

# **ENTERTAINMENT BUILDING**

***FITTING OUT HANDBOOK***

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## 1.0 Introduction

- 1.1 This handbook aims to provide relevant information to assist the Tenant and the Tenant's designers/ consultants/ engineers/ contractors in the preparation and submission of proposals for the fitting out of the Tenant's leased Premises in Entertainment Building, No. 30 Queen's Road Central (hereinafter referred to as "the Premises").
- 1.2 It shall not in any way affect and/ or vary the terms and conditions as stated in the Tenant's signed Letter of Offer of which the standard form of Tenancy Agreement forms part. In the event of any conflict, the terms and conditions of the Tenancy Agreement shall prevail.
- 1.3 The Tenant is advised to appoint an experienced consultant(s) to prepare design drawings for the Premises. In particular, complete information for all mechanical and electrical systems related to Premises' layout requirements must be shown on the plans together with all detailed technical information. The costs of the Tenant's appointed consultant(s) or fitting out contractor(s) the Tenant appointed will be at the Tenant's own cost.
- 1.4 Fitting out of the Premises will be processed and coordinated by the Fitting Out Controller, 'Jones Lang LaSalle Management Services Limited'

Should the Tenant have any queries and need any assistance with regard to fitting out of the Premises, please contact the Controller. For other queries regarding the management services of the building, i.e. material delivery and disposal, etc., please contact the Property Manager (hereinafter referred to as "the Property Manager").

Jones Lang LaSalle Management Services Limited  
17/F Dorset House, 979 King' Road, Hong Kong

Attn. : <u>Mr. Ryan Man</u>	Tel. : (852) 2846 5501	Fax : (852) 2968 1668
or <u>Mr. Ivan Yau</u>	Tel. : (852) 2521 7295	Fax : (852) 2869 4497

- 1.5 One (1) set of the following architectural drawings are enclosed herewith for design purpose by the Tenant's consultants:
- General Floor Plan of the Premises

- 1.6 The following additional drawings will be made available as requested for Premises fitting out work which may involve fundamental changes to the Base Building mechanical and electrical systems:
- MVAC Layout Plan
  - Sprinkler System Layout Plan
  - Electrical Systems Layout Plan including trunking arrangement
  - Miscellaneous Systems Layout Plan, including public address, security and fire alarms, etc.
- 1.7 The aforementioned drawings will be to a scale of 1: 100 or as specified.
- 1.8 The Landlord/ Controller should have no responsibility on the accuracy of the provided drawings. Following receipt of the drawings, the Tenant's consultants should verify all dimensions on site immediately after handover of the Premises.

## 2.0 Submission and Approval of Fitting-Out Proposal

- 2.1 The Tenant and the Tenant's appointed consultants should submit the Tenant's fitting out proposal together with a working schedule to the Controller for review and approval as soon as possible so that sufficient time is allowed to process the submission. Please ensure the Tenant's submitted plans are accurate, clear and detailed to avoid delays. If the submission is made by authorized representatives (consultant / contractor), they must produce an authorization letter to the Controller from the Tenant to prove their identification when submitting fitting out proposal.

The working schedule should indicate clearly the Tenant's expected commencement date, completion date and various stages of the fitting out works. The programme shall be reviewed with the activities and work to be performed by the Landlord's Approved Contractors which must be coordinated with contractor's work. (Please refer to Section 5.0 for details)

The design proposal should include a minimum of five (5) sets of the following drawings. All drawings must be to a metric scale of not less than 1 : 100 and clearly titled and include drawing numbers, date and revision numbers and a stated scale.

A. Floor Plan in details with:

- General layout including fixtures and fittings, furniture and storage areas;
- Internal partitions or walls with indication of their height and materials of construction;
- Type and colour of floor and wall finishes, and material samples
- Location of any heavy fixtures/ equipment, e.g. file compactors, safe, etc. and their sizes and weight. (Note: The loading capacity of raised floor is 5.0 KPa. A report from a Registered Structural Engineer may be required if necessary.);
- Location of associated plumbing and drainage installation, proposed modifications to existing installation completed with clear indication in dimension and materials used, if any (additional toilets are normally not allowed);

- Layout and locations of additional fire services installations, proposed modifications to existing installation completed with clear indication in dimension and materials used, if any;
  - Layout of additional plumbing and drainage installation completed with clear indication in dimension and materials used, if any;
  - Location(s) of entrance door(s) that is/ are originally provided and/ or proposed to be relocated;
  - Location(s) of wet pantry(s), if any;
  - Location(s) of storage rooms for storing tablecloth, spare tables, refuse containers, and the like for food and beverage tenants.
- B. Reflective Ceiling Plan in details with:
- Partitions penetrating into the ceiling void and details of work within the ceiling void, if any. (Note: No combustible materials nor exposed cables are permitted in the ceiling void.);
  - Indication of ceiling level;
  - Network of electrical wiring, the type and layout of lighting fixtures, including a separate circuit for shop front and signage lighting, if any;
  - Layout of fire services installations at higher level, highlighting any proposed modification;
  - Location of the thermostat control units and any proposed relocation
  - Proposed modification and addition to main ceiling cable trunking system, if any;
  - Changes to or substitution of materials to areas of the Base Building ceiling system, if any.
- C. Front Elevation or Perspective in details with:
- Indication of all signage with dimensioning;
  - Proposed merchandise display unit, if any;
  - Indication of colour scheme adopted, if possible;
  - The front elevation of the Premises viewed from outside including the shop front signage (shop only).
  - Indication of material used and sample submissions.

- D. Other Elevations in details with:
- Internal elevations of all walls;
  - Structural ceiling level;
  - Proposed suspended ceiling level;
  - Height of fixed partitions, showcases, cupboard, etc;
  - All relevant mechanical and electrical provisions, whether existing or proposed modification.
- E. Electrical Layout Plans in details with:
- Rating, type and location of main switchboard, any sub-boards, main switch/ isolator of power circuit;
  - Electrical schematic wiring diagram completed with data identifying all major loads and equipment loads;
  - Interior lighting circuits and catalogue of light fittings;
  - Location of all power telephone and data communication outlets;
  - Interior power supply circuit for appliances;
  - Layout of any ceiling cable trunking system, and separate circuit for shop front and signage light, if any;
  - Electrical maximum demand calculation;
  - Details for all major equipment connections and heavy electrical loads including computers, copying machines and similar equipment;
  - Details of circuits to be connected to the Landlord's emergency power system;
  - Details of wiring to special systems, including communications data, and special low voltage (LV) services.
- F. Mechanical Ventilation and Air-condition Plan in details with:
- Proposed location of Fan Coil Unit/ VAV box and thermostats;
  - Layout of proposed / additional installation/ modification to existing MVAC installation completed with clear indication in dimension and materials used;
  - Calculation of cooling load demand, and load breakdown for special areas, e.g. computer room, where appropriate;
  - Proposed air/ water flow rate of MVAC system;
  - System control diagram.

