

PAYA LEBAR QUARTER

DESIGN & FITTING OUT GUIDELINES
(COMMERCIAL SPACES)



VERSION 7
APRIL 2025



Policy Statement Environment, Health and Safety

Asia

Lendlease is committed to operating *Incident & Injury Free* wherever we have a presence, and exploring every opportunity to have a positive impact on the environment in all that we do. We believe it is the personal responsibility of every Lendlease employee to demonstrate the values and behaviours that underpin this commitment, and adopt an uncompromising approach in delivering on our vision to *Create the Best Places*.

Health and Safety

We are committed to proactively work with all stakeholders to make our *Incident & Injury* vision a reality. Our approach to managing health and safety is driven by:

- Commitment and active leadership – we hold ourselves and others to account to our *Incident & Injury Free* vision, values and behaviours and are encouraged to challenge the status quo to improve our risk control strategies.
- Effective governance – we monitor health and safety performance, proactively manage risks and share lessons learned.
- Education and training – we ensure employees receive appropriate training to work safely, and communicate, consult and involve employees and business partners in the ongoing improvement of our health and safety performance.
- Rewards and consequence management – We specify health and safety specific roles and responsibilities in all job descriptions clarifying accountabilities for safe outcomes.
- Active caring – we actively care for our people's physical and mental health and are guided by the Lendlease Health & Wellbeing Framework that aims to empower our employees to enhance their health and wellbeing.

Environment

Lendlease aspires to be a sustainable organisation which goes beyond sustaining the natural environment on which we depend for our commercial activity, to a long-term goal of restoring the environment in which our projects and operations are placed.

- We will employ strategies to prevent pollution and explore every opportunity to have a positive impact on the natural and built environment;
- We will eliminate the release of harmful or toxic emissions into the atmosphere and significantly reduce greenhouse gases from our activities and operations;
- We will protect biodiversity and land quality through the ongoing assessment and management of our impacts and, going further, we will create opportunities to restore degraded environments and ecosystems;
- We will comply with environmental legislation, regulation and other requirements as a minimum;
- We will measure, report and measure our performance against internationally recognised environmental management systems and standards;
- We will continue to improve indoor air quality in the buildings we produce and/or operate;
- We will continue to reduce energy and water consumption by improving the efficiency of energy and water usage;
- We will continue to minimise waste generation and to recover resources within all waste streams for recycling and reuse and divert as much as possible from landfill; and
- We will continue to promote and pursue a holistic approach to the design, delivery and operation of green buildings and green precincts that exceeds best practice through innovation.

Commitment

Lendlease is committed to applying our values and principles of *Incident & Injury Free* and *Sustainability* to all our daily business activities. We will exhibit leadership through the continual improvement of our environment, health and safety performance. We will apply this Policy in compliance with all relevant legislation and other requirements to which we subscribe, and review it annually to ensure it remains effective and aligned with the best practice nature of our business. We believe that the best environmentally sustainable, healthy and safe solution is also the best business solution.

The Lendlease Regional Leadership Team is committed to and responsible for implementing, leading and ensuring compliance with this Policy across the business, and tasks all employees with the personal responsibility to achieve our commitments.

A handwritten signature in black ink, appearing to read "Justin Gabbani".

Justin Gabbani
Chief Executive Officer
Lendlease, Asia

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This Fit-out guide is to be read concurrently with House Rules.

INTRO



This Fit-Out Guide is designed to provide all Tenants of Paya Lebar Quarter (“PLQ”) as well as their appointed Contractors of our minimum obligations required whilst carrying out works within and/or in the vicinity of the property. The works shall include but not limited to fitting out, reinstatement, maintenance and delivery of the leased premises.

Tenants and their authorised occupants must comply with the rules and regulations set by the Landlord, Code(s) of Practice issued by BCA and all relevant authorities, for all renovation/reinstatement works to be carried out in the premises. All statutory requirements are only to be taken as minimum guide. Under circumstances where the Landlord’s requirements exceed that of the authorities, the Landlord requirements shall be adopted.

All fitting out plans is to be approved by the Landlord in writing prior to commencement of the works. The Landlord reserves the right to reject any proposed design that does not comply with the rules set out in this Fit-Out Guide, and to include any additional work procedures as it deems necessary or appropriate to comply with this Guide.

In addition, PLQ is also committed to environmental conservation and the design of the building within the development has been incorporated with many environmentally friendly features as part of the commitment to achieve the Green Mark Platinum Version 2015 certification and Well, the 1st development in Singapore to do so. This will come with many benefits to the occupants of the building such as operational cost savings and a healthier environment. Hence, we require Tenants to adopt the stretch target of the minimum sustainability standards as mentioned in the Attachment C of Lease Agreement in the planning and design of their premises and in carrying out their Fit Out works.

This Fit Out Guide is subject to change from time to time and Tenants are required to comply with the latest version of the Guide in force at the time of the carrying out of the Fit Out Works. Each Tenant shall indemnify the Landlord in respect of the Fit Out Works in accordance with the applicable Lease Agreement between the parties.

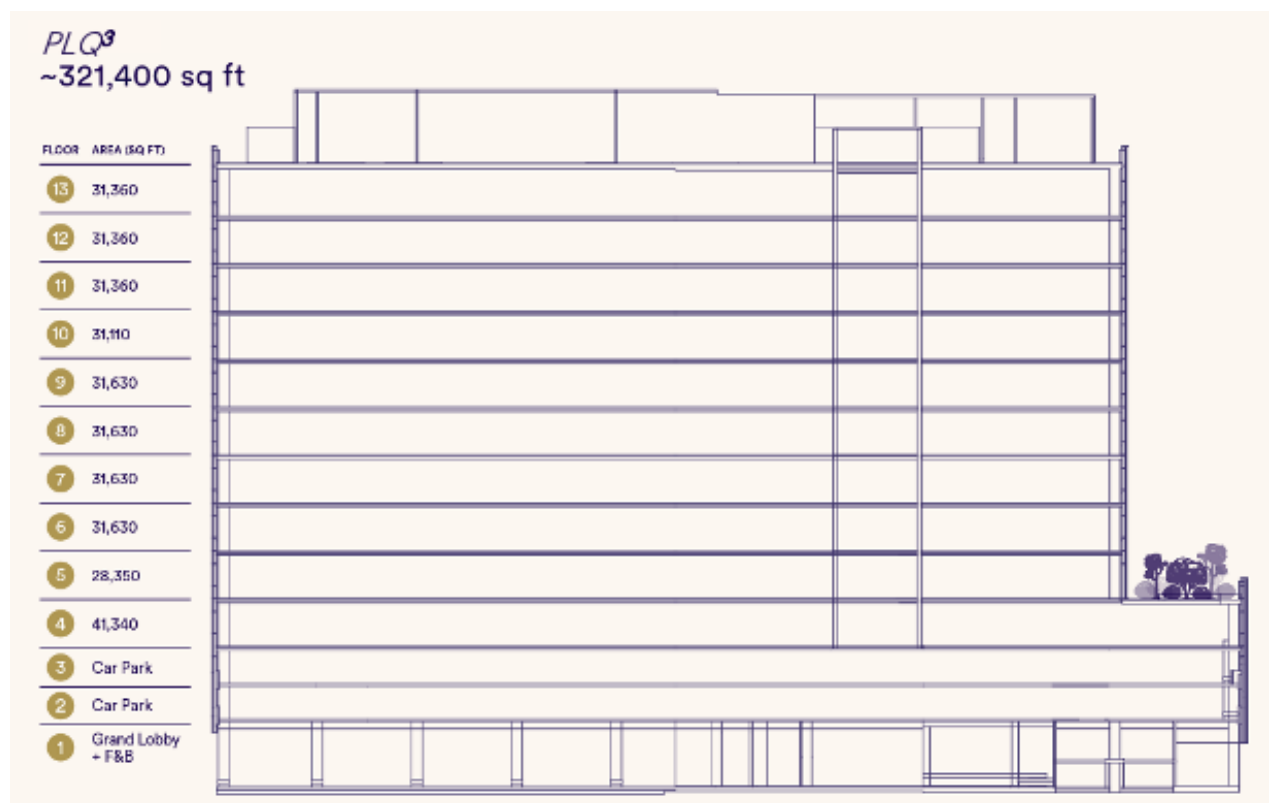
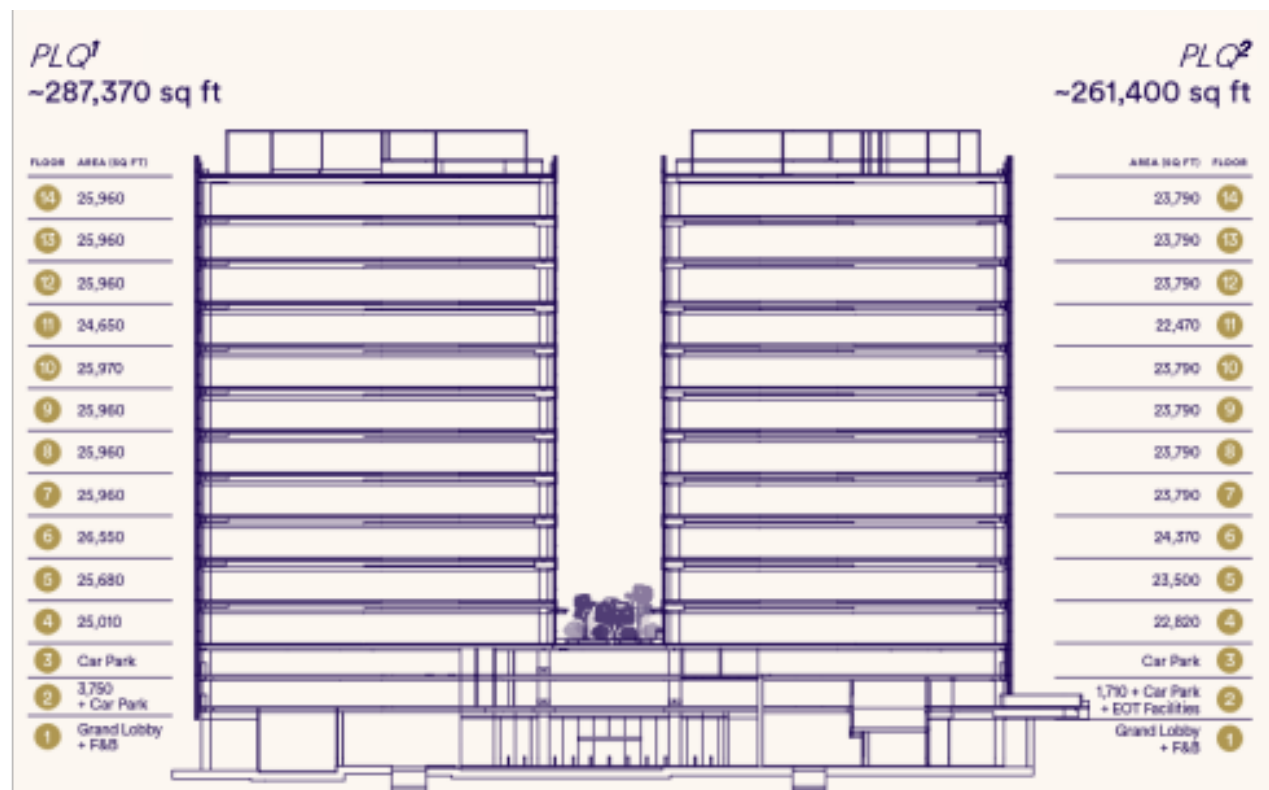
Whilst reasonable care has been used by the Landlord in preparing this Guide, neither the Landlord nor its agents and consultants assume any responsibility under any circumstances for any inaccuracies or omissions in the Guide. Further, neither the Landlord nor its agents and consultants assume any responsibility for any loss, damage or liability of any Tenant arising out of or in connection with or incidental to the Tenant's Fit Out or its use of this Guide.

