



FITTING-OUT & DESIGN GUIDELINES
For Tenants and Contractors
Version 1

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1.0 DEFINITIONS

Where the following terms are used in this document, they refer to the parties/terms hereunder:

- a. **NKF** - The National Kidney Foundation
- b. **Authorities** - In particular, the authorities mean but not limited to: -
 - i. National Environment Agency (NEA)
 - ii. Building and Construction Authority (BCA)
 - iii. Land Transport Authority (LTA)
 - iv. Singapore Civil Defence Force (SCDF), Fire Safety Shelter Department (FSSD)
 - v. Public Utilities Board (PUB)
 - vi. Singapore Telecommunications Ltd (Singtel)
 - vii. Singapore Power (SP)
 - viii. Ministry of Manpower (MOM)
- c. **Tenants** - This refers to the tenant/sub-tenant of the Lot/Premises as well as consultants and/or contractors acting on their behalf
- d. **Lot/Premises** - The unit/s that is occupied by the tenant/occupants or renovation works that are carried out
- e. **Qualified Person** - Professional Architects/Engineers who are qualified and registered with relevant Authority to design and submit plans for their relevant trade
- f. **The Works** - The renovation/alteration works that is carried out by the sub-tenant/occupants
- g. **Competent Person** - A person who has sufficient technical knowledge or experience to enable him to avoid danger
- h. **Licenses Electrical Worker (LEW)** - The Licensor's appointed Licensed Electrical Worker.
- i. **Authorized Agent** - Includes employees of NKF or its representative

2.0 FOREWORD

- a. These Guidelines are prepared for the information of all Tenants of NKF Centre and Integrated Renal Centre as well as Tenant's consultants and/or contractors who are involved in the renovation of their Lot.
- b. Tenants as well as their consultants and/or contractors who are involved in the renovation must read these Guidelines thoroughly of its contents before starting any renovation/reinstatement work.
- c. Tenants must comply with the latest rules and regulations set by NKF, Code of Practice by Fire Safety Shelter Department and all relevant authorities, for all renovation/reinstatement works to be carried out in the Lot. NKF reserves the rights to amend the clauses contained within this Fitting-Out & Design Guidelines at any time.
- d. We would like to draw your attention to the following clauses, without foregoing any other clauses contained in these Guidelines: -
 - i. The Tenant is expected to keep the common corridor affected by the renovation works clean at all times during the renovation period. Failing which NKF reserves the right to deduct an amount of **S\$100.00 (subject to GST)** per occasion from the renovation deposit without prior notice to the Tenant.
 - ii. During the course of the renovation works, in the event that the fire alarm is activated due to negligence of the Tenant's contractor, a penalty charge of **S\$500.00 (subject to GST)** per occasion will be imposed on the Tenant. NKF reserves the right to deduct the penalty charge from the renovation deposit without reference to the Tenant. NKF reserves the right to stop the works if similar negligent activation occurs more than once.
 - iii. All application for shutdown, night works, Hot Work, etc. must be submitted at least 3 working days before commencement of works.
 - iv. All Mechanical & Electrical (M&E) services including but not limited to fire electrical, detectors etc. must be submitted to relevant authorities for approval. A copy of the approved drawing and/or letter of approval from the authorities must be given to NKF for record purposes.
 - Tenant must ensure all workers deployed in the Lot have proper work permits issued by the Ministry of Manpower and/or all relevant authorities. NKF reserves the right to refuse entry for any illegal worker.
 - All workers are required to register at the Security Counter to obtain security passes, which shall be worn prominently at all times, prior to the commencement of any works.
 - NKF and/or its authorized agent reserves its right to impose "stop work" when proper registration has not been carried out.

- v. The Tenant is responsible to seek consultation from all relevant authorities on requirement to submit Addition and Alteration (A&A) applications.
- e. The Tenant is required to acknowledge receipt and accept this document by signing and returning the 'Acknowledgement and Acceptance Form' to NKF before the commencement of the fitting-out. Please complete **[Appendix A]**

3.0 TERMS AND CONDITIONS

3.1 Permit-To-Work

- a. A "Permit-To-Work" must be obtained from NKF prior to the commencement of any project works. Please complete **[Appendix B]**
- b. The "Permit-To-Work" is subject to the compliance of all the terms and conditions stipulated in these Guidelines and is valid for the period specified. Any extension of period or working hours must be approved by NKF.
- c. A copy of the "Permit-To-Work" must be prominently displayed on the hoarding during the entire fitting-out period.

