

SCHEDULE 3 – LANDLORD AND TENANT WORK SCHEDULE

To be read in conjunction with 'Attachment B' – Handover and Reinstatement Conditions				By Landlord At Landlord cost	By Landlord At Tenant cost	By Tenant At Tenant cost
	Items	Description	Specification/ Special Conditions			
Unit	Flooring (Base Built)	<ul style="list-style-type: none"> 150mm raised Floor – Microtac MFS800 (100mm for Level 2) No floor trunking, Service Outlet Box (SOB) for power and data points within the tenancy space 	Refer to 'Attachment B'	√	N.A	N.A
	Flooring (Fit Out)	<ul style="list-style-type: none"> Tenant shall be responsible for any modifications to flooring. No modification is allowed to the slab. Any slab-core drilling subject to the Landlord's approval. No waterproofing layer allowed if affects structure. Any waterproofing works subject to Landlord's approval. Tenant to provide Method Statement for any modifications. 		N.A	N.A	√
	Knock-out Panel (KOP) Provision (Base Built)	<ul style="list-style-type: none"> Knock-out Panel provision for interconnecting office to office floor provided with dimension of approx. 6600mm x 7400mm (Standard KOP from Level 5 to 14) Dimension of approx. 1550 x 8190mm for T2 level 4 	Provision only incorporated into the Base built plans	√	N.A	N.A
	Knock-out Panel (KOP) & Inter-connecting stairs (Fit Out)	<ul style="list-style-type: none"> The Tenant must engage Landlord's appointed Structural Qualified Person (QP) for vetting and authority submission prior to removing the KOP. Any structural connection or modification of Base build provision subject to landlord's approval 	For Inter-tenancy stairs, the total area of the stairs shall not exceed the total area of KOP opening.	N.A	√	Alternate arrangement will require landlord approval

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Unit	Ceiling (Base Built)	Landlord to provide acoustic ceiling tiles including all services such as 1 st and 2 nd layers fire sprinklers. The clear height from raised floor to the acoustic ceiling tile is approx. 2.8m.	Refer to 'Attachment B'	√	N.A	N.A
	Ceiling (Fit Out)	<ul style="list-style-type: none"> Tenant shall be responsible for any modification of base build ceiling. No modification to the Base built services are allowed, without Landlord's approval. 		N.A	N.A	√
	Wall (Base Built)	Walls handed over skimmed and painted to the internal of open plan tenanted space		√	N.A	N.A
	Wall (Fit Out)	<ul style="list-style-type: none"> Tenant shall be responsible for any modification of internal wall within tenancy area. No modification of wall that may affect the common area/corridors and intertenancy wall is allowed. 		N.A	N.A	√
	Slab-Core Drilling	Hole trimming/slab and wall coring as required for accommodation of the Tenant's work and services to be by Tenant subjected to Base built consultants' review and approval. Tenant's QP to provide Method Statement on the modification for submission to Landlord		N.A	√	N.A

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Unit	Main Entrance (Fit Out)	<ul style="list-style-type: none"> Complete the main entrance with company signage subject to Landlord's approval. No company signage to be installed within the lift lobby area. 		N.A	N.A	√
	Statutory Signage (Base Built)	Code compliant signage.		√	N.A	N.A
	Doors (Base Built)	For re-entry corridor on level 4 and 11, fire rated doors between corridor and tenant spaces are provided as per AFC drawings.		√	N.A	N.A
		For multi-tenanted floor, main door between the common corridor and Premises will be provided.		√	N.A	N.A
		For single floor occupancy, no common corridor doors will be provided. Tenant to install their own main door for security and safety reasons. Design to be code compliant, subject to landlord approval/ QP concurrence.		N.A	N.A	√
	Doors (Installation)	<ul style="list-style-type: none"> For re-entry corridor on level 4 and 11, Tenant shall be responsible for installing 2hrs fire rated doors should there be any modification to the main door along corridor, i.e. from single leaf door to double leaf door. Any modification requires to be code compliant and approved by relevant authorities. 		N.A	N.A	√

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Electrical Work	Building Management System (BMS) Connection and Interfacing	Provision for connection is provided by the Landlord at Extra Low Voltage (ELV) riser.	For IAQ (Indoor Air Quality) monitoring only.	√	N.A	N.A
		Any cost incurred in connection and interfacing to BMS as per the Tenant's request will be borne by the Tenant.		N.A	√	N.A
	Electrical Supply (Base Built)	Electrical supply cables to be the building power mains, and shall be terminated directly into the DB Box by the Landlord, in accordance with the Landlord's program and relevant site/safety procedures.	Refer to 'Attachment B' and Tenancy Plans for location.	√	N.A	N.A
		Power supply upgrades, all engineering, approvals, Licensed Electrical Worker (LEW) endorsements and installation cost to be borne by the Tenant.		N.A	√	N.A
	Electrical Distribution (Fit Out)	Complete electrical installation, including distribution board, and lighting and power distribution box including tray and conduit. To be installed according to Singapore Standard Code of Practice 5: 1998 Electrical Installation and applicable relevant codes and authorities requirements.	DB Boxes	N.A	N.A	√
		Complete Tenant lighting installation, including design, fittings, cabling, containment, switching, controls, lighting power density calculations, lux calculations and Landlord's approval on design.	Lightings & power circuitries	N.A	N.A	√