At all times and under all circumstances, the liability of the Landlord to each Tenant shall be limited in accordance with the applicable Lease Agreement between the parties.

1.1 LOCATION & PREMISES PLAN



1.2 STACKING PLAN



1.3 DEFINITIONS

Terms used herein that are not otherwise defined shall have the same meaning as those in the lease agreement between the Landlord and the Tenant.

“Authorities” means relevant governmental agencies, semi-governmental agencies, statutory or regulatory authorities, including but not limited to the following:

- Building and Construction Authority (BCA)
- Central Building Plan Unit (CBPU)
- City Energy Singapore (City Energy)
- Fire Safety and Shelter Department (FSSD)
- Land Transport Authority (LTA)
- Info-Communications Development Authority (IDA)
- Ministry of Home Affairs (MHA)
- National Environmental Agency (NEA) / Singapore Food Agency (SFA)
- National Parks Board (NParks)
- Public Utilities Board (PUB)
- Singapore Civil Defence Force (SCDF)
- Singapore Land Authority (SLA)
- Singapore Post (SingPost)
- Urban Redevelopment Authority of Singapore (URA)
- Energy Market Authority (EMA)
- Singapore Power Services (SP)
- Ministry of Manpower (MOM)

“Base Building” means the original condition of the Building, i.e. structural and architectural and mechanical, electrical and plumbing for the Building.

“Building” means the whole of the physical structure known as Paya Lebar Quarter situated at 1 Paya Lebar Link Singapore 408533 and 2 Tanjong Katong Road Singapore 437161.

“Centre Management Office” means the building management office in the Building, the location and telephone number of which will be notified by the Landlord to the Tenant from time to time.

“Common Property”

(if the Development is subdivided and registered under the Land Titles (Strata) Act (Cap. 158)) has the same meaning as defined in the Land Titles (Strata) Act (Cap. 158) and includes, but is not limited to, the Limited Common Property, all roads, driveways, walls, carpark, walkways, pavements, passages, entrances, courts, vestibules, halls, toilets, stairways, escalators, elevators and gardens and such other areas, amenities, services, grounds, and conveniences from time to time provided, prescribed, or made available by the Landlord and/or the Management Corporation for the common or general use or benefit of the tenants, customers, employees, invitees and licensees; and

(if the Development is not subdivided and registered under the Land Titles (Strata) Act (Cap. 158)) means such parts of the Development which would reasonably be treated as common parts of the Development for common use or benefit if the Development had been subdivided and registered under the Land Titles (Strata) Act (Cap. 158).

“Development” means the development known as “Paya Lebar Quarter” and comprising a retail mall located at 10 Paya Lebar Road Singapore 409057, three (3) residential blocks with a clubhouse/management office located at 2, 4, 6 and 8 Paya Lebar Road Singapore 409053, 409054, 409055 and 409056 respectively, and the Office Buildings. The Development shall also comprise a management corporation and three (3) subsidiary management corporations.

“Fit Out Guide” means the printed guidelines issued by the Landlord and/or the Management Corporation (as amended from time to time), a copy of which will be made available for inspection at the Landlord’s office prior to the commencement of the Fit Out Period.

“Fit Out Deposit” means the amount specified in Lease Agreement.

“Fit Out Period” means the period specified in Lease Agreement.

“Fit Out Works” means the design, procurement, installation and construction of the interior fit out or related works to be carried out by or on behalf of the Tenant, at the Tenant’s own cost and expense, in connection with its use and enjoyment of the Premises.

“Global Minimum Requirement” or “GMR” means set of standards designed by Landlord to manage risk on the projects, where special attention should be placed towards the Safe Work Method Statement section.

“Landlord” means Roma Central Pte. Ltd. (Registration No.: 201505291W) and includes its successors-in-title and permitted assigns.

“Landlord’s Nominated Contractor” means a contractor or consultant who is nominated by the Landlord as the contractor or consultant authorised to perform particular types of work in the Building. A list of such contractors and the types of work for which they are authorised is shown on the attached Nominated Contractors Schedule. The Landlord may revoke or amend such nomination, at any time.

“Landlord’s Qualified Persons” means the architect, structural engineer, mechanical and electrical engineer, quantity surveyor and any other designated consultant nominated by the Landlord for the development of the Building.

“Lease Agreement” means the lease agreement between the Landlord and Tenant including all schedules, attachments and appendices and any instruments instrumental to it, as amended from time to time in accordance with its terms.

“Licensed Electrical Worker” or “LEW” means an electrical Contractor authorised to perform electrical works in Singapore.

“Office Buildings” means the three (3) office blocks located at 1 Paya Lebar Link Singapore 408533 and 2 Tanjong Katong Road Singapore 437161, the Limited Common Property and all other adjacent areas in respect of which the use and enjoyment of which is appurtenant to the Office Buildings, and where applicable, shall include the Building.

“Design Manager (DM)” means Landlord’s representative in the Fit Out process and will be your point of contact during your tenancy design stage to review your design submissions, and provide design approval. The DM will liaise between all the parties involved: with you, your office designer, external consultants and office management to make sure that everything proceeds smoothly and properly. Your DM will be your main point of contact upon signing of the lease.

“MCST” means the management corporation constituted or to be constituted for the Development under the Land Titles (Strata) Act (Cap. 158), and where applicable, shall include the Subsidiary Management Corporation (Office).

“Month” means calendar month.

“Premises” means the physical space described in Schedule 1 of Lease Agreement, the boundaries and location of which are shown in Attachment A of Lease Agreement, excluding the exterior faces of external walls (but including any external plate glass / glass walls or façade), the exterior faces of boundary walls and the roof, but including the interior, the flooring, interior plaster or other surface material or rendering on walls and ceilings, pillars, columns, internal partitions, projections, any fixtures therein (except fixtures which are part of the Common Property), all doors and/or perimeter doors leading to the Premises, railings, timber decks, planter boxes, windows, plate glass / glass (including any external plate glass / glass walls or façade), locks, fastenings, installations and fittings for light, exit lights and power and the Utilities Conduits within and serving the Premises.

“Registered Inspector” or “RI” means a person who is registered under the Fire Safety Act to be qualified and competent to inspect fire safety works in buildings to ascertain the degree of compliance of Mechanical and Engineering (M&E) including fire safety requirements.

“Sub MCST” means the subsidiary management corporation constituted or to be constituted for the Limited Common Property for the Office Buildings

“Sustainability Advisor” means Landlord’s representative who is responsible to provide advice and approval on the sustainability matters during the Fit Out process.

“Tenant” means a Tenant of Premises in the Office Buildings and includes, if the Tenant is an individual, his personal representatives and permitted assigns, or if the Tenant is a company or a corporation, its successors-in-title and permitted assigns.

“Tenant’s Appointed Contractors/Consultants” means a contractor or consultant engaged by the Tenant and approved in writing by the Landlord. The Landlord may revoke such approval at any time.

“Tenant’s Design Proposals” means plans and specifications prepared by the Tenant for his proposed Fit Out or alterations in the Premises for review by the Landlord under Clause 4.2.

“Tenant’s Qualified Persons” refers to the architect, structural engineer, mechanical and electrical engineer, quantity surveyor and any other designated consultants engaged by the Tenant for the Tenant’s Fit Out works.

“House Rules” means the set of obligations that tenant is to follow during the lease term of their premises. Inclusive of fitting out and reinstatement period.

“Working Day” means a period of 24 hours starting at midnight (Singapore time) being a day, other than a Public Holiday, Saturday or Sunday, on which commercial banks are open for business in Singapore.

2. KEY CONTACTS



Building
Owner/MCST/MA

Landlord "Roma Central Pte Ltd" &
"The Management Corporation –
Strata Title Plan No. 4771" & "The
Subsidiary Management
Corporation No. 2 – Strata Title Plan
No. 4771" and its Managing
agent "Lendlease Retail Pte Ltd"



Building
Technician On Duty

8366 2020



Building License
Electrical Worker
(LEW)

Eco Explore Pte Ltd
Mr. Daniel Chan
9682 7110



Building Qualified
Person (QP)

L&L Engineering Pte. Ltd.
Mr. Lee Nang Sin
6734 8727 / 8781 8144
JL-Tech Engineering Pte. Ltd.
Mr. Liew Jason
9825 8181
Uniquefire Pte. Ltd.
Mr. Lian Kan Seng
6570 0025 / 9749 9772



NC for Fire
Protection, Alarm and
Call Point

Chubb
Mr. Edmund Poh
9430 3937



NC for EVCS
"Emergency Voice
Comm. System"

DNA Engineering Pte. Ltd.
www.dna.com.sg



NC for VAV
Programing and
Calibration

Kaer Pte. Ltd.
Mr. Govindaraj Sunderraj "Raj"
6735 5640 / 9239 2324



NC for CAS
"Common Antenna
System"

Comba Telecom Pte. Ltd.
Mr. Edmund Tang
9746 5540



NC for Outdoor
Signages

Crimsign Graphics Pte. Ltd.
Mr. Md. Razali Ali
6745 5012 / 9729 4863



NC for Skid bins

Boon Poh Refuse Disposal Pte Ltd
Ms. Li Bin
6284 3282



Opening of Electrical
Account and
Metering

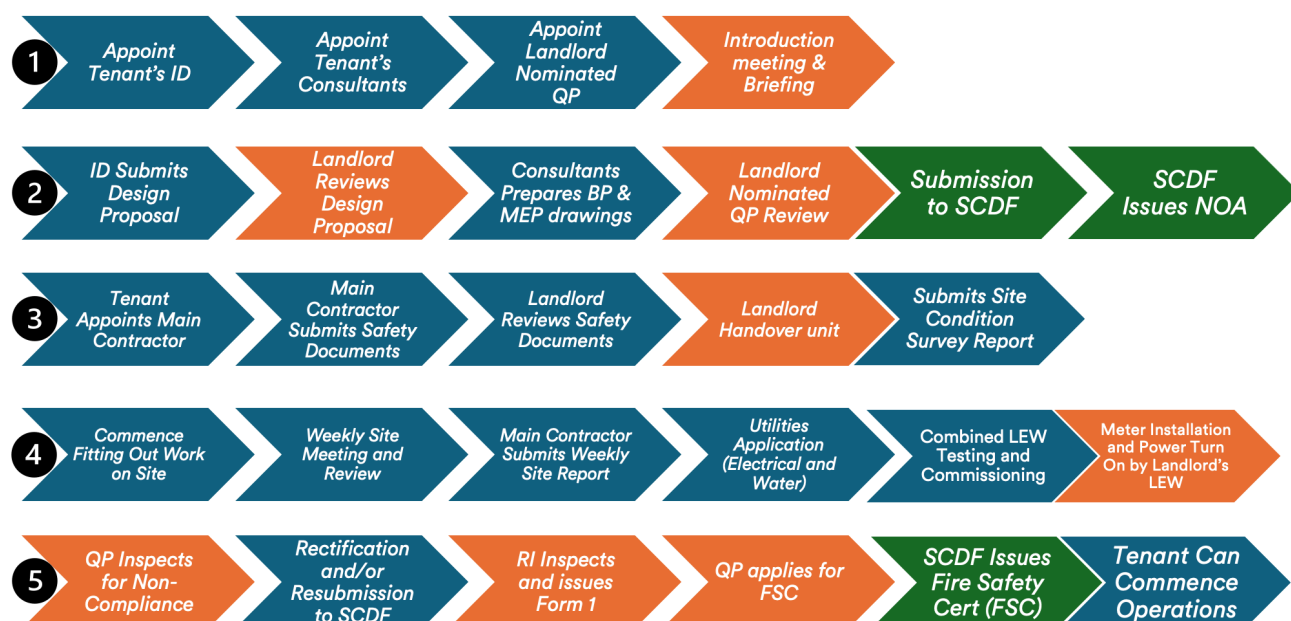
C&W Services (S) Pte. Ltd.
Ms. Jasmine Ong
6248 3055