3.2 General

- a. Tenant shall be responsible for all the activities of their contractors and their workers.
- b. Tenant must ensure that their works do not encroach upon the common property failing which, NKF reserves the right to remove such encroachment and, deduct all costs and damages from the renovation deposit.
- c. Tenant must ensure that there are no obstructions to the common corridor, fire escape route or any other access area/route within the boundary of the Building.
- d. NKF reserves the right to:-
 - i. Deduct or forfeit the renovation deposit, or even stop the work, if any provisions of these Guidelines are breached.
 - ii. Alter any clause due to the site condition, any works that may cause or possibly cause injury or inconvenience to the occupiers or guests.
- e. All application for shutdown, night works, Hot Work, etc. must be submitted at least 3 working days before commencement of works.
- f. Tenant must ensure that no illegal workers are allowed to work within the Building. If any illegal worker is found to be at the worksite, NKF shall refer the worker to the authorities.

- g. Tenant shall allow NKF to access to its Lot during the fitting out period to carry out any works to the Building when necessary.
- h. Tenant's contractor shall ensure that their workers do not use the Lot, or any parts of the Building, as temporary accommodation or for any illegal purposes. Workmen shall be properly attired while carrying out their duty.
- i. There shall be no smoking within the Lot and Building compound. If any person is caught smoking within the Lot and/or Building compound, NKF reserves the right to deduct **S\$500.00 (subject to GST)** per occasion per person from the renovation deposit, without reference to the Tenant and/or its contractor, regardless of whether that person is an employee of the Tenant and/or its contractor.
- j. The common areas (e.g. lift lobby, common corridor, staircases etc.) shall not be used as construction work zone.
- k. Tenant's contractor workers shall not use the toilets for washing tools and equipment, bathing, disposal of wet debris etc. The Tenant and/or their contractor shall bear the cost for clearing chokages, cleaning operation should the workers be found wrongfully using the facilities.
- l. There will be a deduction of **S\$50.00 (subject to GST)** for the replacement of letter box key should the keys found to be misplaced or lost.

3.3 Workplace Safety and Health

- a. Tenant's contractor and its employees, agents and sub-contractors shall observe and comply with all Workplace Safety and Health statutory requirements (*Workplace Safety and Health Act, Workplace Safety Regulations and Approved Code of Practice*) including Owner's Workplace Safety and Health requirements.
- b. The Tenant's contractor shall not permit a hazardous, unsafe, unhealthy, or environmentally unsound condition or activities over which it has control to be conducted at the Lot.
- c. Tenant's contractor shall maintain at all times sufficient and adequate, for the safe efficient execution of fitting out works, the following, but not limited to:
 - signs, direction displays, warning notices, etc.,
 - barricades, protection and coverings to all hole and openings
 - barriers, handrails and toe board to all opening and shafts
 - lifeline, safety harness, safety helmets, safety footwear, safety vest and other protective device and clothing
 - proper housekeeping to be in place
- d. Tenant's contractors shall have the following in place before the commencement of project:

Risk Assessment : Safety Officer Endorsement

- | | | |
|---|---|-------------------------------------|
| Mobile Elevated Working Platform (MEWP) | : | LP (Lifting Platform) Certification |
| Lifting Gear/ Appliances | : | LG Certification/LA Certification |
| Scaffold Endorsement
(For cantilever scaffold or scaffold more than 30m) | : | PE Endorsement |
- e. Lifting machines including work platform or suspended scaffold cable of being raised or lowered by climbers, winches or other powered device, Lifting gears/lifting appliance (SWL>150kg); shall be certified by an MOM Authorized Examiner for use and capacity and shall be regularly inspected and maintained.
 - f. No petrol/diesel engine driven equipment such as portable generator and air compressor, is allowed to be used in the Building.
 - g. Tenant's contractor must ensure that proper scaffolding shall be erected for their workers if required. Scaffold should be erected by trained scaffold erector and supervise by trained scaffold supervisor.
 - h. Tenant's contractor must ensure that their workers are properly equipped with appropriate Personal Protective Equipment (PPE) at all times. PPE shall include but not limited to the following:
 - i. Safety shoes
 - ii. Safety helmet
 - iii. Safety belt/harness
 - iv. Safety glasses/goggles
 - v. Gloves
 - vi. Ear plug/muff, etc.
 - i. If cable, hose, etc. have to be run at the common area, Tenant's contractor must ensure that the cable, or such, is run at the edge of wall. It must not be a tripping hazard to the general public.