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Electrical Work	Electrical Distribution (Fit Out) -- <i>continue</i>	Complete the Tenant small power installation, including design, outlets, cabling, containment, equipment, load calculations and the Landlord design approval.	Tenant ELV (Extra Low Voltage) system	N.A	N.A	√
		Co-ordination of all wiring works with the Landlord during the fit-out stage, in conformance with the Landlord's fit out program.	Applies for Pre-TOP Fit Out only	N.A	N.A	√
	Electrical Metering	The Tenant shall be responsible for application for electrical account opening with private retailer, installation of electrical meters within tenancy electrical distribution board and connecting to private retailer's central monitoring.		N.A	N.A	√
	Singapore Cable Vision (SCV)	SCV splitters located within the Landlord's riser.		√	N.A	N.A
		Should the Tenant require SCV, subject to availability, the horizontal cabling from riser included account opening to service provider.		N.A	N.A	√
	Fibre Optics	Application for Fibre Optics account opening with Telco, installation of the fibre connection from the demised premises to the Telco patch panel at MDF room through designated riser.		N.A	N.A	√

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Electrical Work	Telephone Lines	Telephone cabling from TEL risers to block terminals within tenancy by the telco provider including Account opening.	Refer to 'Attachment B' and Tenancy Plans for location.	N.A	N.A	√
	Telephone Electrical Supply (PABX)	Cost of telephone supply upgrades, all studies and installation to be borne by the Tenant including account opening.		N.A	N.A	√
		The Tenant shall be responsible for application for telephone account opening with Service Provider. Complete the Tenant phone/data installation, including design, outlets, cabling, containment, routers, modems, handsets etc.		N.A	N.A	√

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Electrical Work (Signage)	Tenant Signage (Base Built)	The Landlord shall provide electrical isolator, contactors, isolation switch and fireman switch (if required) connected to the distribution board to receive external façade signage which is located in the pre-determined locations (by Landlord), subject to agreement of signage space, rental, load, power requirements, connection points, design and location.		√	N.A	N.A
	Tenant Signage (Design & Fabrication)	The Tenant shall be responsible for detailed design (aesthetic, structural etc.) and fabrication of all external facade signage (subject to agreement of signage space, rental, load, power requirements and location), in accordance with Landlord's design parameters and subject to Landlord's approval. Signage to be code compliant.		N.A	N.A	√
	Tenant Signage (Installation)	Installation and maintenance of signage, including associated structural, electrical and scaffolding work will be by the Landlord, at the Tenant's cost.		N.A	N.A	√

Note.

- No placing, displaying or installing any lit signage, sticker, notice, flag, decoration on the exterior (façade) of the Building or on the windows or inside the Premises where those article(s) can be clearly visible from the exterior of the Building.
- Any breach of the above, the Landlord has every right to enter the Premises and remove such article(s).
- Tenant is required to pay the Landlord on any expenses incurred.

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ACMV System	Air Supply (Base Built)	Conditioned air will be supplied to the office space via the central Supply Air Duct (SAD) and Return Air Duct (RAD). The ductwork will be completed within the overall Tenant space and come complete with flexible ductwork, VAV boxes, and diffusers.	Refer to AFC Drawings	√	N.A	N.A
	Air Supply (Fit Out)	Tenant shall take over the installed open plan reticulation ductwork and adjust to their requirements in conjunction with their ID design and coordinate with the building Facility Manager, subject to Landlord's approval.		N.A	N.A	√
	Air Balancing (Fit Out)	The Tenant must engage a Qualified Person (QP) to review the overall heat load (air balancing), taking into consideration the solar radiation load, building materials, occupants' activities, sensible heat, latent heat, infiltration and outdoor air requirements for ventilation. Air Balancing certificate to be submitted to Landlord.		N.A	N.A	√
	Chilled Water Incoming Pipe and Valve (if applicable)	Chilled water supply and return pipes (valve and capped) will be provided by the Landlord at chilled water riser for connection, extension and distribution by the Tenant. Chilled water usage arrangements as specified in tenancy agreement.		N.A	√	N.A
	Chilled Water Distribution Pipe and Equipment Within Tenancy (if applicable)	To be installed according to Singapore Standard Mechanical Ventilation and Air-conditioning in Building SS553. Indoor dry bulb temperature to be maintained within the range 24 +/- 1 degrees C.	Consumption requirements will need to be determined for landlord acceptance/ approval.	N.A	N.A	√