Opening of
Water Account
and Metering

SP Services
www.spgroup.com.sg

3. DELIVERY PROCESS



**Orange denotes Landlord's involvement and Green denotes Authorities Process.*

The flow-charts and information provided in this section is indicative of the tenancy delivery process and may vary from tenancy to tenancy.

The information is provided as a reference for the Tenant and is not intended to be the final and binding process that will be followed for every tenancy delivery.

The Landlord may change the tenancy delivery process from time to time without prior notice.

STAGE ONE: APPOINTMENT AND INTRODUCTION BRIEFING

APPOINTMENT OF QPS & CONSULTANTS.

The Tenant shall, at its cost and expense, appoint its own Qualified Person for all required consultancy works, plan endorsements, and other matters required by the Landlord relating to the Fit Out Works and ensure that the Fit Out Works are carried out in accordance with the Tenant's Design Proposals as approved by the Landlord.

The Tenant must, at its cost and expense, appoint the Landlord approved Qualified Person to vet and submit all proposed plans of the Fit Out Works, including submissions to the relevant Authorities and obtain a notice of approval (NOA) before any Fit Out Works can be allowed to commence. Similarly, the appointment of the project RI is required for the inspection and approval to obtain fire safety certificate (FSC) from the authorities prior to occupation of the office.

As various warranties and performance criteria are established and registered for Base Building, prior to the expiry of all such warranties, any modifications and alterations to the existing systems are to be reviewed, approved and supervised by the Landlord's Qualified Person and carried out by the respective Landlord's Nominated Contractors. Instances of such works include, but are not limited to, the modification and alteration to the building structure, plumbing and sanitary system, fire protection systems, electrical systems, air-conditioning systems, water proofing systems, and any other engineering or M&E systems, and for any other works deemed necessary by the Landlord.

APPOINTMENT OF LANDLORD'S NOMINATED CONTRACTOR (NC).

The Tenant is to engage directly with the respective Landlord's Nominated Contractors for these works and shall bear all costs and expenses thereto. The Landlord may, at its sole discretion, allow the Tenant to use the Tenant's Appointed Contractors / Consultants for such works on a case to case basis upon when a formal written request is submitted by the tenant.

APPOINTMENT OF TENANT'S FITTING OUT CONTRACTOR.

It is Tenant's responsibility to obtain all quotations and tenders, understand their terms and conditions before the appointment of Tenant's Fitting out Contractor. Carefully consider their

compliance with Building and Construction Authority (BCA) and Ministry of Manpower (MOM) prevailing requirements and/or regulations. Review their understanding with Landlord's Safety requirement (GMRs) and verify if they are awarded the minimum Bizsafe Level 3 qualification.

INTRODUCTION BRIEFING.

During the Introduction Briefing, the tenant will be issued a OneDrive link to the following documents.

Fit Out Guide (This Document)

Tenancy Plans

Property House-Rules

Landlord's Global Minimum Requirements (GMRs)

Forms

Stage	Form	
ONE	A	Contact Information
	B	Critical Dates
TWO	C	Submittal transmittal for design package
THREE	D	Lendlease's Permit to Work and Safe Work Method Statement.
	E	Pre Fit Out Inspection Report
FIVE	F	As Built Package Submission
	G	Refund of Fit Out Deposit

The same OneDrive link will be used for future submissions and project achieves. The tenant will not be able to share the link, however additional access can be granted upon tenant request.

STAGE TWO: DETAILED DESIGN & DRAWINGS

TENANT'S DESIGN PROPOSALS.

The Tenant shall upload onto the provided OneDrive link the Tenant's Design Proposals for approval by the Landlord. The Landlord may give its approval subject to conditions which must be strictly observed. The Tenant is responsible at its own cost for making any necessary submissions to the relevant government authorities and securing all required approvals from such government authorities before commencing any works. Tenant is to take note that Tenant's Design must not in any way jeopardise the Base Building Design Performance.

CONSIDERATIONS.

Sufficient time must be allowed by the Tenant for the Landlord to consider the Tenant's Design Proposals, especially those which may involve communications with the Landlord's respective Qualified Persons or the relevant government authorities. No works can commence before such approval is given by the Landlord and the necessary approvals are obtained from such government authorities.

REVIEW OF TENANT'S DESIGN PROPOSALS.

Landlord requires at least 14 working days to review Tenant's Design Proposals. If the Tenant's Design Proposals include unusual features a longer period will be required for a more detailed review and evaluation. Upon clearance of checklist, at the cost of the Tenant, the DM shall seek advice from the Landlord's respective Qualified Persons on the Tenant's Design Proposals.

STATUTORY SUBMISSION AND APPROVALS.

The Tenant must appoint Landlord's Qualified Persons to review all plans and undertake all submissions and applications to the government authorities, on behalf of the Tenant. The Tenant must not attempt to appoint any other person to undertake the duties of QP submissions. When there is a need, the Landlord shall be entitled to engage the Landlord's Qualified Persons for the purpose of reviewing and approving the proposed submissions and for the purpose of supervising all works carried out by the Tenant while ensuring the Tenant Design Proposals do not in their view adversely affect the Building or its systems at Tenant's cost. The Tenant must only carry out its Fit Out Works in accordance with the drawings as per SCDF's NOA. Please refer to the Key Contacts List for the details of Landlord's Qualified Persons.

APPROVAL OF TENANT DESIGN PROPOSALS.

The Landlord reserves the right to amend the design even after the approval of the design or based on actual site conditions, if it is found that the design violates any laws, regulations or requirements of the relevant Authorities or in Landlord's view, they are incompatible with the total concept of the Building. The Tenant shall be responsible for any design change requested by the Landlord and costs involved will be borne by the Tenant. Upon approval, the approved set of drawings will be uploaded onto OneDrive as the control drawings.

SUBSEQUENT TENANT DESIGN MODIFICATIONS & PROPOSALS.

All works shall be carried out in accordance with the approved Tenant's Design Proposals. Any additional works or variations must be the subject of further Tenant's Design Proposals to be first approved by the Landlord. There may also be a requirement for a re-submission to the QP's for reassessment. Tenant is liable for any cost resulting from any re-submission.

DELAYS.

For the avoidance of doubt, any delays caused by the need to comply with any condition or requirement or the need to make any representation for approval will not entitle the Tenant to any abatement of rent or extension of any Fit Out Period.

STAGE THREE: PRE-FITTING OUT

SAFETY DOCUMENTS.

It is the responsible of the tenant and their appointed contractor to collate and submit the Lendlease permit to work (PTW), safe work method statement (SWMS), public liability insurance and worker namelist to the DM for review and approval 2 weeks prior to the commencement of any work on site.

RISK ASSESSMENT.

RA is the process of identifying, evaluating and controlling risks at the workplace. Your workplace must conduct regular risk assessments to identify the source of risks.

RA TEAM.

The Workplace Safety and Health (Risk Management) regulations state that employers, self-employed persons and principals (including contractors and sub-contractors) are responsible for identifying safety and health hazards at workplaces and taking measures to eliminate or reduce the risks. The risk assessment team should consist a minimum of 3 competent personnel. They must be able to demonstrate an understanding of the process, the hazard and risk, and the activity that forms the risk. The approving person must be impartial and not be from within the RA team.

COMMUNICATIONS.

Prior to the submission of your safety documents, please ensure that all your workers are aware of the safety methodology as communicated in the SWMS by the RA team.

SITE INDUCTION AND BRIEFING.

Landlord's Representative will arrange a safety induction for all Tenants' Appointed Contractor/Consultants prior to commencement any Fit Out on site. Frequent safety meetings should be conducted as an avenue to share and raise concerns.

WORKERS REGISTRATION.

All workers are required to be registered into the system and verified before they can sign in/out daily at the automated kiosk with their ID issued by the Singapore Government.

INSURANCES.

The Tenant shall, at its cost and expense, take up the following insurance policies in respect of the Fit Out Works;

1. Workers Compensation;
2. Contractor All Risk insurance against claims for personal injury, death or property damage or loss, arising out of all operations of the Tenant in the Premises in joint names of Landlord and its authorised representatives (Roma Central Pte Ltd, The Management Corporation – Strata Title Plan No. 4771, The Subsidiary Management Corporation No.2 – Strata Title Plan No. 4771 & Lendlease Retail Pte. Ltd. as M.A.), for any one occurrence or series of occurrences (the number of which shall not be limited) arising out of one event and with no limit or restriction on the number of claims that may be made or occurrences for which claims may be made. Unless otherwise specified per tenant's Lease Agreement, insurance shall cover three (3) parties, Landlord, Tenant and Tenant Contractors. The policy shall include:
 - Cross Liability Clause;
 - Waiver of subrogation against the Landlord and its authorised representatives; and
 - Maintenance of Policy after termination of Contract
 - Deductibles and self-insured retentions
 - Extensions to plants, tools and equipment is brought into the Premises as well as plate glass as required
 - A provision that the liability of the insurer to pay under the policy is not affected by the act, default, omission or negligence of any party to that policy (whether such party is a co-insured or additional insured).
 - The limits of liability are as follows:-
 - A. S\$2 million per incident, if the Premises Area is 3000 sq. ft. or less
 - B. S\$5 million per incident, if the Premises Area is 3001 sq. ft. onwards
3. Professional Indemnity (for Non-Interior Designer), i.e. M&E, etc.
4. Any other insurance policy which the Landlord may deem necessary

The policies must be purchased from the licensed insurers rated by S&P/AM Best or similar rating from other security rating agency.

A certified true copy of each of the above policies shall be furnished to the Landlord before the commencement of the Fit Out Works.

FIT OUT DEPOSIT.