WORKING AT HEIGHT/SLOPE

- j. Tenant's contractors shall comply with the Workplace Safety and Health (Work at Height) Regulation 2013.
- k. Permit to work for Hazardous Work At Height: Such permit to be applied when working above 3m.
- l. When working at height of more than 2m from the ground or platform level, there must be secured handhold and foothold for the workers
- m. If such secured handhold and foothold are not available or is difficult/impractical to provide, temporary platform such as scaffolds should be erected to provide sufficient fall protection.

- n. PPE such as safety belt/harness must be properly worn with sufficient and secured anchorage and such anchorage shall not be lower than the level of the working position of the person wearing the safety belt/harness. All PPE including the anchorage must be in good and safe working order.
- o. All tools and materials at height/slope must be secured to prevent falling from the height or rolling down from slope causing accident.
- p. Workers who need to access the ceiling by means of ladder shall ensure that the work area must be barricaded or ladder firmly held by a co-worker.
- q. NKF will not hesitate to stop the works immediately if Tenant's contractors do not conform to any of the above conditions. NKF will not be responsible for any delay in the works resulting from this stoppage of works.
- r. Penalty system for non-compliance to the safety and health requirements shall be imposed to further enhance the safe conduct of work within the facilities:

1 st Time Offender	:	S\$100/-
2 nd Time Offender	:	S\$300/-
3 rd Time Offender & Subsequent (subject to GST)	:	S\$500/-

3.4 Works after Operating Hours

- a. Any works (e.g. painting, cutting pipe, hacking, drilling, etc) that may become an annoyance, nuisance, disturbance or inconvenience to any other persons within the boundary of the Building is strictly prohibited during operation hours. Operating hours of NKF Centre being 0800hrs to 1900hrs. In order to prevent disturbance to the surrounding residence, all works at **Integrated Renal Centre** shall only be allowed from 0800hrs to 1900hrs.
- b. NKF reserves the right to stop any works anytime if the works should cause disturbance to neighboring tenants, operations or resort guests.
- c. NKF reserves the right to stop work should any of the above mentioned is deemed non-compliant.

3.5 Protection and Cleanliness of Common Areas and Properties

- a. Tenants shall provide temporary protection to all finishes in the common areas and properties such as lift car interior, life lobby, corridors detector, air-conditioning to prevent damage and dirtying of the common areas.
- b. Tenant's contractor shall not mark, paint, drive nails, screws or the like into or damage or deface any structure of M&E system that forms part of common property.

- c. The Tenant's contractor shall lay proper protection (eg. plastic sheet, cardboard, canvas cover etc) when the renovation work (not limiting to wet work) may damage/dirty the Lot or its surrounding area.
- d. Debris and bulky waste are not allowed to be disposed at the Building's refuse chute. Tenant's contractor doing so will have **S\$500.00 (subject to GST)** deducted from the renovation deposit as penalty fee.
- e. The Tenant's contractor shall arrange for all debris and bulky waste to be disposed after each day's work. NKF shall dispose debris and bulky waste left uncleared, and **S\$500.00 (subject to GST)** per occasion shall be deducted from the renovation deposit as penalty fee.
- f. Tenant's contractor are to regularly maintain and clean the common corridor outside the Lot to ensure the area is kept clean and free from dust at all times. The Tenant is expected to keep the common corridor affected by the renovation works clean at all times during the renovation period. Failing which NKF reserves the right to deduct an amount of **S\$100.00 (subject to GST)** per occasion without prior notice to the Tenant.
- g. Any damages done to the common property by Tenant's contractor during the work must be made good by the Tenant's contractor subject to the complete satisfaction of NKF. In the event of failure to make good such damage within a specified period of time, NKF shall rectify the damage and deduct the costs from the renovation deposit.
- h. Only trolleys with rubber steel castor wheels are permitted in the Building.