- G. Fire Services Layout Plan/ Schematic Diagram in details with:
- Layout of any additional Fire Service installation completed with clear indication in dimension and materials used;
  - Any proposed modification to existing installation completed with clear indication in dimension and materials used;
  - Complete details for any equipment or facilities having high heat generation loads such as office equipment, computer systems and copying machines, etc.
- H. Plumbing and Drainage Layout Plan/ Schematic Diagram in details with:
- Layout of any additional plumbing and drainage installation completed with clear indication in dimension and materials used;
  - Any proposed modification to existing installation completed with clear indication in dimension and materials used.
- I. Tenant Signage and Entrance Design Drawings in details with:
- Full details and proposals for the Tenant's signage inside the Premises;
  - Details for the design and materials proposed for the Tenant's office entrance opening off the lift lobby or inter-tenancy corridor.
- J. Other Services Plans include but not limited to the followings:
- Data Communication system;
  - SMATV system;
  - Security system;
  - Uninterrupted Power Supply (UPS) system.
- K. Finishing Materials include but not limited to the followings:
- Sample board of interior finishing materials



- 2.2 The Controller may invite tenants and/ or their representatives to present and discuss their fitting out proposal with all concerned parties in order to speed up progress of approval if circumstance required.

Upon receipt of the Tenant's full proposal and associated information, the Tenant will normally be advised by 14 working days for conditional approval. If the Tenant's plans/ proposals are disapproved or approved with conditions, the Tenant should resubmit revised plans (5 sets) in accordance with comments as soon as possible.

Review of Tenant's submissions by the Controller is made only on the basis that such proposals do not affect the overall design criteria and the efficient running of the building and its services.

- 2.3 The approval of any plan does not in any way imply the Landlord or Controller's or Property Manager's or Agent's endorsement of the specification upon which the proposal has been based. The approval will neither guarantee the performance under any conditions of the plant or materials used nor imply the fitting out proposal will be acceptable to relevant Authorities/ Government Departments. The Tenants are advised to consult the Tenant's own consultants to ensure the Tenant's proposal is fit for the Tenant's purpose and in compliance with government and statutory requirements.

All necessary permissions or consents, if any, from relevant government authorities and public utility companies shall be obtained by the Tenant and all requirements of the Landlord and its Consultants, all government and other statutory bodies, including but not limited to Fire Services Department, Buildings Department, etc., shall be complied with by the Tenant at his own cost. Submissions to the authorities by the Tenant and subsequent approval including drawings shall be copied to the Controller for retention.

- 2.4 Under no circumstance will fitting out work be allowed to commence without prior written approval from the Controller. No claim to any loss will be allowed on account of any delay or loss in submission or resubmission of plans or the Tenant's non-compliance with this Handbook.

- 2.5 Consultants recommended by the Landlord will be appointed at the Tenant's cost to design and prepare working drawings for all modifications that require revisions to the original building construction and services in accordance with the Tenant's layout and fitting out requirements.
- 2.6 No abatement of rent or extra rent-free period will be awarded on account of plans not being ready or approved, the need to comply with any conditions or requirements or to make any resubmission, or failure to comply with any regulations.

### 3.0 Design Considerations

#### 3.1 Materials and Finishes

In general, good quality materials and workmanship of works should be used for fitting out works. The Tenant is advised to forward samples of materials to the Controller for approval. Should damage be made to any Base Building Provision, the Tenant should notify the Controller; the repair/ replacement work will then be carried out by the Landlord's Approved Contractors and the cost should be reimbursed by the Tenant.

Tenants are required to note and comply with the following requirements:

- (a) Materials used for fitting out work or for any repair or alteration must not contain asbestos in any form.
- (b) Use of materials which contain formaldehyde shall be limited in use. Particleboards, fibreboards and similar composite boards to be used shall conform to European Standard EN 321-1, or alternative equivalent standards.
- (c) All paints and primer to be used must be free from lead. Paints which contain volatile organic compounds shall conform to British Standards relating to solvent.
- (d) Use of solid timber and timber panel products should be obtained entirely from well-managed sustainable sources, which may include suitable re-used timber. Also, use of wood preservatives is not encouraged. Treated timber where it is not recommended in any relevant codes and standards which are applicable to particular building components should not be used. All preserved timber to be used shall be industrially pre-treated and ready for finishing on site.

The tenant shall notify the Controller the use of this kind of material when situation arises.

- (e) Tenants are required to use eco-products to avoid smell of thinner polluting the internal environment.

### 3.2 Structural Members

Slabs, columns, walls and beams must not be drilled, cut, chipped or chased in any way. The Tenant must make sure that no damage is caused to these structural elements and will be held liable for the full cost of repair. The Controller will stop all Tenants' fitting out works at the Premises until full assessment of the damage is carried out and acknowledged by the Tenant.

### 3.3 Shop Sign Design

Back walls at shop fronts that close the shop interior from the public areas are required to be avoided. No alteration to shop front or door provided will normally be allowed.

For Shop Front facing shopping corridor in the arcade, shop identification signs are required to be confined to the space designated by the Controller. Tenants are responsible for the design and cost of cutting out lettering or other design. All shop front lightings including the lightings of shop sign and shop front display shall be lit up within the opening hour of the shopping arcade at tenant's expenses or otherwise approved by the Controller.

Tenants are required not to display logo other than those approved.

Additional signs may be provided at the Tenants' cost with prior approval from the Controller.

All shop sign designs other than those provided by the Developer are required to be submitted to the Controller for approval.

### 3.4 Office Sign Design/ Office Directories

No projected signs will be allowed. All fascia signs will be subject to approval by the Controller.

### 3.4 Office Sign Design/ Office Directories (Con'd)

Tenants' company names in English or Chinese are required to be shown on the office directories at designated locations. At Tenants' expense, the Property Manager will arrange to have company name to be shown in those directories. To avoid errors, Tenants should confirm details of entries with the Property Manager.

Sign text will be limited to the registered name of the company or organization and other names as shown in relevant tenancy agreement and otherwise approved by the Property Manager. No symbols or logos will be allowed to be shown in floor or main directory.

### 3.5 Dividing Mullion, Ceiling and Partitioning

No fixation/ fastening and drilling to window, glass panel, shop front and curtain wall will be allowed.

Tenant's partitions must not abut to the exterior window glass. Partitions shall finish to the window/ curtain wall mullions or to columns. Fixed furniture and other fixtures adjacent to the window wall must provide a clearance of at least 600mm for repair and maintenance to the windows or curtain wall system.

Placing heavy object on window bay is strictly prohibited. Tenants must ensure that no damage is caused to elements of window bay. If damage is caused, the Controller reserve the right to stop all works until a full assessment and an acceptable remedial proposal has been made. Tenants are required to be held liable for all costs of rectification incurred.

As a general rule, partitions should only extend to the underside of the ceiling runners. For senior executive offices and conference rooms, etc., requiring specific sound isolation, bulkhead barriers will be required within the ceiling void between the ceiling and the underside of the structural slab. Acoustic lined air transfer ducts must be provided through the bulkheads to maintain the A/C return air paths.

### 3.6 Curtain Wall

All installation, furniture, fixture must be kept out of any glass panels and all glasses must be visible and readily accessible.

Partitions ending at curtain wall should be merely abutted in line with curtain wall mullion instead of glass panel and the joints should be so designed to allow thermal movement. It must be stressed that clearance of 3 mm between the partition and mullion must be kept and no direct fixing and bolting against curtain wall mullion would be allowed.

All curtain wall ventilators should be accessible and operable and always kept closed.

Earthing wires should not be bonded to the mullions of the curtain wall.

All damage, including drilling and bolting to the curtain wall system is not permitted.