Prior to taking possession of the Premises for the commencement of any Fit Out Works, the Tenant is required to place with the Landlord a Fit Out deposit (by way of cashier's order or cheque issued in favour of "Roma Central Pte Ltd") as security for making good any damage to the Premises and/or the Building, removal of all waste materials and debris arising from the Fit Out Works and the due performance and observance by the Tenant and the Tenant's Appointed Contractors/ Consultants of the provisions of this Fit-Out Guide, the Lease documents, Licences (if any) and all applicable laws, regulations and requirements in connection with the Fit Out Works.

The Landlord shall apply the Fit Out Deposit towards; inter alia, the following costs: Repair or replacement of any part of the Building required as a result of the Fit Out Works and removal of all waste materials and debris arising from the Fit Out Works; and for remedy of any breach by the Tenant/representative/contractors etc. of its obligations in connection with the Fit Out Works as set out in this Tenant's Guide and the Lease documents.

Subject to any deduction to be made by the Landlord pursuant to this Fit Out Guide and the Lease documents, the Landlord shall refund the Fit Out Deposit (free of interest) to the Tenant within two (2) months upon received of Tenant submission of the Refund of Fit Out Deposit form (Form G), subject to the following being met:

- The Landlord being satisfied that all the Fit Out Works are completed in accordance with the conditions of this Fit Out Guide, the Lease documents, Licenses (if any), and all applicable laws, regulations and requirements;
- The Tenant's submission to the Landlord, in accordance with this Fit Out Guide of "As-Built" plans in hard and soft copies (including M&E, architectural and structural plans and drawings) duly endorsed by the Tenant and the relevant Qualified Persons / contractors / consultants together with copies of Fire Safety Certificates (where applicable) issued by the Singapore Civil Defence Force ("SCDF"), and all acknowledgement / clearance / permits / approvals issued by the Building and Construction Authority ("BCA") and any other relevant authority, and other items as required under Form G; and
- Having obtained clearances for the joint inspection of completed Fit Out Works inspection .

SITE POSSESSION.

The Landlord will schedule a handover timing with the tenant approximately 14 days (or other period if specified in the lease agreement) before physical handover of the premises. Followings need to be completed by Tenant before the physical handover:

- All Fit Out deposit and any outstanding charges are paid in full
- All approvals received for drawings package & GLC Tracker
- All approvals for variation works and costs are received and paid
- Fit out program approved
- All documents well received in complete set by DM
- Safety induction and workers registration documents submitted
- All relevant copies of certification required.

SITE CONDITION SURVEY.

The Tenant is required to conduct a site condition survey of all the affected areas and submit a report to the Landlord within one (1) week after the handover of the Premises or before commencement of work on site using Form FO4 (reformat form to align with handover form) (Pre-Fit Out Inspection Form). Any unlisted defects or damages discovered after the commencement of the Fit Out Works shall be deemed to be caused by the Fit Out Works and the Tenant shall be fully liable to reinstate such defects/irregularities at its cost and expense.

APPROVAL TO COMMENCE FIT OUT WORKS.

Permission to commence Fit Out Works is subject to the endorsement and approval of Permit to work (PTW) by the Landlord. The completed form including all relevant information and authorities' approval therein shall be kept on the job site for reference. A copy of the PTW is to be displayed at the entrance to the job site.

STAGE FOUR: FITTING OUT

DURING THE FITTING OUT PERIOD.

During Fit Out, Tenant and Tenant's Appointed Contractors/ Consultants are to abide by all requirements and conditions set out in PLQ House-Rules whichever applicable.

DAMAGES TO COMMON PROPERTIES.

Any damage to the common properties during the Fit Out period will be rectified by Tenant at Tenant's cost, and the DM will carry out site visits during Fit Out period to ensure all practices are being adhered to and the Fit Out is being constructed in accordance with the approved drawings.

FACTORY PERMIT.

Per 1st April 2019 MOM circular, factory permit is required for certain of works (i.e. slab cutting). Tenant is to responsible to apply and obtain their factory permit if the work scope requires.

WEEKLY SITE MEETINGS.

A weekly recurring site meeting is essential for facilitating communication across the project team, as well as to identify and address project-related issues and maintain good progress. Furthermore, each site meeting is to be followed by a site walkthrough in order to observe safety practices, standards of quality and assessing the quality of the current workmanship. Confirm availability of the landlord's representative when setting up meetings.

SUPERVISION REPORTS.

The Tenant is obligated to perform regular supervisory inspections and to produce a comprehensive inspection report. This report is to be used both for internal progress tracking and disseminated externally to the building management and appointed Qualified Persons (QPs) for their records. Said report shall contain a detailed schedule, a photographic progress report of work carried out for the preceding week, and a summary of work to be conducted in the subsequent week. The engagement of a Clerk of Works (COW) may be deemed necessary for specific projects to directly witness and monitor works.

UTILITIES APPLICATION.

Tenant is responsible for contacting the Utilities and Services suppliers to ensure installation of equipment and connections within Premises. Only the Landlord's nominated power retailer is to be used, the electrical meter is rented from the nominated retailer. The landlord holds the prerogative to review the nominated retailer. Singapore's National Water Agency (PUB) manages the supply of water in Singapore. PUB will provide the water meter.

WORKING HOURS.

To maintain a safe and conducive working environment for all occupants, material deliveries and site work are not permitted during office hours: 0700hrs to 1959hrs.

MATERIAL AND LOGISTICAL DELIVERY.

All deliveries are to be executed by means of the designated loading bay and subsequently through the cargo lifts *during working hours*. The use of passenger lifts for the transport or conveyance of any materials, regardless of size or weight, is expressly prohibited under any circumstances.

It is required that protection be installed along all common areas of the delivery route. This protection is to be removed at the end of each day. *Additionally, the general area must be cleaned.*

Materials must be immediately attended to after being dropped off from the delivery vehicle.

If a crane is required for offloading during a delivery, a pre-approved lifting permit must be submitted.

Due to the limited spatial capacity of the loading bay, access is granted strictly on a first-come, first-served basis. Each delivery is restricted to a maximum duration of one hour, except in circumstances where the loading bay is not required by any other deliveries.

SKID BINS.

If a skid bin is required, the tenant must engage the services of the building's designated skid bin vendor. Placement of skid bins is permitted during the night and must be removed by 0600hrs the next day.

STAGE FIVE: INSPECTIONS & COMPLETION

QUALIFIED PERSON (QP) INSPECTIONS.

The QPs are responsible for a variety of inspections throughout the project. They are to ensure building works are completed in accordance with the approved plans and accordance with the provisions of the Building Control Regulations, the Building Control Act, Fire Safety Act and any other written law pertaining to buildings construction for the time being in force. The QP is also responsible for the review of any regulated fire safety products installation certificate (FSC02).

RI'S INSPECTIONS.

Upon completion of building works, a Registered Inspector (RI) inspection is required to assess the fire safety components against fire safety regulations for compliance. No ongoing work is permitted during this inspection. If the RI is satisfied with the works, they will issue an inspection report, "Form 1," as part of the Fire Safety Certificate (FSC) application. The issuance of "Form 2," which indicates satisfactory completion with minor deviations, is not permitted; only "Form 1" is acceptable.

JOINT INSPECTIONS.

Following the demobilisation of the main workforce, the tenant must schedule a physical joint inspection with the building management. This inspection will cover any additional metering, airflow balancing, EVCS performance, damages, cleanliness.

MOVING IN AND OCCUPANCY.

Upon the issuance of FSC, the process of allowing office occupants into the premise can take place. To ensure a safe and conducive working environment is maintained for all occupants. Deliveries by movers are not allowed during office hours. Monday - Friday 0700hrs to 1900hrs, Sat 0700hrs till 1300hrs.

ORIENTATIONS.

Contact the FCC to schedule an orientation session of emergency procedures and safety briefing for appointed representatives of the occupants.

REFUND OF FIT OUT DEPOSIT.

The fit-out deposit shall be refunded once the Landlord has determined that all fit-out works have been completed and fully adhere to the requirements set forth in this Fit-Out Guide, the Lease documents, any relevant Licenses, and all applicable laws, regulations and standards.

To initiate this process, the tenant must upload their As-Built drawings and reports accompanied by Form F, onto the Onedrive Link provided.

4.DESIGN & STRUCTURAL GUIDELINES

INTERIOR DESIGN.

The tenant's interior design must adhere to the standards expected of a Grade A commercial complex and be of high-quality. Ceiling, wall and floor finishes, lighting, fixtures and fittings must all be selected to reflect this. If deemed necessary, samples of all materials must be made available for the Landlord's approval before the commencement of works.

SIGNAGE AND LOGOS.

The name of the Tenant (as approved by the Landlord) may be displayed only at the entrances to the Premises and such other places (if any) as may be designated by the Landlord. Logos will not be permitted in or on Building outside of the tenant's premises.

FINISHES AND COLOURS.

The finishes and colours provided for the columns facing the external façade are to remain as provided.

ELEMENTS IN VIEW.

Any additional elements in view from the exterior along the perimeter to match the colour of the columns to maintain the consistency of the external appearance of the building.

WORKPLACE SAFETY AND HEALTH.

The Tenant shall take every reasonable precaution to ensure the safety of the Premises and or any other person at the work areas or in the vicinity of the work areas whilst the Fit Out Works are carried out. Warning and/or Caution Signs (if required) are to be prominently displayed at the work area and the area shall be cordoned off whilst the works are being carried out.

The Tenant shall at all times observe and comply with all prevailing laws and regulations including under the Workplace Safety and Health (Registration of Factories Regulations 2010) and shall bear all costs and expenses for and associated with complying with the provisions of or conforming with any standard or requirement imposed by such laws and regulations.

For the avoidance of doubt, the Tenant's Appointed Contractors/Consultants shall indemnify the Landlord against any claim, damage, loss or expense due to or resulting from any breach of statutory duties and/or duties under law (including the Workplace Safety and Health Act 2008 and all its subsidiary legislations) by the Contractor and/or his employees or agents/subcontractors.

INTER-TENANCY PARTITION.

Inter-tenancy walls are provided by the Landlord and define the boundaries of your tenancy. These walls are generally built to meet fire code regulations. Tenants are strictly prohibited from attaching or supporting any structures to these walls without explicit permission from the Landlord. Furthermore, cutting or chasing into the wall for concealing services or reinforcing structures is not allowed.

TENANT'S PARTITIONS.

In general internal partitions should not be constructed above the false ceiling line except for partition structural support elements which must be non- combustible

- Where the Tenant requires full height partitions for special use areas, the Tenant must allow for transfer air ducts and silencers to maintain air-conditioning return air plenum paths for circulation and thermostat reading.
- Fire protection works must not be affected.
- Partitions must not abut against the window glass at the perimeter wall system. Partitions must finish to window wall mullion or to column
- Fixed furniture and other fixtures must provide a clearance of at least 600 mm from the window wall mullion to facilitate repairs, cleaning and maintenance of the window wall or light fitting

- Tenants shall not place high partitions or cabinets that will block the window glass in receiving natural light, or for any other purpose whatsoever

Note - Under no circumstances must any fixtures or fittings, attachments or holes be placed or made in any part of the component of the perimeter wall system including the mullions, transoms or spandrel area.

The Tenant must ensure that all internal partitions are in full compliance with all relevant authorities and statutory requirements, particularly those concerning fire safety.

