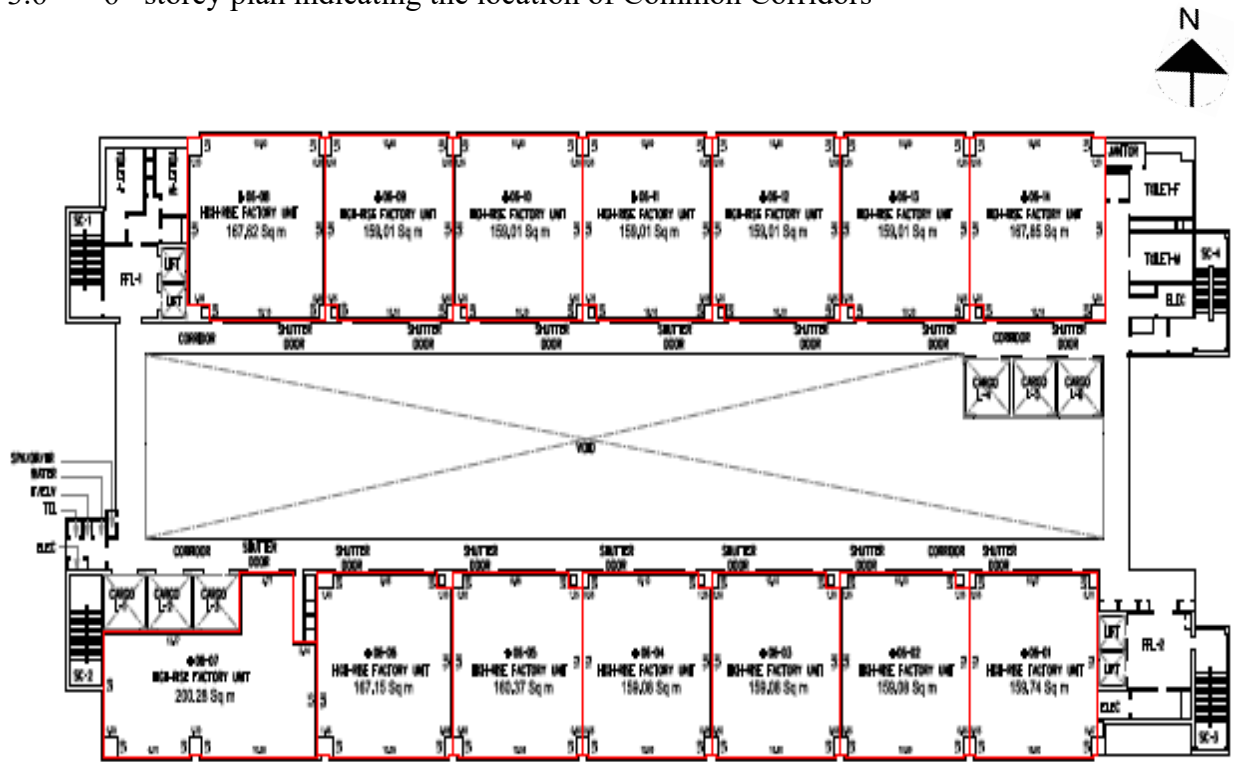
3.4 4th storey plan indicating the location of Common Corridors