No obstruction to the openable panel for cleaning and maintenance purposes to the Active Wall (Ventilated) System is allowed.

### 3.7 Layout Design

All existing building elements inside the tenant area, e.g. walls, staircases, toilets, kitchens, etc. are normally not allowed to be altered/ relocated/ removed.

Any construction of cockloft within the Premises is strictly prohibited.

### 3.8 Expansion and Movement Joint

All construction across joints must incorporate facilities to allow movement and is subject to prior written approval by the Controller.

### 3.9 Ventilation and Air-conditioning System

In case any part of the Tenant's area will generate significant air pollutants, such as print rooms, separate ventilated system will be provided for minimization of recirculation contamination. Tenant should notify and coordinate with the Controller if such cases arise for exact location of the exhaust system and connection details etc.

Central air-conditioning will be provided by Property Manager during Normal Supply Hours at a prescribed rate. The Normal Supply Hours is shown herebelow:

Office:	Monday – Friday	08:00 – 19:00
	Saturday	08:00 – 14:00
	Sunday & Public Holidays	No Supply

Shop:	Monday – Sunday, including Public Holidays	09:00 – 21:00
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Central air-conditioning supply outside Normal Supply Hours is available at extra cost payable by the Tenant. For details, please contact the Property Manager.

### 3.10 Plumbing and Drainage System

Tenant is required not to change any of sanitary ware and fittings nor partition/ cubicles inside the lavatories.

Tenant is required not to make connection to any existing drainage or supply water pipes unless prior approval is sought from the Fit-Out Controller.

It is the responsibility of the Tenant to apply for water meter from the Water Authority, if water supply is required by the Tenant. No water pipeworks is allowed to embed into any wall/ floor slab.

If additional water supply and drainage piping within the premises is proposed, tenant is required to install water proofing membrane/ water leakage alarm

systems with a stainless-steel sump tank and dual sump pumps with high level alarm and main incoming water supply cutting-off functions with prior approval from the Fitting-Out Controller. (All water pipe passing through / above the false ceiling are required to be installed by metal /fire-resist material)

**Water will only be supplied to the tenant after joint inspection of water proofing test and main incoming water supply cutting-off function test with the tenant and Fitting-Out Controller with satisfactory results.**

All plumbing works installation, maintenance, alteration, repair or removal installation should be under:

- Cap. 102 Waterworks Ordinance.
- Cap. 102A Waterworks Regulations
- Guide to Application for Water Supply (Dec 2021).
- Technical Requirements for Plumbing Works in Buildings (Dec 2021)

All drainage works installation, maintenance, alteration, repair or removal installation should be under:

- Cap. 123 Buildings Ordinance.
- Building Department Minor Works System.

According to Buildings Ordinance, Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, 83. Floor, the Floor have a fall towards an outlet of not less than 1:25.

**For plumbing & drainage schematic layout and waterproof area arrangement, please refer to Appendix A & B.**

### 3.11 Fire Service Installation

Tenant is not allowed to cover up any smoke detector, hose reel, breakglass unit and alarm bell.

A clear space of at least 600 mm must be maintained below all sprinkler heads.



Fire bells must be audible in all parts of the Premises and if necessary additional bells must be provided by the Tenant.

### 3.12 Electrical and Lighting System

All fixed electrical installation of tenancy fitting out works shall comply with requirement of Electrical Ordinance (Cap. 406) and its related regulations. The electrical installation shall be designed, installed, and tested in accordance with the requirements of the latest Code of Practice for Electricity Wiring by EMSD and the current edition of the IEE regulations including any amendments. In addition, the installation shall satisfy the requirements of both Hong Kong Electric Company Limited and the Electricity Supply Ordinance.

Under the Building Energy Efficiency Ordinance, the design of electrical, lighting, air-conditioning and lift & escalator installations involved in major retrofitting works in a prescribed building are required to comply with the latest version (currently 2012 Edition) of the Building Energy Code (BEC) published by the Electrical and Mechanical Services Department (EMSD).

The tenant or occupier etc. of a unit in a prescribed building is required to engage a Registered Energy Assessor (REA) to certify wherever there is addition or replacement of a main component of a Central Building Services Installations (BSI) of "Major Retrofitting Works" OR covers one or more places with a floor area or total floor area of not less than 500 sq.m. under the same series of works within 12 months in a unit or a common area should comply with the BEC and obtain a Form of Compliance (FOC) from that REA within 2 months after the completion of the works.

The tenant will install the main electric cable from the meter room to his unit / shop at tenant's expense, although the main electrical connection in the meter room will be carried out by Landlord's Approved electrical contractor at the expense of the tenant. The total lighting and electrical loading in the tenant's premises shall not exceed the electrical loading provided. Cost of upgrading work for additional loading shall be at tenant's expense and subject to Landlord's approval.

Tenant has to obtain written approval from the Controller for any power consumption exceeding the nominal capacity main supply switch for the Leased Area prior to proceeding with installation.

Tenant must arrange with Hong Kong Electric Company Limited for electrical testing and installation of electric meter.

### 3.13 CCTV, SMATV, Security and PA system

Tenant is not allowed to alter or block the scanning cameras and loudspeakers.

No music systems, TV and other telecommunication facilities may be installed in the Premises without prior approval from the Property Manager.

### 3.14 Provision of Access Panels to Ceiling

The design for the Premises must at all times allow the Landlord and his representatives to access to the Landlord's equipment including VAV boxes, isolating and control valves, fire dampers, etc. and pipeworks for upper floor, i.e. drainpipes inside toilets, etc. Access to such equipment and pipeworks including ceiling voids, pipe ducts, meter rooms and mechanical rooms must be maintained by the provision of suitably sized and positioned access panels, doors and access space.

No Open Ceiling which is visible from outside will normally be allowed.

### 3.15 Building Management System

Tenants are required not to change the programme of the Building Management System (BMS) but to follow the services provided by the Property Manager.

### 3.16 Service Core

Any additions and alterations to any fittings/ fixtures and equipment installed inside the service core are not allowed, i.e. install locks, removal of doors, etc.

### 3.17 Lift Lobbies

No additions and alterations to lift lobbies of office floors are allowed.

### 3.18 Blind System

The selection of blind systems shall be subject to the approval by the Controller.

### 3.19 Advertisement/ Display of Signage behind Glazed Curtain Wall of the Tower

No penetration through the window, glass panel, shop front and curtain wall will be allowed. Moreover, no display of neon sign or illuminated logo, sign, advertisement, etc., will be allowed to be installed so that it is visible from the outside.

### 3.20 Volatile Organic Compounds (VOCs)

All materials used by tenants should comply with the Air Pollution Control (Volatile Organic Compounds) Regulation, which regulates the VOC contents in certain products and VOC emission from lithographic heatset web printing process.

All the architectural paints/coatings, printing inks or etc used within the building should be the regulated products in comply with the regulation.