RE-ENTRY FLOORS.

The re-entry floors of the Building are on levels 4 and 11 for PLQ¹ and PLQ² and levels 5 and 10 for PLQ³. All corridors and staircases shall be kept free of any obstructions at all times to ensure safe movement of personnel and allow egress/evacuation in the case of emergencies.

DOORS.

For safety reasons, all doors and main entrance doors, including fire escape doors, are not permitted to open outwards, encroaching into common areas like corridors or lobbies. Outward-opening doors must be recessed within the Premises according to plans submitted and approved by the relevant authorities through the Landlord's QP.

Should a glass door be used as the main entrance, it must be constructed with tempered glass. The Tenant is required to obtain the Landlord's prior approval for the installation of any entrance doors. The approval request must be accompanied by the design drawings and specifications of the doors.

The Tenant is responsible for restoring the entrance to its original state upon vacating the Premises.

ACCESS.

The Tenant is obligated to provide the Landlord with unobstructed access to its equipment at all times. The Fit-Out Works must therefore be designed and executed with this requirement in mind. Access to the Landlord's equipment within false ceilings, pipe ducts, meter rooms, and mechanical rooms must be ensured through the provision of suitably sized access panels, doors, access corridors, or sufficient access space.

ACCESS TO RISER AND SERVICES ROOMS.

Where access points to dedicated Tenant's and/or Landlord's risers and/or services rooms located within the Premises, the Tenant must not build fixtures or enclosures along the ends of the building cores, or otherwise fitted out the Premises so that access to such risers is in any way obstructed or restricted. Access to the risers shall not be obstructed at any time and storage along passageways/corridors is not permitted.

FIRE FIGHTING ACCESS.

Designated Fire Fighting Access on the exterior curtain wall system (marked with a red triangle) must not be obstructed by the Tenant's walls, fixtures, furniture or equipment, as per defined in the fire safety code.

CEILING SYSTEMS.

The ceiling systems installed by the Tenant and all materials used above the false ceiling line must be non-combustible and all electrical wiring must be installed in metal ducting, conduit or trunking. The Tenant's ceiling system must follow the alignment of the Building planning grids. The alignment and arrangement of the perimeter bulkhead including the interface with the exterior cladding and blind recess must be provided in accordance with the base building details including the perimeter lighting which shall not be replaced with other light fittings by the Tenant. The Tenant must ensure that the ceiling system comply with the relevant Authorities and Statutory requirements.

CEILING ACCESS PANELS.

Where false ceilings are installed, minimum 600 mm X 600 mm ceiling access panels should be provided. These are to allow for access to the M&E services in the ceiling space.

The location of these access panels shall be determined by the Landlord and if the Tenant fails to provide such access as instructed, the Landlord will arrange for the access to be created by their own contractor and any cost incurred thereof shall be recovered from the Tenant accordingly.

FLOOR LOADINGS.

The standard allowable imposed (live) typical office floor loading is 3.5kN/m² and 7.0kN/m² for the compactus area. Heavy equipment such as safes, vaults or mobile file cabinets etc., must not be installed in the Premises without the Landlord's prior approval.

In the event that such need arises, Tenant shall engage the Landlord's Qualified Person (Structural) at its cost and expense to determine the loading capabilities and submit the report from the Qualified Person (with endorsement) to the Landlord for approval.

STRUCTURAL ALTERATIONS.

Any alterations to the structure of the Building (including, but not limited to, the provision of inter-connecting stairs, changes to the design floor loading, modifications to structural member sizes or dimensions, requirement of additional structural members or load spreading devices) require the approval from the relevant authorities, in addition to the approval of the Landlord.

The submission must be made to the Authorities at the cost of the Tenant by the Landlord's Qualified Persons. As part of the fit out, the Tenant must allow sufficient time for vetting and submission of all drawing plans to government authorities for approvals. Any cost and time risk associated with authority approvals will be borne by the Tenant.

KNOCK-OUT PANELS.

In the event that inter-floor access is required by the Tenant, one (1) knock out panel per floor have been pre-designed at a specific location. Prior approval from the Landlord's Qualified Persons and Authorities are required before commencement of such demolition and any installation / construction works are carried out. The works can only be done Post-TOP.

All costs associated with the Landlord's Qualified Persons endorsement shall be borne by the Tenant including submission to all relevant authorities. Structural scanning must also be conducted prior to any coring activity in order to avoid or minimise cutting any Post-Tension slab.

The Tenant shall, at its own cost and expenses, appoint the Landlord's Qualified Persons to certify that all reinstated works are structurally safe and sound. The Tenant is responsible for restoring all floor slabs to their original conditions prior to yielding up the Premises to the Landlord upon the termination or earlier expiry of the Premises.

SECURITY & ALARM SYSTEMS.

All security and alarm systems must be installed in a manner that conceals them from view outside the Premises, unless explicit prior authorisation is granted by the Landlord.

THERMAL FILMS.

PLQ's Building Facade is designed with envelope thermal transfer value (ETTV) and shading coefficient (SC) provisions, compliant with Green Mark Platinum standards.

Installation of thermal films on the building's perimeter fixed glass and window panels is not allowed.

WINDOW COVERINGS.

It is the tenant's responsibility to seek approval from the Landlord or their authorised personnel before installing any blinds. This request for approval must be accompanied by a brochure and sample that clearly illustrates the colour, shade and manner of installation.

5.MEP GUIDELINES

ELECTRICAL

ADDITIONAL DIGITAL ELECTRICAL METERING.

The Landlord shall require the Tenant to install and maintain additional electricity meters to measure and record separately the electricity consumption of their lighting load, power load and any special use within the Premises that requires higher electrical power than the typical office premises (e.g. Data Centre, Server Rooms, Trading Rooms, etc.).

Such meters are to be linked to the Landlord's Integrated Building Management System (IBMS) for monitor and tracking for the purpose of sustainability program(s) (i.e. Green Mark certification etc.). All costs to be borne by the Tenant.

UNINTERRUPTIBLE POWER SUPPLY SYSTEMS (UPS).

The Landlord does not provide e-source provision. The Tenant should provide any UPS system, it may require however full details of the system must be first vetted and approved by the Landlord's Qualified Person.

TENANT LIGHTING.

It is mandatory for each area to be separately switched so that electricity is only consumed when areas are occupied. Tenant is also required to maintain a lighting budget designed at no more than 8W/m² to comply with the BCA Green Mark Platinum certification. Tenant is to submit lighting budget and related calculations in the Green Lease Compliance Tracker.

HARMONICS FILTER.

For commercial users or tenants that are tapping out three-phase power supplies from the building owners of at least 100A and above, shall install Active Harmonic Filters (AHF) with neutral harmonic compensation (3ph+N) after the sub-metering point of the units. The size of AHF shall not be less than 30% of the tenants incoming MCCB rating.

The AHF to limit the Total Harmonic Distortion (THD) at the Point of Common Coupling (PCC) to less than 5% for Total Harmonic Distortion Voltage (THDv) for all phases, in accordance to Singapore Transmission Code, and comply with IEEE 519 on Total Demand Distortion (TDD) for current at PCC. The tenant shall take particular care in the selection of all equipment that may produce harmonics including without limitation electronic ballasts, UPS, LED lightings, and variable speed drives, to ensure that the harmonic limits are met at all times in compliance with the requirements of IEC 61000-3-2, IEC 61000-3-4, IEC 61000-3-6, IEC 61000-3-12 and IEC61800 at the in-plant point of coupling (IPC) for all connected equipment

DISTRIBUTION BOARDS (DB).

Tenant shall install the DB at their own expense. All electrical circuits and general power outlets (GPOs) must be numbered, (i.e. Circuit number and distribution board number) and the distribution board permanently labelled as appropriate. The load across all phases must be balanced.

UNINTERRUPTIBLE POWER SUPPLY SYSTEMS (UPS).

The Landlord does not provide e-source provision. If a UPS system is needed, the tenant is responsible for its provision; however, prior to installation, the system's full specifications must be submitted for vetting and approval by the landlord's Qualified Person.

GENERATOR SET.

The building does not have designated space for tenant generator sets. Tenants are advised to provide their own e-source UPS (Uninterruptible Power Supply).

FIRE PROTECTION

AUTHORISED FP CONTRACTOR.

For all wet fire protection work, the tenant is obligated to utilise the services of the building's nominated fire protection contractor at their own cost. Early appointment of their services is strongly advised to ensure timely scheduling.

The building's warranty specifically prohibits the use of any other contractor for sprinkler work.

WATERBORNE FEE.

A fee, payable to the building management, will be charged for pipe drain down services required during sprinkler work. This fee covers water displacement, the presence of a Fire Safety Manager, standby manpower, and system isolation.

Payment must be received prior to scheduling any work.

Please refer to the house rules for detailed payment information and charges.

HOSEREEL RELOCATION.

Relocation of existing hose reels for fire safety compliance purposes as a result of the tenant's layout will require a formal written request to the landlord, including an undertaking to restore the hose reel to its original position upon the lease's expiry.

The relocation must be conducted by the building's designated fire protection contractor.

It is also the tenant's responsibility to verify and maintain valid certification for all fire hose reel.

ADJUSTMENT OF FIRST LAYER FIRE PROTECTION.

Alterations to the first-layer fire protection system should be avoided. If adjustments are unavoidable, the tenant must request permission in writing from the landlord, undertaking to restore the system to its original state upon lease termination.

The tenant is responsible for all SCDF submissions before both adjustment and reinstatement, using the building's nominated Qualified Person (QP).

The relocation must be conducted by the building's designated fire protection contractor.

ACTIVE DRY FIRE PROTECTION.

For active dry fire protection needs in areas like server rooms, tenants can choose their own vendor for equipment and installation. It is essential, however, to communicate the details of any such installation to the Qualified Person (QP) overseeing the vetting and submission process.

FIRE EXTINGUISHERS.

The landlord supplies fire extinguishers for open spaces to meet initial compliance requirements. Should the tenant's layout require additional fire extinguishers, it is the tenant's responsibility to supply and locate them as specified in the QP's submitted plans. It is also the tenant's responsibility to verify and maintain valid certification for all fire extinguishers.

EMERGENCY EGRESS.

To comply with fire safety regulations, automated and electromagnetically (EM) locked doors on the fire escape route must be connected to the sub fire alarm panel and the system must automatically unlock upon fire alarm activation. A UPS (Uninterruptible Power Supply) should be incorporated into the system if a backup power source is required to ensure reliable operation. The Qualified Person (QP) must be notified of the installation.

The escape path should also be clearly marked and remain free from obstruction at all times.

EXIT AND EMERGENCY LIGHTING.

While the landlord provides exit signs and emergency lighting for general open space compliance, the tenant is obligated to supply and locate any additional units needed due to their layout as per the QP's plans. Furthermore, it is the tenant's responsibility to ensure all exit signs and emergency lights within their space are in good working condition.

ACMV

AIR CONDITIONING.

All new and existing positions of air-conditioning ducts, air diffusers, transfer ducts, dampers, purging system, fresh air intake, CO2 sensors, pressure sensors, thermostat, drainage, VAV boxes and return air grilles shall be clearly and correctly reflected on the submitted plans including any air-conditioning flexible ducts. All sensors must be connected to the VAV boxes and Landlord's IBMS.