3.6 Temporary Hoarding, if any

- a. Temporary full height hoarding, including full height sticker, covering from the underside of the corridor ceiling to floor level shall be erected before commencement of works. The hoarding shall be properly constructed and painted white. The hoarding shall be of full height or minimum height of 2100mm subject to NKF's approval. In the event where hoarding is not of full height, white plastic sheet is required to cover up the remaining areas.
- b. All hoardings material must be gypsum board. Flimsy, make shift and/or raw plywood hoarding shall not be acceptable.
- c. All doors must swing inward (Push in) to prevent passer-by being accidentally hit by the door when open. The doors are to have door knobs only (no latch is to be used).
- d. The size of the door is to be 2100mm x 900mm.
- e. The temporary hoarding shall not encroach more than 400mm from the lease line.
- f. There will be a deduction of **S\$50 (subject to GST)** per day from the renovation deposit without prior notice to the Tenant/Tenant's contractor if the standard hoarding mentioned above is not met.

- g. In the event temporary hoarding are not required, Tenant should paste the glass door/facade with white sticker from the inside of the Lot to prevent visibility of the works being carried out in the Lot from the outside, subject to clearance by NKF.

3.7 Loading and Unloading Facilities

- a. Tenant's contractor is to use the Loading and Unloading bay or designated lot for transporting of building material, debris etc.
- b. No bulk bin and/or any vehicles are allowed to park at the driveway for loading and unloading of building material, debris etc during operation hours.
- c. The Tenant must engage waste disposal contractor to provide bulk bin if he needs one for disposing of construction waste.

3.8 Use of Service Lift

- a. Tenant's contractor shall only use the designated Lift for delivery of material and goods.
- b. Tenant's contractor must provide proper protection of the lifts and that the lifts are not overloaded.
- c. Tenant's contractor shall not forcefully stop the lift door from closing by any means or jam the lifts for sole individual use.
- d. Tenant's contractor must ensure the lift to be clean and debris free at all times
- e. Tenant's contractor shall bear the cost for the repair work if the damages arising during the course of execution of work.

3.9 Security Passes

- a. All workers working within the boundary of the Building are required to change their security passes with their NRIC, Employment Pass or Work Permits at the Security Counter.
- b. The security pass shall be worn and displayed prominently at all times.
- c. A surcharge of **S\$20.00 (subject to GST)** will be imposed for replacement, misplaced or damaged passes.

3.10 Insurance

- a. On taking possession of their Lot, Tenant and/or their contractor are to arrange for insurance coverage such as:-
 - i. Workmen's Compensation
 - ii. Public Liabilities

- iii. Contractor's All Risk
 - iv. Fire Insurance
- b. Tenant is required to indemnify and keep indemnified NKF against all damages, actions claims or liabilities arising from the execution of the works. The Tenant shall be responsible to ensure that all necessary insurances for the works have been affected and copies of the insurance policies submitted to NKF prior to the commencement of works.

3.11 Renovation Deposit

- a. The Tenant or his contractor shall pay the renovation deposit by way of cheque made payable to "The National Kidney Foundation" prior to any repairs/renovation works. The amount payable is 2% of the total renovation cost.
- b. The renovation deposit shall be refunded without interest after completion of the works, subject to compliance with the conditions stated herein and the settlement of all claims, penalty charges, damages or losses arising during the course of execution of the works, including any outstanding work, deem necessary by NKF for the completion of the Lot.
- c. In the event that the renovation deposit is insufficient to meet NKF's claim, the Tenant shall pay to NKF the balance of the amount claimed.

3.12 Joint Inspection

- a. Upon completion of the renovation works, the Tenant shall notify NKF for a joint inspection to ensure that the site is in satisfactory condition.
- b. NKF reserves the right to enter into the Lot for inspection of the renovation during the Fitting-Out period.

4.0 GUIDELINES ON M&E SERVICES & WORKS

4.1 Appointment of Consultant and Contractor

- a. Tenant is to engage their own Consultants and Contractors to design and execute the works based on the individual's needs.
- b. NKF reserves the right to deny access to the Building, Consultants or Contractors who have demonstrated poor work attitudes and/or poor records in the past.
- c. Tenant is responsible to ensure that all works and installations are executed in accordance with the requirements of the Authorities and in accordance with good and sound design practice.
- d. Tenant is responsible to ensure that all fitting-out works are submitted to the relevant authorities for approval. All proof of submission (e.g. letter from authorities, plans, drawings etc.) must be copied to NKF.