#### 4.0 Shop front Design Parameters

The basic objective of shop front design parameters is to ensure high quality and consistent design of the project. Basic shop front design requirements are as follows:

- 4.1 All shop front designs shall be subject to approval by the Controller, who may take into consideration Tenants' business and operation.
- 4.2 All shop fronts or window displays that form part of the interior of the Premises which are visible from outside of the building shall be subject to the Controller's approval in respect of their display, presentation and appearance. Display of advertisement, which can be seen from the face of the curtain wall/ exterior shall be subject to Controller's prior approval.
- 4.3 Neon light shop front signage and/ or logo are not allowed unless otherwise approved by the Controller.
- 4.4 Shop front designs including the shop identification sign may be rejected on the basis of not keeping with the design context of the development and also may require modification in the event that they are similar to a neighbouring store or if they are not to the entire satisfaction of the Controller.
- 4.5 Shop front or partitioning works, display, etc. shall not extend beyond the shop boundary.
- 4.6 Obstruction along shop front particularly installation of storeroom/ changing room/ blinds or the like along the shop front area so as to block or cover the same is strictly prohibited.
- 4.7 Shop closure of vertical solid roller shutter is highly discouraged. In case if roller shutter is proposed, the shutter must be in high graded transparent acrylic type within the Premises with guide rail frame of natural stainless steel finish and shall be subject to approval by the Controller. Open shop front design should not be allowed.

- 4.8 Any alteration of entrance of the shop front closure is subject to Controller's prior approval, which approval will not normally be granted.
- 4.9 Sales promotional materials such as flyers, advertisements, stickers, posters, banners should not be allowed to be displayed on any part of the shop front or placed inside or outside the curtain wall along the perimeter of the building.
- 4.10 Display fixtures/ items should be set back from any part of glass panel by 600 mm.
- 4.11 PVC/ clay tiles for floor finish are not acceptable unless otherwise approved by the Controller.
- 4.12 All shop fronts shall be constructed of tempered glass that can be easily maintained. All materials and their finished installation are subject to the approval by the Controller.
- 4.13 Area under the fire shutters, smoke detectors, compartmentalized by-pass lobbies and outlets of local smoke extraction ducts installed in the Premises shall not be obstructed/ altered/ prevented from operation in any way by Tenant's design and layout of the Premises.

## 5.0 Contractors' Works

### 5.1 Works for Tenant by the Landlord's Approved Contractors

All works related to the base building mechanical and electrical services and finishes must be performed by the Landlord's approved contractors. In additions, the following works cannot be done by the Tenant's own contractor and the Tenant must arrange for the Landlord's approved contractors to do the following works at the Tenant's costs:

#### a) Electrical System

Any alterations of the main supply and main switch in the switch room. The wiring connection works between meter room and MCB at the tenant area shall also be completed by Landlord's approved contractors.

#### b) Air-conditioning System

All alterations and additions to the existing system including air-conditioning supply header, air duct, chilled water tee-offs and VAV boxes.

#### c) Fire Services System

All alterations and additions to the existing system including sprinkler heads, hose reel, smoke detector or breakglass.

#### d) Building Management System (BMS)

Alterations and additions to the existing BMS system are normally not allowed. If such works are considered necessary, it shall be done by Landlord's approved contractor at the costs of Tenant.

## 5.2 Works for the Tenant

All decoration or fitting out work inside the Premises is the Tenant's responsibility and at the Tenant's cost.

### a) Floors

All floors finished including tiles, carpets or other finishes.

### b) Partitions

All tenant's internal partitions as required.

Only dry wall partition construction is permitted. No alterations are permitted to inter-tenancy partitions dividing the Premises, including installation of any concealed conduits, services outlets, etc. No wall-mounted elements to the same are allowed.

### c) Walls

All wall finishes. No applied finishes are permitted to the exterior cladding perimeter wall system. The Tenant is reminded that there are certain difficulties in replacing the spandrel panels and no such work shall be carried out until the Controller's approval has been obtained.

### d) Air-conditioning

Installation of any independent A/C units or equipment for the Tenant's supplementary cooling to computer areas or dealing rooms, etc. Tenants are encouraged to use the existing system, where alternative systems are normally not allowed.

e) Ceilings

The Base Building ceiling system may only be replaced with an alternative ceiling system or materials at the Tenant's cost if the replacement is agreed and approved by the Controller.

All materials installed within the false ceiling void must be non-combustible in full compliance with Hong Kong Fire Services Department requirements. Timber framing or plywood is not permitted for ceiling construction.

f) Electrical

Wiring and connection of any outlets and equipment built into prefabricated fixtures, furniture or desks and supply and installation of any special light fixtures or fittings.

The connection of a meter by electricity power supply company is the Tenant's responsibility and the Tenant should ensure that the necessary application is made at the proper time. The Landlord's Approved Electrical Contractor will assist the Tenant in completing the necessary forms, if necessary.

g) Telephone

The Tenant must make his own arrangements with the telephone utility company for telephone connections and wiring.

h) Data & Communication

Wiring and connections for private system shall be generally provided by the Tenant's Contractors.



## 6.0 Rules and Procedures

### 6.1 Government Approval

It is the Tenant's duty to obtain all necessary government approvals or consents from relevant departments/ authorities for the operation of the Tenant's business, if necessary, and to comply with all such regulations, bye-laws and conditions in relation thereto.

The Tenant shall engage a Registered Minor Works Contractor to carry out minor works which are set out in Schedule 1 of the Building (Minor Works) Regulation and provide corresponding Government's certificate/letter to Fit-Out Controller for record prior to commencement of works and/or upon completion of works.

The Tenant shall engage an Authorized Person to carry out Alteration and Additional Works for necessary submissions to Buildings Department. All related drawings, calculations, certificate and letters shall be submitted to Fit-Out Controller for record prior to commencement of works and/or upon completion of works.

### 6.2 Management Approval

The fitting out plans and specifications must have been approved in writing by the Controller and if appropriate, by its consultants. All works must be carried out in accordance to the approved plans and specifications. Any additional and/ or alteration works shall be submitted to the Controller for separate consideration and approval.

The Controller reserves the right to require the Tenant to make any alteration if deemed necessary even after the completion of the fitting out works. Any such requirements must be complied within one month from the date on which the Tenant is notified in writing or otherwise specified.

### 6.3 Approved Consultants

The Fit-Out Controller reserves the right to engage other consultants such as Registered Structural Engineer or M & E Consultant etc. at tenant's cost to scrutinize particular structural and services proposals submitted by the tenants such as addition of staircase, installation of heavy equipment, additional plumbing and drainage installation, air-conditioning system, computer equipment or other data communication system etc.

### 6.4 Security Deposit

Tenants will be required to make a deposit as security for any damage to the Premises and other common areas caused by Tenant or his contractors during fitting out period.

The deposit being a prescribed amount of money specified in Section 7.0 does not bear interest and will be refunded to the Tenants at the end of the fitting-out less the cost of making good any damage. This deposit is without prejudice to any other right or remedy that the Controller may have in respect of any damage.

### 6.5 Electrical Installation

(a) Electrical installation and connection work of the main cables from the Meter Room to Tenant's premises must be carried out by one of the Landlord's Approved Contractors listed in Appendix VI of this Fit-Out Guide at tenant's cost.

(b) To comply with fire resistance requirements, G.I. conduits must be used if the tenant intends to route through false ceiling.

(c) Tenant must provide sufficient emergency fluorescent lightings with battery back up to meet the FSD requirement (please see current Code of Practice for The Provision of Means of Escape in Case of Fire).

(d) Should the tenant require a connection to the building's power supply from the emergency generator to backup his Server System under power failure

situations, the tenant is required to submit a formal application with detailed schematic diagram/drawings to show as a complete system with over-load protection relay and employ one of the Landlord's approved contractors for such work. Testing and commissioning work must be arranged to verify that the approved electric current shall not be overloaded. This particular automatic change-over installation work is at tenant's cost.