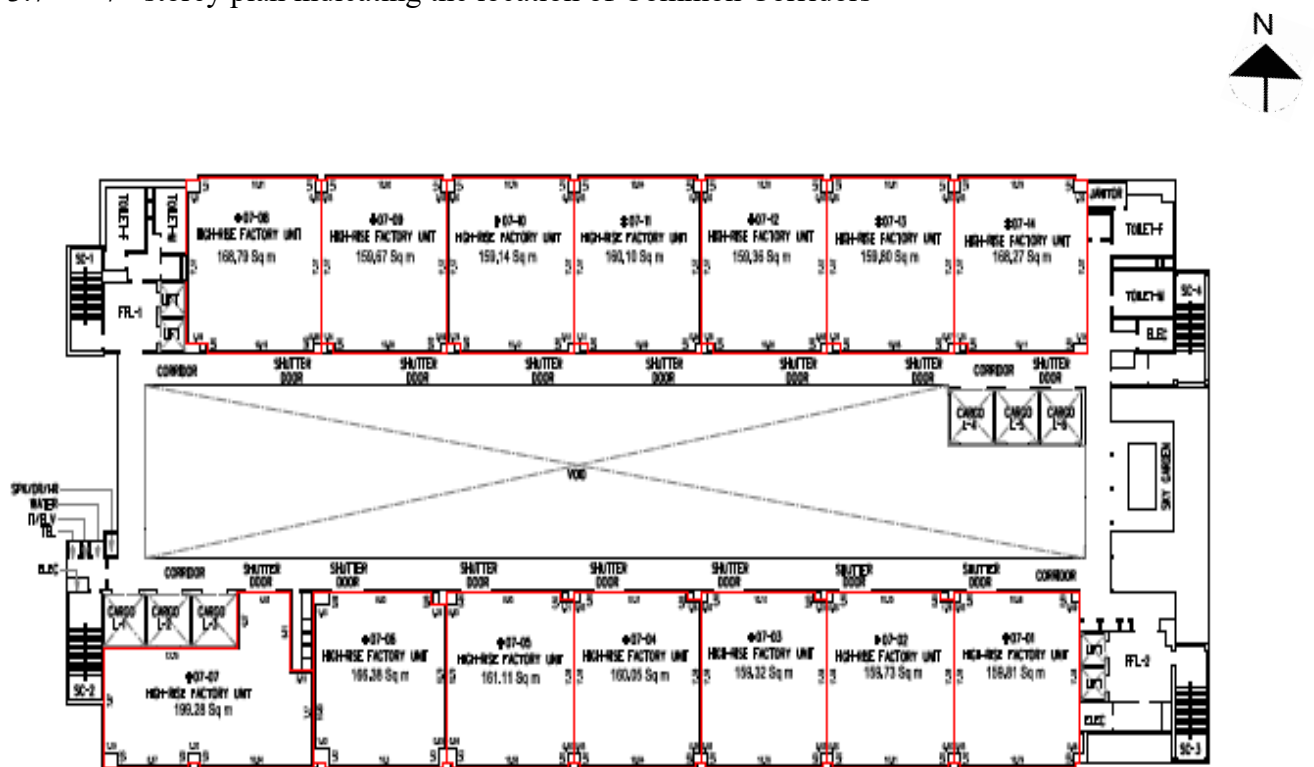
3.5 5th storey plan indicating the location of Common Corridors



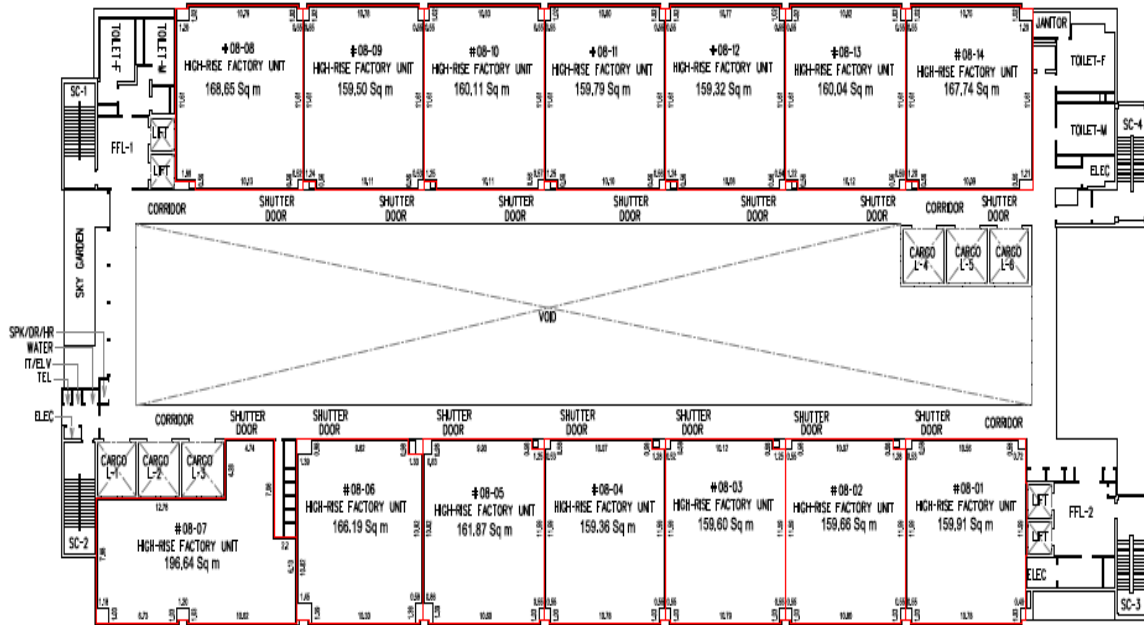
3.6 6th storey plan indicating the location of Common Corridors



3.7 7th storey plan indicating the location of Common Corridors



3.8 8th storey plan indicating the location of Common Corridors



3.9 9th storey plan indicating the location of Common Corridors