4.2 Structural Works

- a. Heavy installation such as mainframe computers, safe, raised floor, load and non-load bearing wall etc. is not allowed prior to approval from NKF.
- b. Full particulars of such structural alterations weights, sizes of equipment/opening (s) etc. shall be submitted to NKF prior to work commencement.
- c. The Tenant shall obtain the certification work on such works by Professional Structural Engineer to the effect that such works or equipment can withstand the additional load and make submission to obtain approval from relevant authorities.
- d. Tenant's contractor shall provide a Competent Person/Qualified Person to supervise the construction, to meet the requirements of the Authorities and the satisfaction of NKF. All cost incurred shall be at Tenant's own cost.
- e. No structural element of the Building shall be tampered, without prior notification and approval by relevant authorities and NKF.
- f. Extra care must be exercise in carrying out such works so that no damage is caused to columns, beams and structural part of the Lot or common property.

4.3 Air Conditioning & Mechanical Ventilation Services

- a. Any alteration or modification to the air condition and mechanical ventilation ductwork within the Lot must have the prior approval from NKF.
- b. The Tenant is advised to engage their consultant to advise on the demand based on the Lot's design and to conduct a balance test to ensure that the supply is sufficiently balanced throughout their proposed layout. The Tenant shall be responsible for the correct sizing/cooling capacity to meet their own requirements. NKF shall not be liable for any difficulties faced by the Tenant during their lease term.
- c. Condensate pipes, air condition ducts etc. shall be properly insulated and installed to prevent water condensation. Condensate pipe shall also be properly laid and connected to the floor trap.

4.4 Hot Work

- a. "Hot Work" so defined shall include but not limited to the following that are performed within areas during which the heat generated is of sufficient magnitude and intensity to cause ignition of any flammable liquids, gases or any other combustible materials:
 - a. Welding/soldering;
 - b. Gas cutting;
 - c. Power cutting;
 - d. Grinding/Grit-Blasing;
 - e. Open fire of any kind;

- f. Use of internal combustion engine etc
- b. Hot Work is only allowed during working hours (Monday to Friday from 9am to 6pm; Saturday from 9am to 1pm excluding Public Holidays). Any Hot Work outside working hours shall be subject to approval from Fire Safety Manager or its representative at least 1 working day in advance.
- c. Tenant's contractor who is required to carry out Hot Work shall seek approval and permit from NKF 3 working days prior to the work commencement. Sufficient Fire Extinguisher must be provided at the work site throughout the duration of work. Please complete **[Appendix C]**
- d. Tenant's contractor must comply with the following conditions:-
 - i. Inform NKF on the scope of works to be done and method intended to be used to carry out the works.
 - ii. Ensure that proper equipment and skilled workers are employed for the work.
 - iii. Undertake to indemnify NKF from any accidents, damages and claim arising from the works.
 - iv. Ensure that sufficient firefighting equipment is provided at the work site throughout the duration of work.
 - v. Ensure that constant supervision is provided throughout the works.
 - ix. Ensure that proper protection is provided to adjacent object/property.
- e. NKF will not hesitate to stop the works immediately if Tenant's contractors do not conform to any of the above conditions. NKF will not be responsible for any delay in the works resulting from this stoppage of works.

4.5 Fire Protection Services

- a. The Tenant is to ensure that all renovation works carried out in the Lot must be endorsed by a Professional Engineer and submitted to FSSD for approval, regardless whether works are done to the fire detector. Copies of the approved plans and letter from the FSSD shall be given to NKF.
- b. The application for isolation of fire protection system shall be submitted at least 3 working days in advance. Failure to give adequate notice may result in denial of such request and NKF will not be responsible for any delay on work schedule.
- c. For safety reason, firefighting equipment must be provided throughout the fitting out period.
- d. During the course of the renovation works, in the event that the fire alarm is activated due to negligence of the Tenant's contractor, a penalty charge of **S\$500.00 (subject**

to GST) per occasion will be imposed on the Tenant. NKF reserves the right to deduct the penalty charge from the renovation deposit without reference to the Tenant. NKF reserves the right to stop the works if similar negligent activation occurs more than once.