(e) It is the tenant's responsibility to employ the Landlord's Approved Contractor to certify the existing electrical system of the premises on Form WR1 and provide a Schematic Wiring Diagram, as an attachment, upon completion of fit-out works or after inspection if the tenant takes over the premises in "as-is" condition. Such a copy of the certified WR1 and Schematic Wiring Diagram shall be provided to the Fit-Out Controller for record.

(f) Tenant must provide sufficient self-contained emergency fluorescent lighting and Exit Sign to meet the FSD requirement (Please see current Code of Practice for The Provision of Means of Escape in Case of Fire).

#### 6.6 Mechanical Ventilation & Air-conditioning Installation (MVAC)

(a) Tenant is prohibited to install his own split-type air-conditioning unit or equipment for the premises.

(b) Air conditioning work must be done by one of the Landlord's Approved Contractors in Section 9 of this Fit-Out Guide.

(c) For any modification of the air-conditioning provision to tenants' premises, the tenant must obtain prior approval from the Fit-Out Controller.

(d) If existing false ceiling will be modified to gypsum board type, adequate number of access panels must be provided by the Tenant underneath any fire smoke dampers of the supply air ducts and VAV Boxes for future maintenance / inspection by technical staff. Clearance space for accessing the said fire smoke damper and VAV Boxes by a person must be provided for the same purpose.

- (e) All additional air-conditioning units are subjected to monthly charges.
- (f) Auxiliary condensate drain pan with overflow indication pipe shall be provided for all Fan Coil Units.
- (g) For Food & Beverages Outlets, the fresh air intake and exhaust air fans for kitchen area must be designed to be switched on / off simultaneously to avoid negative air pressure affecting the air-conditioning supply.
- (h) The tenant shall provide access panels and fix identification label for any fire dampers installed inside the supply air duct.
- (i) It is entirely the Tenant's responsibility to employ its own designer to design, calculate and decide the total cooling capacity for matching Tenant's proposed heat gain from his equipment, employees and patrons as well as solar loads.
- (j) Under the situation that the Landlord has provided information on the available cooling load capacity to the demised premises, the Fit-Out Controller accepts no liability and responsibility on Tenant's own design of Mechanical Ventilation and Air Conditioning System (MVAC System).
- (k) Testing and commissioning of the A/C fit-out works must be performed to the satisfaction of Fit-Out Controller prior to the requisition for central A/C supply.

## 6.7 Fire Services Installation

Tenant's consultant should inspect the existing F.S. layout within the premises on site prior to designing the workshop. Current statutory F.S. requirements should be complied with. Any modification of the existing F.S. installation will be at tenant's cost. All Fire Services system addition and alteration works must be carried out by one of the Approved Registered Fire Services Installation Contractor(s) listed in Section 9 of this Fit-Out Guide at Tenant's cost.

It is the Tenant's responsibility to employ the Approved Registered Fire Services Installation Contractor to certify the existing fire services system of the premises on Form FS251 upon completion of fit-out works or after inspection if the tenant takes

over the premises in "as-is" condition. Such a copy of the certified FS251 or FS314/FS314a shall be provided to the Fit-Out Controller for record. Tenant must comply with the statutory requirements under the current Code of Practice for The Provision of Means of Escape in Case of Fire and Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment.

## 6.8 Temporary Supply of Electricity and Water

### Temporary Supply of Electricity

Temporary electricity would be provided for tenants at prescribed hours during the fitting out period with the following charges and Property Manager reserves the right to adjust the rates whenever deemed necessary.

- i. HK\$ 240.00 per day (30A TPN from 08:30 - 18:00)
- ii. HK\$ 100.00 per day (30A SPN from 08:30 - 18:00)

The connection fee will be charged by the Controller at a separate fee. Tenant should arrange for the Approved Contractors to wire his equipment from the Building's board and be responsible for earthing wires, overcurrent and earth leakage protection. The Property Manager reserves the right to grant temporary power supply or not. Direct connection to any power point(s) in common areas is absolutely prohibited.

### Temporary Supply of Water

Temporary water supply for the fitting out works can be obtained from the communal toilets designated by the Property Manager. Hose reels should only be used for fire fighting and not for ordinary water supply. Property Manager would levy water charges according to the actual consumption by Tenants for any fitting out works requiring large amount of water consumption at a rate of HK\$ 7.00 per meter unit. In this event, a separate check meter shall be installed at Tenant's cost for assessing the water consumption. Property Manager reserves the right to adjust the above rates whenever deemed necessary.

## 6.9 Identification of Contractors and Workers

All workmen of tenant's contractors should be under the control and supervision of the Tenant's site representative who should sign in daily at the Property Manager stating the number, the name and HKID card number of the workmen working on that day.

Work Permits are required for all workmen on site and will be issued by the Property Manager to the workmen free of charge. No workers without a Work Permit are allowed to carry out any works in the Premises or any parts of the building. All Work Permits shall be returned to the Property Manager everyday for record. The Property Manager reserves the right to levy a fine of HK\$100 per permit against the Tenant whose contractor loses the permit.

## 6.10 Curtain Wall, Window, Full Height Glazing & Unit / Shop Front

No work, including fixing, chasing, etching, adhering and painting, etc. is permitted to be made on the curtain wall glass, mullion, window, full height glazing and the unit / shop (glazed area and frame inclusive). No scratches shall be made or caused on the interior surface coating of curtain wall glass panels, any scratches shall be the responsibility of the tenant to compensate the Landlord for replacement of the scratched glass panel and all relevant losses or damages so suffered.

No alteration to any part of the unit / shop front, including door handle, is allowed unless otherwise approved by the Fit-Out Controller in writing. The tenant is also required to do all necessary work to protect the curtain wall, windows, full height glazing and shop-front (glazed area, transom, mullion and frame inclusive) against any scratches and damage. If any scratches or damage is made, the Fit-Out Controller shall have the right to stop the fit-out works until full assessment of the scratches or damage is made and undertaking for compensation is confirmed by the tenant.

For safety and maintenance reasons, no furniture shall obstruct any curtain wall glass panels. The use of wooden ladder shall not be allowed.

#### 6.11 Floor Loading

Office / Retail Floor: 5.0 Kpa.

Should any heavy equipment such as a safe etc. be installed, you are required to submit 3 copies of the catalogue etc. on type, size and weight of the heavy equipment concerned and appoint a Registered Structural Engineer for submission of 3 sets of drawings for structural work required for spreading the load within the allowable limit (together with construction details and structural calculations etc.) for approval by Structural Consultant before commencement of such work. The fee involved will be borne by the Tenant. The onus is on the Tenant to prove that the proposed loading is within the allowable loading limits.

#### 6.12 Advertising Matters

No fluorescent light box, sign-board, sign, name-plate, decoration, advertising matter or other devices whatsoever shall be affixed, adhered, or otherwise displayed to, on or at any part of the common corridor, entrance door, unit / shop front, curtain wall, window, external wall and full height glazing. (The inner face of glass unit / shop front, entrance door, curtain wall and full height glazing is inclusive). The dimension, design and material of the proposed fluorescent light box or neon sign will be subject to approval by the Fit-Out Controller.