AIR DISTRIBUTION.

The air distribution of the Building Air-conditioning System is designed for open office concept. All partitions are not to be erected up to the underside of the soffit. Tenant shall engage a Qualified Person (QP) to design for any alteration to the air-conditioning system to ensure that sufficient supply and return air are provided to all partitioned room created and to accommodate their new fit out requirements of the tenanted Premises.

No new air-conditioning branch ducts are to be added at the existing main supply air duct. However, if special approval has been given by the Landlord to allow installation of new air-conditioning branch ducts, additional Variable Air Volume (VAV) / dampers shall be provided for air balancing and a complete retesting of the system shall be conducted for overall air balance.

AIR FLOW.

At no time should the original designed total air flow, within the Premises, be increased. Installation of additional fans within the ductworks is not allowed. The total air flow design for the Premises must be clearly indicated in the drawings for all the existing and new (if any) VAV boxes. All the VAV boxes and AHUs are to be controlled by the Landlord.

AIR BALANCING REPORT.

Tenants shall ensure that air-balancing of full system be carried out to the Premises upon completion of Fit Out works and reinstatement prior to handover to the Landlord at the end of the lease period.

Upon completion of the Fit Out Works, any feedback on thermal comforts arising thereafter and/or upon investigations by the Landlord, if it is found to be caused by the addition & alteration works carried out by the Tenant's Appointed Contractors, the Tenant shall be responsible to rectify the faults at its own cost and expense.

DUCTWORKS.

Tenant's ductwork should be prefabricated off site. The use of pre-insulated ducts (PID) is strongly recommended.

Tenants and their Appointed Contractors shall ensure that any addition flexible ducts and / or air-conditioning grilles shall not in any way cause obstruction to the Landlord's equipment and services and / or hinder the servicing of the same.

ACCESS PANELS.

Tenant and their Appointed Contractor shall provide adequate quantity and suitably size access panels on the false ceiling to facilitate maintenance of services above the false ceiling.

When planning the AC works, tenants should take into consideration the location and placement of thermostats to ensure sensor readings controlling the airflow are optimised.

FIRE DAMPER.

No alteration to the existing fire dampers shall be allowed.

DAMAGES TO COMMON SERVICES.

Tenant shall at its own cost and expense, ensure that their Appointed Contractor make good any damaged at the common service risers and ducts to the satisfaction of the Landlord.

The Tenant shall seal the return air-conditioning grilles within the Tenant's Premises to prevent entry/ exit of dust and dirt and provide plastic sheet protections above the false ceiling at the inter-tenancy walls and partition walls facing common corridors and areas during the Fit Out Works. The Tenant shall provide a blanket filter at the respective Air Handling Unit and Fan Coil Unit, where applicable, throughout the duration of work and ensure that the blanket filters are cleaned and washed on a weekly basis. Otherwise, the Landlord will carry out the works and all cost incurred shall be borne by the Tenant.

AUXILIARY AIR-CONDITIONING.

Tenant shall engage a Qualified Person (QP) to study and design the auxiliary air-conditioning units for the purpose of after-office hours air-conditioning. The proposed units shall be approved by the Landlord and the availability / allocation of tapping into the Landlord chilled water for such air-conditioning unit.

The Tenant is to design the chilled water supply and return temperature leaving the auxiliary air-conditioner unit at 8 and 15 degree Celsius respectively.

The cut-in temperature alarm setting for the auxiliary air-conditioning units shall be set when the chilled water supply temperature is above 10 degree Celsius for duration of not less than 10 minutes.

Provision of after office hours auxiliary fan coil units shall be for essential areas such as server/equipment rooms, and trading / dealing rooms only. Upon completion of works, Tenants are required to submit the duly endorsed form for billing purposes and the installed capacity of the air-conditioning unit for record purpose.

CHILLED WATER CHARGES.

Charges for chilled water are based on meter reading taken monthly. The Tenant shall reimburse the Landlord for the usage of the chilled water, according to the prevailing rate determined by the Landlord. Tenant is required to install, at its own cost and expenses, approved BTU meter to be linked to Landlord's Integrated Building Management System (IBMS) for monitoring of consumption for billing purposes.

BTU METER.

The BTU meter shall be installed immediately after the connection point to accurately measure the chilled water flow and temperature usage for billing purpose. The BTU meter shall be maintained in good working order at all times by the Tenant. All costs are to be borne by the Tenant.

FLUSHING AND LAB TEST.

Tenant's Appointed Contractor is required to engage an accredited water treatment specialist, approved by the Landlord, to flush and clean the auxiliary air-conditioning system.

Tenant to commission a lab test and water pressure reading done to SS553 standards. Submit report to landlord prior to the opening of the gate valve. Gate valve can only be opened by the landlord, failure to comply will result in the tenant undertaking of the cost to decontaminate the entire building's system.

MOTORISED ISOLATION VALVE.

Tenant shall install a motorised isolation valve at the supply pipe to shut off any chilled water supply in the event of chilled water supply failure. The isolating valve shall be linked to Landlord's Building Management System (BMS). The operation of the motorised isolation valve shall be controlled by the Landlord.

CONDENSATE DRAIN PIPE.

All condensate drain pipe shall be properly insulated and enclosed in metal trunking. Sufficient gradient shall be provided for these condensate pipes. The pipes shall be maintained by the Tenant.

Tenant shall at its own cost and expense, ensure that their Appointed Contractor make good any damaged fire stop installations at the common service risers and ducts to the satisfaction of the Landlord.

MAINTENANCE OF AUXILIARY AIR CONDITIONING UNITS.

The Tenant shall be responsible for the regular maintenance of the auxiliary air-conditioning units installed. A copy of the maintenance contract and service reports is to be submitted to the Landlord for reference and record without demand.

AS-BUILT DOCUMENTATIONS.

Tenant shall ensure that their Appointed Contractor submit the endorsed As-Built drawings for the proposed installation and full detail catalogue for the proposed equipment.

ADDITIONAL FRESH AIR.

For any additional ventilation air requirements such as fresh air supply to the new equipment, etc., the Tenant shall be responsible for the entire installation including compliance to Authorities requirements and subject to Landlord's approval. The Tenant must appoint the Nominated Base Contractors to carry out the works.

6.SIGNAGES

OUTDOOR / GARDEN SIGNAGES / TOTEM SIGNAGES.

Subjected to availability and licence agreement the Tenant may be offered signage spaces on the outdoor/garden signage and/or totem signages. The Tenant is required to submit their proposed logo in pdf to the design manager for approval before installation.

Production and Installation must be carried out by the approved vendor.

CRIMSIGN GRAPHICS PTE LTD.

90 Eunos Avenue 7 Singapore 409571

T +65 6745 5012 F +65 6743 4709

DIGITAL DIRECTORY.

The Landlord will provide a main directory board at the main lobby and a floor directory board at the Tenant's floor. The size and materials used for the lettering will be standard and uniform which will be determined by Landlord in its sole discretion.

Each Tenant is entitled to one line per floor on these directory boards, subject to the Landlord's approval. No additional names (including any sub-tenant's or occupiers' names) shall be listed on the directory boards.

The Tenant shall apply for listing on the directory boards by writing to marketing@Payalebarquater.com for "Main/Sub Directory Board" (Form F08).

The cost for the first installation will be borne by Landlord. However, subsequent changes of a tenant's name shall be chargeable at cost plus a 10% administration fee which might be changed from time to time.

Marketing@Payalebarquater.com

BUILDING SIGNAGE.

At the Landlord's sole discretion, you may be offered a placement of your company logo on the building facade. You are responsible to obtain your signage licensing from URA. You are required to engage a competent PE of your choosing to endorse on the mounting drawings, calculation and the provision of a certificate of supervision (COS) at your cost.

Your appointed contractor is to make arrangement with our BMU vendor for its usage during the installation. A complete safety management plan, and compliance to the Lendlease GMR is required before the works could be scheduled.

7.SUSTAINABILITY

INTRO

At Paya Lebar Quarter, our sustainability vision is to create an active, green and engaged precinct for the tenants, residents and visitors, a place where the buildings and infrastructure are examples of sustainability best practice and where people will sustain a healthy way of living and working – manifesting strong focus on sustainability that embraces both real estate and lifestyle.

OUR APPROACH TO SUSTAINABILITY

Sustainability puts people at the heart of our vision to create the best places. We have a long and proud history of giving equal emphasis to environmental, social and economic outcomes to deliver places that respond to the complex global forces shaping our future, including rapid urbanisation, climate change, inequality and resource stress.

The environmentally friendly leasing arrangement or ‘Green Lease’, is an agreement between landlord and tenant which sets out environmental objectives on how the building is to be improved, managed and/or occupied in a sustainable manner. This both yields cost savings in energy and water which can be shared among parties and provides a better indoor environment. The Green Lease improves transparency and accountability through providing an agreement between both landlord and tenant ensuring that the parties identify and address problems promptly and efficiently together.

The Green Lease acknowledges the possible synergies in cooperation between building owners and tenants (and any relevant service providers and contractors).

This Fit out guide serves to ensure we share our sustainability vision with tenant and provides guidelines on tenancy fit out design and delivery to latest and best achievable certification and accolades (i.e.: BCA Green Mark, WELL, GRESB, PUB water efficiency, ISO 14001, ISO 46001 and awards from various agencies like the NEA, STB, PUB, etc. just to name a few). This will result in more efficient use of resources, lower operating costs and a conducive business environment for tenants.

Fitting out works and alterations are to follow guidelines stated in the Minimum Sustainability Standards section of the lease.

Sustainability requirements relevant to tenancy fit out are as follows :

WELL

PLQ as the first group of projects in Singapore to achieve WELL Gold Level Certification incorporated many key sustainability features into the development and was designed with access to nature in mind, which include 100,000 square feet of green public spaces, native plants and natural materials. In addition, the development incorporates superior indoor air quality through top- of-line filtration systems; use of low or zero VOC materials; access to outdoor views and daylighting for office tenants; easy access to healthy amenities such as exercise areas and facilities; and a wide array of healthy food options.

Other health and well-being considerations are broadly categorised into the following focusses:- Air, Water, Nourishment, light, movement, thermal comfort, sound, materials, mind, community and innovation.

The program uses a performance and evidence-based system, based on medical and scientific research, to provide investors and tenants with measurable benefits addressing health and well-being concerns for workplaces.

Features of Paya Lebar Quarter that aligns with the principles of the WELL Building Standard include the 100,000 sq ft of green public spaces that are connected to the Park Connector Network and end-of-trip facilities for the office tenants such as showers, lockers and bicycle lots that promote active lifestyles and public commute.

For more information and resources on WELL <https://www.wellcertified.com/certification/v2/>

LIGHTING

Only energy efficient and environmentally responsible luminaries are used.

Choice of Lamp Types

Tenant's lighting design layout must specify light fittings and lamp types to ensure both energy efficiency and suitable levels of illumination in every tenancy are achieved. All lightings must comply with all relevant statutory requirements.

“To achieve the targets, all lighting is required to be energy efficient and tenancy lighting design will need to meet a maximum lighting power budget of not exceeding 8 watts per square meter (W/m²).”