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Hydraulics	If 'Attachment B' provides for a Water Point , the following section applies:					
	Water Metering	Application for account opening, Public Utilities Board (PUB) meter installation and supply connection by the Tenant by License Plumbing (LP).		N.A	N.A	√
	Water Incoming Pipe	Capped water pipe provided by the Landlord's water riser for connection and extension by the Tenant.		N.A	N.A	√
		Relocation and scheduled routine maintenance shall be at the Tenant's cost subject to Landlord approval		N.A	√	N.A
	Water Distribution	All water service installation works and submissions are to be by the Tenant, and shall comply with the relevant Singapore Regulations, Standards and Code of Practice.	Tenant to install a water leak sensor in the event where water is drawn from base built into the tenancy	N.A	N.A	√

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Hydraulics	If 'Attachment B' provides for a Floor Trap , the following section applies:					
	Floor Trap, (within tenant unit)	The Landlord to provide coring and pipes at designated points in the unit.	Refer to 'Attachment B' and AFC drawings for location.	√	N.A	N.A
		All water service installation works, modification, additional installations and submissions shall include reticulation required and shall comply with the Singapore Standard CP48: Code of Practice for Water Services and the Public Utilities (Water Supply) Regulations, Code of Practice for Sewerage Sanitary works (Nov 2004) or relevant Regulations where appropriate.		N.A	N.A	√
	Equipment Connected to Floor Trap	All water service installation works and submissions shall comply with the Singapore Standard CP48 Code of Practice for Water Services and the Public Utilities (Water Supply) Regulations, Code of Practice for Sewerage Sanitary works (Nov 2004) or relevant Regulations where appropriate.	Tenant to install a water leak sensor for all water / sewerage discharge from tenancy	N.A	N.A	√

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Fire Safety Work	QP / Authority Submissions	Engagement of the Landlord's Qualified Person (QP) for authority submissions. The Tenant will be responsible for all costs incurred in relation to the submission.		N.A	N.A	√
	Sprinkler (Base Built)	1st and 2nd layers fire sprinklers are provided within the tenancy space based on an open plan design.		√	N.A	N.A
	Sprinkler (Modification)	Sprinkler works must be carried out in accordance with Singapore Standard CP 52: Automatic Fire Sprinkler System and NFPA 13 or relevant Regulations as appropriate. Any alterations, tenant to submit design to landlord's QP for vetting and approval.		N.A	√	N.A
		The Tenant shall engage the Landlord Nominated Contractor to carry out the relocation and modification of the automatic sprinklers to suit the tenant layout according to CP 52.		N.A	√	N.A
	Fire Alarm System (Base Built)	Fire alarm system and zone sub alarm panels within stair cores are provided by the Landlord.		√	N.A	N.A
	Fire Alarm System (Fit Out)	Where additional installations are required they shall comply with SS CP 10: The Installation and Servicing of Electrical Fire Alarm System, or updated Regulations as appropriate. The Tenant connection of kitchen hood suppression system alarm panel to sub-alarm panel (if applicable).		N.A	√	N.A

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Fire Safety Work	Fire Extinguishers (Base Built - Open Plan)	Fire extinguishers shall comply with SS 232: Specifications for Portable Extinguishers, and SS CP 55: 1991 Use and Maintenance of Portable Fire Extinguisher, or updated Regulations as appropriate to be properly labelled.		√	N.A	N.A
	Fire Extinguishers (Fit Out)	Additional installations required above open plan layout shall comply with SS 232: Specifications for Portable Extinguishers, and SS CP 55: 1991 Use and Maintenance of Portable Fire Extinguisher, or updated Regulations as appropriate.		N.A	N.A	√
	Fire Hose Reel (Base Built)	All common area fire hose reels are provided by the Landlord as part of the Base Building and shall cover premises.		√	N.A	N.A
	Fire Hose Reel (Modification)	<ul style="list-style-type: none"> The installation of modifications/ additional hose reels required due to designed layout shall comply with the requirements in SS CP 29: 1998 – Fire Hydrant Systems and Hose Reels, or updated Regulations as appropriate. Any modification, tenant to submit design to Landlord's QP for vetting and approval. 		N.A	√	N.A

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Fire Safety Work	Emergency Voice Communication System (EVCS) (Open Plan)	EVCS are provided by the Landlord as part of the Base Building according to local code. Interfacing override terminal (cut-off) boxes provided by the Landlord, connection to the Tenant AV system by the Tenant.		√	N.A	N.A
	Emergency Voice Communication System (EVCS) (Fit Out)	If tenant has additional room/ partitions that requires additional speaker points, connection to the Building EVCS system by the tenant.		N.A	N.A	√
	Smoke Curtains and/or Fire Shutters in Tenancy (Fit Out)	<ul style="list-style-type: none"> Smoke curtains and/or fire shutters are required at the KOP staircases due to the tenant's layout shall comply with the requirements of local fire code or updated Regulations as appropriate. Tenant to submit design to Landlord's QP for vetting and approval. 	Only applicable if tenant activate the KOP.	N.A	N.A	√
	Smoke Detectors	All common area smoke detectors are provided by the Landlord as part of the Base Building and shall cover premises.		√	N.A	N.A
		Additional Smoke detectors shall be installed by the Tenant where stipulated by the Fire Code or required by the Landlord in accordance with the plans and specifications.		N.A	N.A	√