#### 6.13 Tenant's Installation of Fixture / System at Common Area

Tenants are not permitted to install any fixture or system at common area without the written approval from the Fit-Out Controller. If a tenant finds it is necessary to install fixtures, a formal application shall be submitted with design drawings / plans for approval.

#### 6.14 Unit / Shop Signage

The dimension, design and material of all shop signage must strictly comply with the building's standard design, and submitted for approval in writing by the Fit-Out Controller prior to the installation. Erection of any internal and external signage(s) without prior approval in writing by Fit-Out Controller is strictly prohibited. Any unauthorized external signage erected will be immediately removed by the

Management Office without prior notice to the tenant. All removal and reinstatement costs and expenses involved will be solely borne by the tenant.

#### 6.15 Removal of Debris

During the fitting out, all material and debris are to be kept inside the Premises. The Tenant has to ensure the debris is cleared regularly or from time to time as it accumulated and keep the Premises tidy all the time.

The Tenant is responsible for the removal of the debris from Premises with advanced booking through Property Manager, between 07:00 to 08:30 daily or such time specified and approved by the Property Manager.

Unauthorized dumping of fitting out material and debris in the common areas is not permitted. No waste materials shall be discharged into sanitary fittings in toilets or floor drains, and no storage of dangerous or hazardous materials is allowed inside any area of the Building. The Property Manager reserves the right to remove such material and debris originated from the fitting out work and charge all the incurred cost to the tenant.

#### 6.16 Insurance of Works

Tenant is required to effect and maintain an insurance policy of contractors all risks insurance during the fitting out period. The said policy should be in joint name with "South Eagle Investments Ltd" as Landlord, "Jones Lang LaSalle Management Services Limited" as Fit-out Controller and Property Manager and for a limit of not less than HK\$30,000,000.00 for any one occurrence of loss or damage and unlimited in amount for the period of insurance.

The Landlord shall be indemnified against any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the fitting out works and provided always that the same is due to any negligence, omission or default of the tenant, his servants or agents. Copy of the said insurance policies is required to be submitted to the Controller for verification before the commencement of fitting out work.



#### 6.17 Protection against Damage

The Tenant must provide proper and adequate protection to public safety and against the Base Building finishes between the Premises and the service lift including but not limited to the lift lobbies, toilet areas, service corridors, exterior cladding and glass, light fixtures and ceiling, etc. Such finishes shall be protected by the Tenant at all times during the fit-out period to avoid damage. Any damage to the same will be made good by and at the cost of the Tenant. The Fit-Out Controller reserves the right not to allow the contractors to carry out fit-out works if the contractors fail to arrange the required protective measures. The landlord and the Fit-Out Controller shall not be held any liability if the fit-out works is so suspended/ delayed.

#### 6.18 Protection against Fire

The Tenant's contractors must provide proper and adequate fire fighting equipments such as dry powder portable fire extinguisher which must be maintained on the Premises throughout the fit-out period. The Tenant is required to be aware of and prevent any false alarm and damage caused by fit-out works. The service charges claimed by Fire Services Department and the charges for the remedial works claimed by Fit-Out Controller will chargeable to the Tenant.

The Tenant's contractors must provide all necessary precautionary measures during all time of work as required by relevant regulations and the Fit-Out Controller.

#### 6.19 Protection against Water Leakage

Proper and adequate protection must be made to prevent water leakage to other premises and lower floors.

#### 6.20 Work Area

The work area should be kept tidy and must be confined within the Premises at all times. All materials and debris are to be kept in the Premises during the working period without obstructing public corridors or any part of the public

area of the building. No public and staircase area should be used as working area and/ or storage.

#### 6.21 Obstruction

Any obstruction to meter rooms, fire shutter, fire exit door, access panels of pipe ducts and A/C installations or the like is strictly prohibited.

#### 6.22 Identification of Contractors and Workers

All workmen of tenant's contractors should be under the control and supervision of the Tenant's site representative who should sign in daily at the Management Office stating the number, the name and HKID card number of the workmen working on that day.

Work Permits are required for all workmen on site and will be issued by the Fit-Out Controller to the workmen free of charge. No workers without a Work Permit are allowed to carry out any works in the Premises or any parts of the building. All Work Permits shall be returned to the Fit-Out Controller everyday for record. The Fit-Out Controller reserves the right to levy a fine of HK\$100 per permit against the Tenant whose contractor has lost the permit.

#### 6.23 Designer/ Contractor Details

A list of names, identity card numbers and contact numbers of the contractors, contractor's workers and site representative to be engaged on the works is to be submitted to the Controller, prior to commencement of the fitting out works. Site representative shall be available full time on site for liaison during fitting out works and be responsible for all works going on within the Premises.

Prior to the commencement of the fitting out works, the Tenant are required to inform the Controller the Emergency Contact for responsible person(s) along with a spare key to the Premises for emergency use. The key will be sealed up in an envelope under witness of both representatives of the Tenant, the Controller and the Property Manager.

#### 6.24 Working Hours

All fit-out works shall be subject to the inspection by the representatives of the Fit-Out Controller from time to time during progress of the fit-out works.

Fit-out work may be carried out during the hours specified by the Fit-Out Controller. The Fit-Out Controller reserves the right to regulate any working hours as found necessary. Prior approval must be obtained from the Fit-Out Controller should the working hours be extended beyond the above.

#### 6.25 Works Emitting Noise or Odor

For all fit-out works which generate noise, irritating smell or cause nuisance to other tenants, the Fit-Out Controller's prior consent must be obtained and be restricted to the hours specified by the Fit-Out Controller.

All furniture or other fixtures must be prefabricated and painted off-site and not in the common parts of the building. Any painting or other nuisance activities within the Premises which may in the opinion of the Fit-Out Controller cause annoyance or disturbance to other tenants or users of the common parts must only be performed when permitted and specified by the Fit-Out Controller.

A **penalty of HK\$2,000 per time** will be deducted from fit-out deposit if fit-out works generate noise, irritating smell or cause nuisance to other tenants were found outside the hours specified by the Fit-Out Controller.

#### 6.26 Drilling, Chiseling and Demolition Work

Drilling, chiseling, demolition or other noisy works are normally not allowed in the building. If so, it shall be carefully planned and implemented. The working method shall be submitted to the Controller for approval. Any pneumatic drilling is not permitted on the Premises.

#### 6.27 Welding and Paint Spraying Work

(a) For welding and paint spraying works, tenants must notify the Fit-Out Controller 7 working days in advance and shall provide adequate CO2 and / suitable type of fire extinguisher on site and make precautionary measures for prevention of fire.

(b) Exhaust air system must be set up in advance. Air blowers must be installed and connected with flexible PVC air ducts to operable vents which shall only be opened by the building's technicians. Work must be executed during non-office hours of the building to avoid adverse effect to other Tenants.

(c) Tenants are advised to use environmentally friendly products to avoid the smell of thinners polluting the internal environment.

(d) Both welding and paint spraying works must be undertaken by trained personnel with relevant certification / licence for the particular work of which is to be shown to the Fit-Out Controller.

(e) Air compressor for paint spraying without proof of registration in Labour Department must not be brought into the building.

(f) If the welding method is by way of gas, the maximum number of Acetylene and Oxygen bottles is restricted to two number of each type.