All general office areas and supplementary lighting should be fitted with light emitting diodes (LED) lights. In addition, to achieve better energy efficiency as recommended by the Singapore Standards (SS530:2024), each control device shall control an area (i) no larger than 250sqm if the enclosed space is <1,000sqm and ii) no larger than 1,000sqm otherwise. General display and ornamental lighting shall be separately controlled.

Lighting Design

RDM team provide assistance in assessment of the overall power consumption, including lighting design review, and design advice for the Tenants as a part of their fit out / renovation.

Tenant's lighting design, choice of and quantity of lighting should maximise energy efficiency, complies with tenancy's allowable maximum lighting power density, lighting control and fitting requirements as per minimum sustainability standards (Attachment C) in the lease agreement.

Lighting Efficiency

The measured indoor lighting levels should comply with the recommended illuminance (average lux level) stated in SS 531: 2013 or prevailing standards.

To further improve lighting energy efficiency, Tenant considers the following:

- Dimmers and timers are to be incorporated into the lighting scheme, where applicable.
- Fully addressable lighting in open plan areas and enclosed spaces provided with motion sensors.
- Lighting control to include occupancy sensors and interlocked with perimeter lighting with local overrides. Enclosed spaces to have dedicated light switches and auto switch off when not in use.
- Daylight linking at perimeter of the general office areas
- The purpose of this exercise is aimed at developing an efficient and effective lighting scheme that both complements Tenant's fit out while at the same time assists Tenant to meet the agreed sustainability target and eventually see savings on Tenant's ongoing operating cost.
- Total energy metering as well as separate metering of tenancy lighting, IT rooms and general tenancy power usage (receptacle loads).
- Use of smart meters where feasible.

ENERGY EFFICIENCY

PLQ targets to be an energy efficient precinct and tenancy energy consumption contributes significantly to this overall savings.

"To achieve the targets, tenant should use energy efficient equipment and will need to meet a maximum equipment receptacle load intensity of not exceeding 12 W/m². In addition, tenant's total annual energy consumption (based on 55 hours work week), should not exceed 60 kWh/m²/ annum."

Where possible, projected Equipment Plug Load – Average $\langle x \text{ W/m}^2 \rangle$ is shared.

Air-Conditioning Control

Air conditioning controls to maintain thermal comfort and good indoor air quality shall be designed for. Temperature to follow SS 554: 2016 or the prevailing standard.

Zone the air conditioning with each zone not exceeding 100m².

Enclosed areas to be provided with dedicated thermostat controls (e.g. meeting rooms, closed offices, conference facilities) with auto shut off or ramp down when not in use.

24 hours operating areas is preferred to be provided with dedicated supplementary cooling

Supplementary Cooling

For areas that require cooling beyond the normal operating hours of the central plant, dedicated supplementary cooling installed are required to meet the minimum of $\langle 5 \text{ ticks} \rangle$ for split unit aircon models up to 10 kW cooling capacity and $\langle 3 \text{ ticks} \rangle$ for split unit aircon models above 10 kW cooling capacity. If using Variable Refrigerant Flow (VRF), $\langle 4 \text{ ticks} \rangle$ with temperature sensors and occupancy sensors shall be installed to control energy usage. The system must be regularly serviced and maintained to ensure operational efficiency.

If FCUs are installed, to ensure it is equipped with an air filter at least MERV14, F8, or ePM1 70-80% is recommended and coefficient of Performance (COP) will need to be agreed with Landlord pending Green Mark requirement.

For fan system with a motor nameplate power $\langle 4 \text{ kW} \rangle$, the allowable fan system input power shall not exceed 0.17W/CMH of supply air.

To further improve energy efficiency in premises, Tenant may want to consider the following:

Energy Star or NEA Energy Efficiency Labelling rating as a minimum requirement for all applicable equipment.

Use of Mandatory Energy Labelling Scheme (MELS) regulated appliances with highest tick-rating (i.e. 5 ticks for television, 4 ticks for refrigerator, 3 ticks for lamp).

All equipment, where practical, should have auto-off switches and be on separate circuits and timers

Ensure all equipment is regularly checked and maintained to ensure energy efficiency is optimised.

Air Flow or Ducting Design

To ensure optimal thermal comfort and Indoor Air Quality, the tenant ensures contractor are designing the air condition duct works to be (1) compatible with base build provisions and not affecting base build operating performance given its Green Mark performance obligations (including air flow, energy efficiency per prevailing Green Mark requirements (at design) and are (2) code compliant. To ensure these are achieved, the tenant is to ensure the Qualified

Persons signing off the design have checked and confirms the two conditions are satisfied. The eventual performance of the two conditions herewith are to be similarly satisfied at Testing and Commissioning stage of the tenancy fit out.

Should tenancy fit out contractor be unsure of any base build settings, they are to enquire with the respective design managers assigned by the landlord.

For more information and resources on energy efficiency:

Green Mark 2021 table https://www1.bca.gov.sg/docs/default-source/docs-corp-buildsg/sustainability/20211027_energy_simplified_ver1.pdf

Energy Label <https://www.nea.gov.sg/our-services/climate-change-energy-efficiency/energy-efficiency/industrial-sector>

National Environment Agency – Energy Efficiency <https://www.nea.gov.sg/our-services/climate-change-energy-efficiency/energy-efficiency/energy-efficient-singapore>

Singapore Green Labelling Scheme (SGLS) <http://www.sgls.sec.org.sg>

WATER EFFICIENCY

PLQ is committed to reduce potable water consumption throughout the precinct. When Tenant plans to use water within premise, a water meter is to be installed to Tenant's water supply for consumption tracking and monitoring; thereafter reduction strategies can be explored.

"The use of water efficient fittings and equipment and the adoption of water saving practices are encouraged as this will reduce water consumption which will translate into lower operating costs for Tenant."

It is the responsibility of Tenant's Appointed Contractors/ Consultants and Designer to ensure all works comply with prevailing regulations in relation to water usage and disposal.

The following are best practices to reduce water consumption in premises to meet the minimum sustainability standards (Attachment C) in the lease documents:

Fittings and Equipment

All fittings and equipment to be either "Excellent" rated (or 3 Ticks) Water Efficiency Labelling Scheme (WELS) fittings for new and existing premises (upon replacement), where applicable.

Water Efficiency Management Plan

A water efficiency management plan is in place to establish baseline performance, monitor consumption and trending, strategies and implement water efficiency improvement plans/ measures regularly.

For more information and resources on water efficiency:

Public Utilities Board – Water Efficiency Labelling Scheme (WELS) <https://www.pub.gov.sg/Public/WaterLoop/Water-Conservation/WELS>

Water Efficiency Management Plan <https://www.pub.gov.sg/Public/WaterLoop/Water-Conservation/Mandatory-Water-Efficiency-Requirements>

WELS Rated Products <https://www.pub.gov.sg/-/media/PUB/PDF/Compliance/WaterSupplyServices/Water-Fittings/WELS-Guidebook-1-Sep-2021.pdf>

WASTE MANAGEMENT & CLEANING

Paya Lebar Quarter has a waste contractor to provide sufficient recycling receptacles that are easily accessible by tenants, and dedicated space for separate collection and segregation of waste and recyclables (e.g. paper/cardboard, plastics, glass, metals, e-waste).

Operational Waste Management

Tenant is required to incorporate the design or operations considerations that support the Building's recycling efforts through the segregation of Tenant's waste streams into the following categories as per the minimum sustainability standards (Attachment C) in the lease document:

- General waste
- Paper and Cardboard
- Glass
- Plastics including plastic bottles and wrapping
- Metals including aluminium cans
- E-waste
- Fabric waste

For all segregated waste, Tenant shall bring the waste down directly to Waste Management Centre; and tenants are required to participate in waste management initiatives implemented by the building.

Pesticides and vector control products

Use of NEA-registered pesticides and vector control products which are suitable for indoor use.

Cleaning Contracts

All cleaning contracts will need to specify the requirement to stipulate the use of natural, solvent free and hydrocarbon free cleaning products labelled where applicable certified with at least SGBP 2 ticks or equivalent by local certification bodies.

Tenancy Fit Out Waste Management

The Tenant is required to clear all fit out waste from site and provide their waste management plan. Mismanagement in waste may be subject to penalties per house rules.

- Tenant is encouraged to adopt these strategies to minimise waste in tenancy design and Fit Out: Use of standard modular units to design out waste
- Design Fit Out items to be disassembled for potential re-use
- Specify durable materials
- Place accurate orders for materials to prevent wastage
- Recycle all waste if possible, monitor waste and set targets for reduction
- Engaging suppliers to adopt reusable packaging and take-back systems
- Limit the use of non-recyclable packaging materials in procured building supplies
- Consider if suppliers or manufacturers offer a take-back program that incorporates end of life reuse or recycling for their products.

Information and resources on waste minimisation and management:

National Environment Agency – Waste Minimisation and Recycling: <https://www.nea.gov.sg/our-services/waste-management/3r-programmes-and-resources/waste-minimisation-and-recycling>

Singapore Green Building Product (SGBP) Labelling Scheme: <https://www.sgbc.sg/sgbc-certifications/sGBP-certification/>

Singapore Green Labelling Scheme (SGLS): <http://www.sglsec.org.sg>

SUSTAINABLE OPERATIONS

For continuous achievement of prevailing BCA Green Mark and WELL certifications –all tenants are required to support the Landlord the following (non-exhaustively) :

Reusing furniture

Use of modular or system furniture as these can be removed and used again at the end of a tenancy. Responsible designers and competent consultants will advise the Tenant further.

Repair, refurbish furniture and/or devices to prolong their lifespan

Internal partitions to be modular and re-usable (>70%), where applicable.

Purchasing and Management of Goods

- Work with suppliers to deliver goods without or with less disposable packaging.
- Purchase products with recycled content/less packaging material.
- Purchase reusables instead of single-use items wherever possible.

Facilities and Operations

- Provide reusables instead of single-use items for staff use (e.g. reusable crockery and cutlery at pantries, reusable bags, water dispensers/water jugs and reusable cups in meeting rooms)
- Track and reduce printing and photocopying volumes of each employee/department.
- Go digital (e.g. online portal, sharing platforms, online repository)
- Provide recycling bins within the premises for staff to recycle paper/cardboard, plastic, glass, and metal.
- Donate unwanted items that are still in working condition (e.g. check on this as part of the disposal process, organise donation drives)

Indoor Contaminants Management

Allow Landlord/ assessor access to premises to undertake Indoor Air Quality Audit per SS554:2016 Code of Practice for Indoor Air Quality for Air Conditioned Buildings or prevailing NEA guidelines for Good Indoor Air Quality in Office Premises, as part of Green Mark recertification.

Local isolation and exhaust systems to remove pollutants at source e.g. utility areas (for printing and photocopying), toilets, cleaning and chemical storage.

Monitoring systems to ensure optimal thermal and indoor air quality standards as set out in SS 554: 2016 or prevailing standards.

Ventilation and air conditioning systems to be regularly inspected, cleaned and maintained to ensure the required ventilation provision into occupiable spaces in a building according to SS553:2016 or prevailing standards.

Conduct yearly post occupancy evaluation to assess occupant's satisfaction with the indoor environment and take corrective actions for dissatisfaction. Aggregated results should also be communicated with occupants.