4.6 Electrical Services

- a. Any alteration, modification or upgrading of electrical circuit within the Lot is subject to prior approval from NKF. Detailed single line drawings with Professional Engineer's endorsement are to be submitted to NKF.
- b. Tenant's contractors shall seek prior permission from NKF or its representative before tapping electricity from any Distribution Board (DB).
- c. Should there be frequent tripping of power due to overloading at the DB, there shall be a charge of **S\$50.00 (subject to GST)** per occasion for resetting the DB.
- d. Tenant is advised that tapping of electricity from the power points in the common areas is strictly prohibited. Tenant and/or their consultant and/or contractor will be held fully liable for any consequential loss or damages arising from this illegal tapping.
- e. All works shall be carried out by a PUB licensed contractor and supervised by competent persons.
- f. Tenant is required to inform NKF in writing 7 working days in advance if shut-down of electrical supply is necessary. Should the shut-down affect other existing Tenant's operations, a mutually agreed date/time must be worked out by the parties concerned.
- g. Approval must be obtained from NKF prior to any entry to the electrical riser room. Such request shall be made in advance in writing.
- h. All electrical parts and accessories installed shall be of relevant authorities' approval.
- i. All power turn on have to go through NKF's LEW, please contact LEW directly.

4.7 Temporary Electricity

- a. The Tenant shall install a temporary electrical meter during the renovation period till the power is turn on. NKF will charge the Tenant according to the Tenant's usage.
- b. Tenant's contractors shall only employ competent persons to take charges of all electrical works and such installations shall be provided with Earth Leakage Circuit Breakers (ELCB) and be maintained in good and safe working order.
- c. All electrical installation shall comply with the requirements of the law and regulations of the relevant Authorities.

- d. Tenant's Contractors shall seek prior permission from NKF or its representative before tapping electricity from any DB.

4.8 Plumbing and Sanitary Services

- a. Installation of sanitary and plumbing facilities within the Lot must be approved by NKF. Submission had to be made to the relevant authorities.
- b. Tenant's contractor shall ensure that no floor traps, toilet bowls, urinals, basins etc. within the Lot, common area toilets or washrooms are choke due to their works. If chokages should occur, the Tenant's contractor shall be responsible for immediate clearance thereof.
- c. Tenant must ensure that waterproofing is adequately provided to prevent leakage or seepage of water to the premises below. Tenant would bear full responsibility for the water tightness upon commencement of their renovation, fit-out work.
- d. Installation of Strainer in Floor traps/waste. Tenants are to ensure all works are professionally carried out. Any form of leakage or chokes will be the responsibility of the Tenant. NKF reserves the right for the request of rectification/repair works, at the cost of Tenant should above mentioned occur.

4.9 Signage

- a. All graphic design, material, construction and installation of Tenant's sign must be reviewed and approved by NKF.
- b. No standing signboards of any kind shall be located in the common corridor. Such signboards shall always be placed within the Lot.
- c. All fixing devices, wiring, clips, transformers and other mechanisms required for any sign (s) must be concealed.

4.10 As-Built Drawing

- a. Tenant must submit 2 sets of As-Built drawings within one week upon completion of the renovation works including all M&E drawings to the Management.
- b. The As-Built Drawing must be endorsed by a Qualified Person and/or Professional Engineer.

4.11 Release of Renovation Deposit

- a. The Tenant or its contractor is to write in to NKF for the Refund of the Renovation Deposit only after submitting all Approved Plans from Relevant Authorities.
- b. Settlement/deduction of penalty charges will be assessed upon NKF inspection if works completed is deemed satisfactory to NKF.

5.0 DESIGN GUIDELINES

5.1 Tenant's Consultants

- a. Tenant's consultants are required to abide by these Guidelines and obtain approval from relevant Government Authorities/Qualified Person for the proposed fitting out works and A&A works (where applicable) to the Lot and obtaining the final certification from the Authorities.
- b. Tenants are to appoint their own consultants, Interior Designers and Architects for all fitting out works and informed NKF of the company that is being engaged.
- c. Should there be any queries pertaining to matters relating to General Fitting Out Works, please contact the liaison person.
- d. Designs are subject to approval from the relevant authorities.