#### 6.28 Suspension of Systems

To meet with the fit-out requirements, if the Tenant needs to temporarily suspend the central system or switch off the main supply for connection to services of the fit-out works, such as discharging water from fire service system, relocation of air-conditioning, teeing of cable, water piping, etc. Please inform the Fit-Out Controller 7 days prior to the commencement of works for arrangement and submit all necessary statutory requirement forms / in-house application forms. In case of damage to the fresh water, flush water and/ or fire service supply pipes or any drainage pipes, thus causing any undesirable consequences and/ or damage to the other parts or equipment of the Building, the Tenant concerned

will be held responsible for the cost of rectification.

To avoid any fit-out debris/ dust entering the central system, central air-conditioning should not be used while fit-out work is in progress.

#### 6.29 Delivery of Materials

All goods and materials are to be transported to and from the Premises via the designated service lift and service passageways with prior appointment / booking approved by Controller. No passenger lifts are allowed to be used for the above purposes unless otherwise as directed by the Property Manager.

Only rubber-wheeled carts and trolleys are allowed be used to deliver goods and materials. Care must be taken to avoid damaging floors, ceilings, walls, joinery, lobbies and other common parts.

The Property Manager is not responsible for any loss of tools, equipment and building materials. Tenants are responsible to ensure that contractors remove all debris to the designated collection point in an orderly and proper fashion in specified container and comply with security staff's directions throughout the working period.

Prior arrangement with the Property Manager for the use of the service lift is required for large volume delivery.

#### 6.30 Lifts

Tenants are not allowed to use passenger's lifts for the transportation of machines, equipment and fit-out materials. Tenants shall fully compensate the Landlord if the passenger or service lifts are damaged, or soiled as a result of Tenants' fit-out works.

Tenants shall submit loading information to the Fit-Out Controller for approval prior to the transportation if heavy goods / machines are to be delivered to the unit.

#### 6.31 Contractors' Manner

The Tenant's Contractors are required to take proper action to ensure workers to

be dressed properly when they are working either in the Premises or common area. No worker being barefooted or naked is allowed to stay at common area. No gambling, smoking, fire, overnight stay or disturbances are allowed in the Premises. The Property Manager reserves the right to ask such person(s) to leave the building and reject them for re-entry whenever deemed necessary.

The disabled toilet will be made available during the fitting out period for contractors' use. The contractors must keep the toilet clean and tidy at all times and should not cause any inconvenience to other Tenants. Any damage to the Landlord's finishes, fittings or installation must be made good at the Tenant's cost.

#### 6.32 Completion of Fitting Out Works

Tenants are required to inform the Controller one week in advance of completion and notify the Controller for site inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Controller. The Tenant is required to complete comprehensive cleaning to all kinds of services well before the site inspection.

Within 14 days of completion, the Tenant are required to submit 2 full sets of as-fitted drawings with a copy of the Completion Certificate of the Electrical Works, i.e. WR-1, and Fire Services Installation, i.e. Form 251, to the Controller for reference and record. Those drawings should include but not limited to floor plans, reflected ceiling plans, shop front elevations, all E&M installations, etc.

If the operation of the Premises requires licensing approval from any Government Authorities, a copy of such licensing approval letter shall be submitted to the Controller for retention within 14 days from the approval.

#### 6.33 Others

(a) The Fit-Out Controller reserves the right to impose any regulations that they may consider necessary at any time.

(b) The Tenant shall comply with current legislation.

## 7.0 Important Points to Note

### 7.1 Indemnity

Tenants shall indemnify the Landlord against any claim for damages arising from the execution and subsequent use of the works carried out on tenant's behalf.

### 7.2 No Endorsement

Approval of tenant's proposals does not imply the Landlord's endorsement of the specifications or the performance in use of the equipment or materials used. The resultant conditions are the Tenant's responsibility.

### 7.3 Acceptance of Rules

IMPLEMENTATION OF TENANT'S PROPOSALS IN WHOLE OR IN PART IS DEEMED TO BE ACCEPTANCE OF THE TERMS AND CONDITIONS CONTAINED IN THIS FIT-OUT GUIDE.

### 7.4 Conversion of Common Parts

The Tenant shall not convert any part of the common parts of the building to his own use unless such conversion is approved by a resolution of the owners' committee (if any). The definition of "common parts" refer to section 2 of the Building Management Ordinance (Cap. 344).

## 8.0 Deposits, Charges and Fees

### 8.1 Fitting Out Deposit

A fitting out deposit will be charged as follows and should be made payable to the Property Manager – **Jones Lang LaSalle Management Services Limited** before commencement of the fitting out works.

<u>Area of Leased Premises</u>	<u>Amount of Fitting Out Deposit</u>
1 whole floor / individual units / shops	HK\$ 50,000.00 per unit / shop / 1 whole floor
More than 1 floor	HK\$ 50,000.00 per floor

The fitting out deposit will be refunded to the Tenant without interest after Tenant's completion of the fitting out works to the satisfaction of the Controller and after Tenant's settlement of any expenses by the Landlord for making good any damage to the Premises, the building and Landlord's property arising from Tenant's fitting out works, and upon tenant's submission of all required drawings and documents, whichever is later.

### 8.2 Vetting Fee of Fitting Out Proposal

For all office premises, the Controller would levy a charge of HK\$ 1.90 per sq. ft. (minimum charge HK\$2,300.00) while HK\$ 2.40 per sq. ft. (minimum charge HK\$2,300.00) would be charged for all retail shops and restaurant/ café. These charges cover the Landlord's consultants' review of the fitting out design proposals. However, in approving the fitting out proposals, the Landlord/ Controller/ Property Manager accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant's purpose, nor does the Landlord/ Controller/ Property Manager imply that the approved proposal will be acceptable to the Authorities. The Tenant shall always consult the Tenant's own consultants to ensure the Tenant's proposal is fit for the Tenant's purpose and in full compliance with Government and Statutory Requirements. The Tenant shall make separate submissions to the relevant Government Authorities.



Vetting fee should be paid when making the submission of fitting out proposal. Please make a crossed cheque payable to the Fit-Out controller “**Jones Lang LaSalle Management Services Limited**”. A demand note will be issued when sending out this Fitting Out Handbook and base building details for tenants. Tenants and their contractors are deemed to accept and abide the conditions and restrictions of this fitting out handbook upon payment of the necessary charges to the Fit-Out Controller for processing the fitting out application.

### 8.3 Coordination Fee for Reinstatement Work

Coordination fee should be paid with a cross cheque payable to “**Jones Lang LaSalle Management Services Limited**” before the commencement of the reinstatement work and the said fee is for coordination and administration of both tenants and their appointed contractors in relations to the building management issues and the requirement of the reinstatement work. The coordination fee for reinstatement work will be charged as follows: -

<u>Type</u>	<u>Charge</u>	
Office	HK\$0.5 per sq. ft.	Minimum HK\$1,000.00 per unit
Shop or Restaurant	HK\$1.0 per sq. ft.	Minimum HK\$2,500.00 per unit

8.4 For the fit-out work and reinstatement work of single-tenanted floor, tenant should appoint lift maintenance contractor of the building to disconnect the service of passenger lifts that reach the floor before the commencement of works, and resume the lift services after the completion of works for safety purpose.

8.5 We may charge any administration / coordination fee from outgoing tenants on any outstanding reinstatement works subject to 5% of the total cost for such outstanding reinstatement work.