Indoor CO₂ levels compared to outdoor CO₂ levels of not greater than 700 Parts Per Million (“PPM”) measured in accordance with SS 554: 2016 or prevailing standard as it may be amended or replaced from time to time.

Education and Awareness

Display energy performance data made available to employees and active staff engagement including training and accountability.

Tenant may also consider the following sustainable operation practices which can be scored as points under the BCA Green Mark Occupant Centric Schemes for premises.

Energy, Water and Waste Management

Air-conditioning temperature setting should not be lower than 24°C unless due to specific needs. The BCA Green Mark (GM) scheme encourages air-conditioned commercial buildings to maintain indoor temperatures between 24°C to 26°C.

Tenant can establish an Energy, Water & Waste Management Plan with targets and strategies set to improve office energy, water and waste management performance over three years. Committed energy and water conservation are quantified and translated to monetary savings.

Sustainable Procurement and Environmental Policy

Sustainable and environmentally-friendly products/services procurement and purchasing policy and use and purchase of sustainable and environmentally friendly products for office stationery and cleaning products.

Tenant can establish and disseminate to their staff an environmental policy and green guide with compilation of best practices to reduce consumption and maintain a good indoor environment.

Green Transport

Encourage commuting by public transport or bicycles to reduce emissions by minimizing use of individual private cars.

Bicycle parking lots and End-Of-Trip facilities (EOTF) are available in Paya Lebar Quarter.

For more information and resources:

BCA Green Mark Occupant Centric schemes (including Retail, Restaurants, Supermarkets & Offices) https://www.bca.gov.sg/GreenMark/green_mark_criteria.html

SUSTAINABLE MATERIALS

All paints, sealants, cleaners and adhesives are low VOC and certified with at least SGBP 2 ticks or equivalent by local certification bodies.

Tenant is encouraged to use as much sustainable material as possible and ensure the materials, equipment, fittings, fixture and furnishings within the premises do not contain hazardous substances associated with severe health risks and negative aspect to the environment.

This may include, but is not limited to, the following materials:

- Timber and timber veneer which are recycled or FSC-certified, and composite timbers with no or low formaldehyde)
- Natural based materials
- When choosing materials and finishes for Fit Out, Tenant ensures the following have been considered as per the minimum sustainability standards (refer to attachment C in the Lease Agreement):
- Use of zero or low VOC adhesives, varnishes, sealants and doors for interior Fit Out finishes certified by the Singapore Green Labelling Scheme (SGLS) or Singapore Green Building Council (SGBC) labelling scheme.
- Use products certified under the SGLS or SGBC labelling schemes
- Internal walls: more than 60% of partitioning to be Singapore green label products
- Joinery: more than 60% of timber and composites be Singapore green label products
- Workstation components and Chairs: 50% reused, recycled or Singapore green label products are encouraged
- Record initiatives in your Green Mark report

A Sustainability Guide and Materials List is provided to Tenant and Tenant's Appointed Contractors/Consultants as a reference to consider for the selection of sustainable materials for Fit out Works.

For more information and resources on sustainable materials:

Singapore Green Building Council (SGBC) Singapore Green Building Product (SGBP) Labelling Scheme <http://www.sgbc.sg/sgbc-certifications/sGBP-labelling-scheme>

Singapore Green Labelling Scheme (SGLS) <http://www.sglsec.org.sg>

INDOOR AIR QUALITY

Building interior materials and products with high Volatile Organic Compound (VOC) emission are harmful to human. Use of low VOC materials and products are encouraged for health and well-being of building occupants. Applicable interior finishes, furniture and carpentry works use are to use materials and products that are certified to be Leader (4 tick rating) under the Singapore Green Building Product (SGBP) certification scheme.

Fabrication of furniture on site is not encouraged given possible off-gas and contamination of indoor air quality. Furniture are to be fabricated off-site, off-gassed before being transported to the building. Any furniture fabrication shall adhere to the use of low VOC adhesives, sealants and coatings.

As mentioned in “Sustainable Operations”, landlord/ assessor would require access for IAQ measurement when required.

Tenancy fit out contractor is to ensure the air condition ducts are properly sealed to prevent contamination of the ducting system affecting the indoor air quality of other tenancies in the building.

POST OCCUPANCY EVALUATION

Tenants are to support and participate in post occupancy evaluation surveys administered by Landlord to assess occupant wellbeing and interaction with their indoor environment for Green Mark certification purposes. Additionally, please refer to the Minimum Sustainability Standards (Attachment C) in lease documents for further details on tenants’ sustainability requirements. Green Lease Compliance Tracker

Tenant are required to track and record their Energy Calculations as checklist to assist in ensuring that tenancy work complies with the minimum sustainability standards (Attachment C) of the Lease Agreement.

No Fit Out works can commence on site until Landlord has officially provided the Final Design Approval and the Energy Calculators Approval. Tenant should also not purchase any items or commence Fit Out works off site before Landlord approvals are obtained.

BCA GREEN MARK FOR TENANCIES

Tenant is encouraged to pursue occupant Green Mark Certification conferred by the Building & Construction Authority for their internal lease space, that is, BCA-HPB Green Mark for Healthier Workplaces.

To strengthen the business case for energy-efficient, resource efficient and healthier interior spaces, BCA collaborated with Health Promotion Board (HPB) to develop the new BCA-HPB Green Mark for Healthier Workplaces scheme (GM HW: 2018).

BCA Green Mark is a green rating tool available for you to assess and evaluate the sustainability performance and environmental impact of the tenancy.

BCA Green Mark Criteria <https://www1.bca.gov.sg/buildsg/sustainability/green-mark-certification-scheme/green-mark-assessment-criteria-and-online-application>

BCA-HPB Green Mark for Healthier Workplaces <https://www1.bca.gov.sg/buildsg/bca-awards/past-bca-awards/bca-green-mark-awards/leading-firms-in-green-mark-awards/bca-hpb-green-mark-for-healthier-workplaces>

CONTACT INFORMATION

PROJECT TITLE

NAME OF TENANT			
BUILDING		UNIT NUMBER	
DATE OF INTRODUCTION BRIEFING			
DATE OF HANDOVER			
EXPECTED COMPLETION			

TENANT REPRESENTATIVE

NAME			
DESIGNATION			
EMAIL			
MOBILE		OFFICE	

APPOINTED DESIGNER

NAME			
COMPANY			
EMAIL			
MOBILE		OFFICE	

APPOINTED CONTRACTOR'S PM

NAME			
COMPANY			
EMAIL			
MOBILE		OFFICE	

CRITICAL DATES

STAGE	DESCRIPTION	SCHEDULED	ACTUAL
ONE	Intro Meeting		
	Appointment of Designers		
	Appointment of Consultants		
TWO	Submission of Design Package		
	Statutory Submission and Approvals		
THREE	Appointment of Contractors		
	Submission of Safety Documents		
	Workers' Induction		
FOUR	Handover of Unit		
	Commence Site work		
FIVE	RI inspections		
	Obtain FSC		
	As Built Drawings Package	30 days post completion	

SUBMITTAL TRANSMITTAL FOR DESIGN PACKAGE

SUBMISSION DATE	
SUBMITTED BY	
ON BEHALF OF	(TENANT)
SUBMISSION NO.	1 / 2 / 3

SUBMISSION CHECKLIST

	Pages	Comments
Concept Storyboard		
Layout Plans		
Sections and Elevations		
Perspectives		
Reflected Ceiling Plans		
Floor Finishes Plans and Schedule		
Materials and Finishes and Schedule		
Lighting Schedule		
Single Line Drawings		
Plumbing Drawings		
Proposed chill water schematic (if any)		
Project Schedule		

REVIEW COMMENTS

SAMPLE OF PTW AND SWMS - FORM D

Working file could be downloaded from the OneDrive Link

PTW

SWMS
Safe Work
Method
Statement
(By Trade)

Safety Induction

Insurance

Workerlist
submitted in
.xls file

Worker ID	Worker Name	Worker Address	Worker Phone	Worker Email	Worker Status
00001	John Doe	123 Main St, Sydney, NSW 1500	02 1234 5678	john.doe@example.com	Active
00002	Jane Smith	456 Oak St, Sydney, NSW 1500	02 2345 6789	jane.smith@example.com	Active
00003	Mike Brown	789 Pine St, Sydney, NSW 1500	02 3456 7890	mike.brown@example.com	Active
00004	Sarah White	101 Elm St, Sydney, NSW 1500	02 4567 8901	sarah.white@example.com	Active
00005	David Black	202 Maple St, Sydney, NSW 1500	02 5678 9012	david.black@example.com	Active

**FORM E**

PRE FIT OUT INSPECTION REPORT

DATE OF SUBMISSION	
UNIT NUMBER	
SUBMITTED BY	
ON BEHALF OF	(TENANT)
TOTAL PAGES	(EXCLUDE THIS PAGE)

NOTES

[illegible]

ITEM NUMBER	
LOCATION AND BRIEF DESCRIPTION OF DEFECT	
ACTION (BY LANDLORD)	

INSERT PICTURE/ILLUSTRATIONS WITH MARKUPS

SUBMITTAL TRANSMITTAL OF AS BUILT PACKAGE

DATE OF SUBMISSION	
UNIT NUMBER	
SUBMITTED BY	
ON BEHALF OF	

SUBMISSION CHECKLIST

As Built	Layout Plans	
	Reflected Ceiling Plans	
	Building Plans (BP) plans	
	Fire Protection (FP) plans	
	Air-Con Mechanical Ventilation (ACMV) plans	
	Plumbing & Sanitary (P&S) plans	
	Power and Lighting Plans	
	Electrical Single Line Drawings (SLD)	
	Structural Drawings and Calculations by PE - If any	
Certificates/Reports	Fire Safety Certificate (FSC)	
	Certificate of Supervisions (COS)	
	Air-Con Balancing Report	
	Testing and Commissioning (T&C) Report	
	Waterproofing Warranties	
	EMA Licence & Meggaring Test Report	
	Statement of Turn On of Electricity (CS/3)	
	Statement of water turn on (PUB)	
	Greenmark Compliance Report	
Others (if required)	i.e. BCA ST02	

REFUND OF FIT OUT DEPOSIT

UNIT NUMBER	
SUBMITTED BY	
ON BEHALF OF	

INCURRED PENALTIES OR REPAIRS FOR DAMAGES TO COMMON PROPERTIES (IF ANY)

S/N	Date of Offence	Offence and Reference	Amount
TOTAL			\$

Deposit will be refunded via T/T into the tenant's registered account.

Any outstanding works or design discrepancies must be completed / rectified within 30 days after the completion of works. Failing which, the Fit Out Deposit shall be forfeited and all cost incurred to rectify the outstanding works shall be borne by the Tenant.

<Submitter Initial Here>

FINAL AMOUNT FOR REFUND

FIT OUT DEPOSIT COLLECTED	\$
DEDUCTIONS FROM PENALTIES OR DAMAGES	\$
FINAL AMOUNT FOR REFUND	\$

RECOMMENDATIONS FOR REFUND

DESIGN MGR.	PROPERTY MGR.	LEASING MGR.	FINANCE MGR.	GENERAL MGR.