5.2 Submission of Design Drawings

- a. Submission of Design Drawings will be in 2 phases, namely
 - i. Preliminary Design Proposal
 - ii. Construction Design Proposal

5.2.1 Preliminary Design Proposal

- a. The objective of the Preliminary Design Proposal is to understand the design and construction intent and any form of discrepancy and agree on solution with Tenant's designers/consultants.
- b. Drawings are to be submitted as follows:
 - i. Floor finishes and location plan
 - ii. Reflected ceiling plan
 - iii. Wall finishes plan
 - iv. Fixture Layout plan
- c. Incomplete/improper submission will not be entertained or endorsed. NKF will not be responsible for any delay in the fitting out work or compensate Tenant's operations as a result of non-compliance.

5.2.2 Construction Design Proposal

- a. Additional drawings are to be submitted upon clearance of Preliminary Design Proposal. Additional drawings to be submitted are as follows:
 - i. Signage and Graphics, indicating construction detail.

- ii. Improvement plan. Copy of additional layout plan to indicate built-in fixtures location, fully dimensioned and any other special construction fixture that are not indicated in the furniture layout plan.

5.2.3 Submission of Drawings

- a. Please submit all drawings to the liaison person. Please refer to **[Appendix D]**

5.2.4 Cost of Submission

- a. It shall be the Tenant's sole responsibility for cost and expenses for the appointment of consultants.

5.2.6 NKF Review

- a. NKF will review Tenant's submitted proposal. If all submitted proposal is not approved, the Tenant must revise design and re-submit them to NKF for NKF's re-evaluation and clearance.
- b. NKF will require 7 working days for full review and clearance and it is only upon approval that the Tenant will be allowed to commence construction work.

5.2.7 Clearance of Design

- a. Clearance of Design will be given by NKF after its review. Tenants are responsible for the submission to relevant authorities. Tenants are to re-submit a copy of the design drawings to NKF if comments are made by the relevant authorities.

5.3 Base Building Materials

- a. Replacement of damaged Base Building Materials will be at the discretion of NKF. Should Tenant damage any Base Building materials, they are to replace and match back at Tenant's own cost.



APPENDIX A

FITTING-OUT & DESIGN GUIDELINES
For Tenants and Contractors

ACKNOWLEDGEMENT & ACCEPTANCE FORM

To: NKF

Re: Fitting-Out & Design Guidelines

I _____ (full name), _____ (Designation),
_____ (NRIC) from _____ (Company's
name) of _____ (Lot) acknowledged receipt of the "Fitting-Out & Design
Guidelines" on my Company's behalf. I/We confirm that I/we have read, understood, accept
and agree to ensure compliance with the Guidelines.

Company Stamp

Authorised Person & Signatory

Contact Number

Date

**FITTING-OUT & DESIGN GUIDELINES
For Tenants and Contractors****PERMIT-TO-WORK**

Attention: NKF,

Dear Sirs,

**COMMENCEMENT OF FITTING-OUT TO LOT NO: _____ AT INTEGRATED
RENAL CENTRE, _____**

We understand that our fitting-out works may be stopped without notice to us should any of the provisions of the Fitting-Out & Design Guidelines (Guidelines) be breached by our contractors and/or workers.

We will be responsible for all damages and will indemnify NKF for any repair, replacement and compensation arising out of the renovation works.

We confirm that that we have engaged the following consultant(s) and contractor(s) to carry out the fitting-out works at the stated Lot in accordance with the Guidelines and shall also ensure our contractor(s) comply with the Guidelines.

Company	Works Description	Person To Contact	Mobile No.

Date and Time of commencement: _____

Expected Date and Time of completion: _____

Submitted By: _____
Name Signature Date Company Stamp

FOR OFFICIAL PURPOSES ONLY

Approved By: _____
Name Signature Date Company Stamp

Remarks: _____

Cheque Received: _____

FITTING-OUT & DESIGN GUIDELINES For Tenants and Contractors

HOT WORK PERMIT

Part 1: To be filled by Applicant

- ☐ Smoke /Heat detectors shall be isolated.
- ☐ All equipment shall be in good mechanical and electrical conditions. Gas welding equipment shall have flashback arrestors at both ends of the hoses & the gas cylinders
- ☐ Gas hoses are to be checked for leaks
- ☐ Tenant's contractor shall provide additional fire extinguishers & fire blankets in the affected work area. Floor shall be swept clean of all rust and combustible materials. Combustible floors shall be wet down, covered with damp sand, sheet metal or other fire-resistant shielding material. To ensure that the edges of covers are tight to prevent sparks going underneath.
- ☐ All combustible walls/partitions shall be protected by fire-resistant shields and openings tightly covered. Combustible and flammable liquids shall be protected with covers, guards or metal shield and fire-resistant covers shall be suspended beneath work to be collect sparks.
- ☐ Compressed gas cylinders are to be properly sited and secured.
- ☐ Wall of ceiling shall be of non-combustible and without combustible covering. Combustibles shall be moved away from opposite side of the wall to prevent ignition by conduction or radiation due to existence of metal partitions, etc.
- ☐ Enclosed space shall be of all combustibles and shall be purged of flammable liquids/vapors.

Part 2: To be filled by Applicant

(To be submitted at least **3 working days** before the request date of Hot Work. Allowable Hot Work timing: **Mon-Fri, 0900Hrs – 1800Hrs**) Any Hot Work outside working hours shall be subject to approval from Fire Safety Manager. **In Clause 4.4a it is stated that Sat 9am to 1pm Hot Work is also permissible. This is not stated here.**

Name:	Office No:
NRIC/FIN No:	Urgent Contact No:
Designation:	Name of Company & Address:

Description of Hot Work:

Location of Hot Work to be carried out:

Start Date/Time of Hot Work

FITTING-OUT & DESIGN GUIDELINES For Tenants and Contractors

End Date/Time of Hot Work	
Part 3: Site briefing with Applicant & FSM or officer-in-charge	
The above-mentioned work is Approved/Not Approved	
Remarks:	
Name:	Signature:
Designation:	Date:
Part 4: Joint Site Inspection	
We have inspected the work above mentioned location & its surrounding & the necessary safety measures including isolating are satisfactory for the work to proceed. We undertake to report Immediately to the Officer-in-charge of any incorrigible works, which may pose a risk to the above works.	
Before commencement of work (To be filled by Applicant & Duty Technician)	
Name	Name
Designation	Designation
Signature	Signature
Completion of work (To be filled by Applicant & Duty Technician)	
Name	Name
Signature	Signature

*Upon completion of work, Tenant's contractors must clean up the place & not leave until the Hot Work site cools off in case of re-ignition.

In case of fire, Call SCDF 995

**FITTING-OUT & DESIGN GUIDELINES
For Tenants and Contractors****Documents to be submitted prior to commencement of work**

Name of Tenant : _____

Lot No : _____

The following drawings have been submitted to NKF on _____.

S/No	Item	Submission	Remarks
1	Insurance (Coverage of 1 million, Public)		
2	Worker namelist		
3	Risk Assessment		
4	Layout Plan		
5	ACMV Plan		
6	Power Layout Plan (Endorsed By LEW)		
7	Single Line Diagram (Endorsed By LEW)		
8	Plumbing and Sanitary Plan (Endorsed By licensed Plumber)		
9	Fire Protection Plan (Endorsed by QP)		
10	Structural Plan (Endorsed by Structural		
11	Renovation Deposit		
12	Appendix A – Acknowledge and Acceptance		
13	Appendix B – Permit to Work		
14	Appendix C – Hot Work Permit		
15	SP Services bill		

* Two (2) sets of original printed A3 size drawings in metric scales to be submitted.

*All plans must bear the name, signature, company stamp and to be dated by the Tenant.

Submitted By:

Received By:

Name/Signature_____
Name/Signature_____
Company Stamp

Checklist for documents submission for refund of Renovation Deposit

Name of Tenant : _____

Lot No : _____

The following drawings have been submitted to NKF on _____.

S/No	Item	Submission	Remarks
1	Layout Plan		
2	ACMV Plan (Endorsed by QP)		
2	Power Layout Plan (Endorsed by LEW)		
4	Single Line Diagram (Endorsed by LEW)		
5	CS/3 Form (Endorsed by LEW)		
6	Statement of Turn-on Electricity		
7	Fire Protection Plan (Endorsed by QP)		
8	FSSD Letter		
9	Sanitary & Plumbing Plan (Endorsed by Licensed Plumber)		
10	Structural Plan (Endorsed by Structural Engineer)		
11	SP Services bill		

* Two (2) sets of original printed A3 size drawings in metric scales and one(1) CD ROM CAD soft copy to be submitted.

*All plans must bear the name, signature, company stamp and to be dated by the
Tenant.

Submitted By:

Received By:

Name/Signature_____
Name/Signature_____
Company Stamp