## 9.0 Information on Relevant Contractors

### 9.1 Landlord's Approved Contractors

Mechanical Ventilation & Air-Conditioning	:	HI-E Andar Engineering Company Limited Contact : Matthew Yu Tel. : 3612 4738/ 9805 4740 Fax : 3612 4726
Mechanical Ventilation & Air-Conditioning	:	Trane Services Hong Kong Contact : Mr. James Chu Tel. : 2555 8371/ 6163 0964 Fax : 2873 0510
Fire Services System	:	Galaxy Engineering Holding Co., Ltd. Contact : Mr. Andy Chan Tel.: 2529 4885 / 6271 1175 Fax: 2529 4886
Electrical System	:	Precision Engineering Services Ltd. Contact Person: Mr. Jason Wong Tel. : 2846 5936 Fax : 2214 0781
Plumbing and Drainage	:	Precision Engineering Services Ltd. Contact Person: Mr. Jason Wong Tel. : 2846 5936 Fax : 2214 0781
Building Management System (BMS)	:	Johnson Controls Hong Kong Limited. Contact : Mr. S.C. Law Tel. : 2590 0012 / 6277 8215 Fax: 2516 5648
Ceiling Supplier	:	Asia Engineering Company Contact Person: Mr. K. P. Chau Tel. : 9453 4052 Fax : 2618 0629

### 9.2 Preferred Contractors

Protection for Common Areas	:	Precision Engineering Services Ltd. Contact Person: Mr. Jason Wong Tel. : 2846 5936 Fax : 2214 0781
Reinstatement Works	:	Precision Engineering Services Ltd. Contact Person: Mr. Jason Wong Tel. : 2846 5936 Fax : 2214 0781
Cleaning Service	:	Premier Cleaning Services Ltd Contact Person: Ms. Karen Chan Tel. : 2846 5658 Fax : 2968 0023

## 10.0 Base Building Provisions

The following information provides general descriptions and details of the Base Building finishes, mechanical and electrical systems including Tenant facilities provided by the Landlord for the Tenant's use.

### 10.1 General

Entertainment Building was designed and developed using the highest quality materials for both interior and exterior Base Building finishes. Similarly, all materials and equipment specified for the building mechanical and electrical services are of the highest quality and the systems have been designed to provide the Tenants with optimum environmental conditions coupled with maximum design flexibility.

### 10.2 Office Floors

The service core at each floor level includes the lift shafts, lift lobbies, fire stairs, core corridors, toilets, pantry area, air-conditioning AHU room, electrical meter room and the telephone/ data communication room.

For multi-tenanted floors, the service core facilities are common areas shared by all tenants on that floor, while the common corridor will be finished with raised floor system with carpet floor finishes by the Landlord. For whole floor tenancies, the toilets, core corridors, lift lobbies and pantry are available for such tenant's sole use.

### 10.3 The Mall

The Mall is located on Basement Floor to 4<sup>th</sup> Floor, where 1<sup>st</sup> Floor would be shared by the office lobby and shops.

## 11.0 The Occupational Safety & Health Guide

### 11.1 Introduction

This is part of Jones Lang LaSalle Property Management's Occupational Safety & Health Policy, we are committed to raising public awareness over Safety & Health conservation, all tenants and their contractors or sub-contractors have to follow the Occupational Safety & Health Guide and all the requirement which have been set by the Management Office.

### 11.2 Rules & Requirements

It is the Contractor's responsibility to comply with all Government Regulations. In particular the Contractor attention is drawn to the Construction Sites (Safety) Regulations and Confined Space issued under the Factories and Industrial Undertakings Ordinance.

The Contractor shall comply with all legislation relating to safety and health including but not limited to: -

- a. The Factories and Industrial Undertakings Ordinance. (Cap. 59)
- b. Occupational Safety and Health Ordinance. (Cap. 509)
- c. The Construction Sites (Safety) Regulations.
- d. The Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations.
- e. The Factories and Industrial Undertaking (Confined Spaces) Regulations.
- f. The Factories and Industrial Undertakings (Abrasive Wheels) Regulations.
- g. The Dangerous Goods Ordinance.
- h. The Electricity Ordinance.
- i. The Electricity (Wiring) Regulations
- j. Code of Practice for Metal Scaffolding Safety.

The Contractor shall keep himself informed of all relevant codes of practice publish by Government and by the Occupational Safety and Health Council and comply with the provisions in the codes of practice.

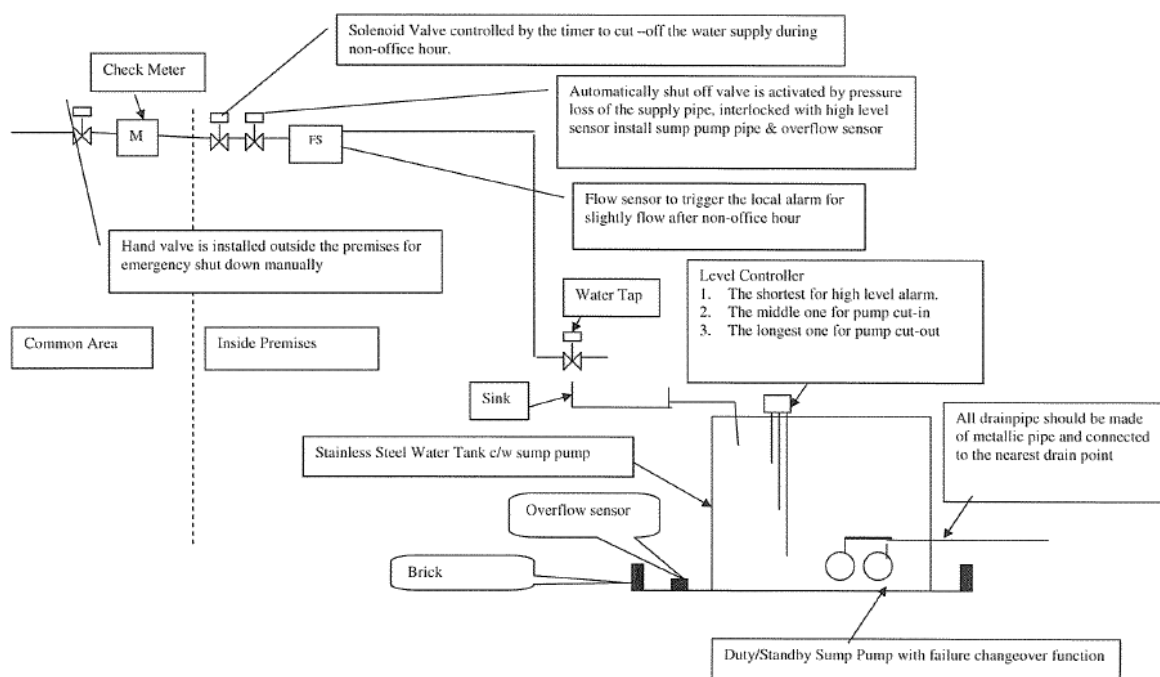
The Contractor is required to comply with the Labour Department's regulation for safety on work sites at all times during the course of the works and to provide sufficient personal protective equipment (e.g. Safety helmet, ear muff / plug) for the use of the Project Manager, the Employer's Representative, the Consultants, Management Office and any other authorized person visiting the site.

Contractor shall appoint competent persons to carry out daily supervision, examination and inspection of their material, works, plants, equipment and tools as required by the legislation.

## APPENDIX A

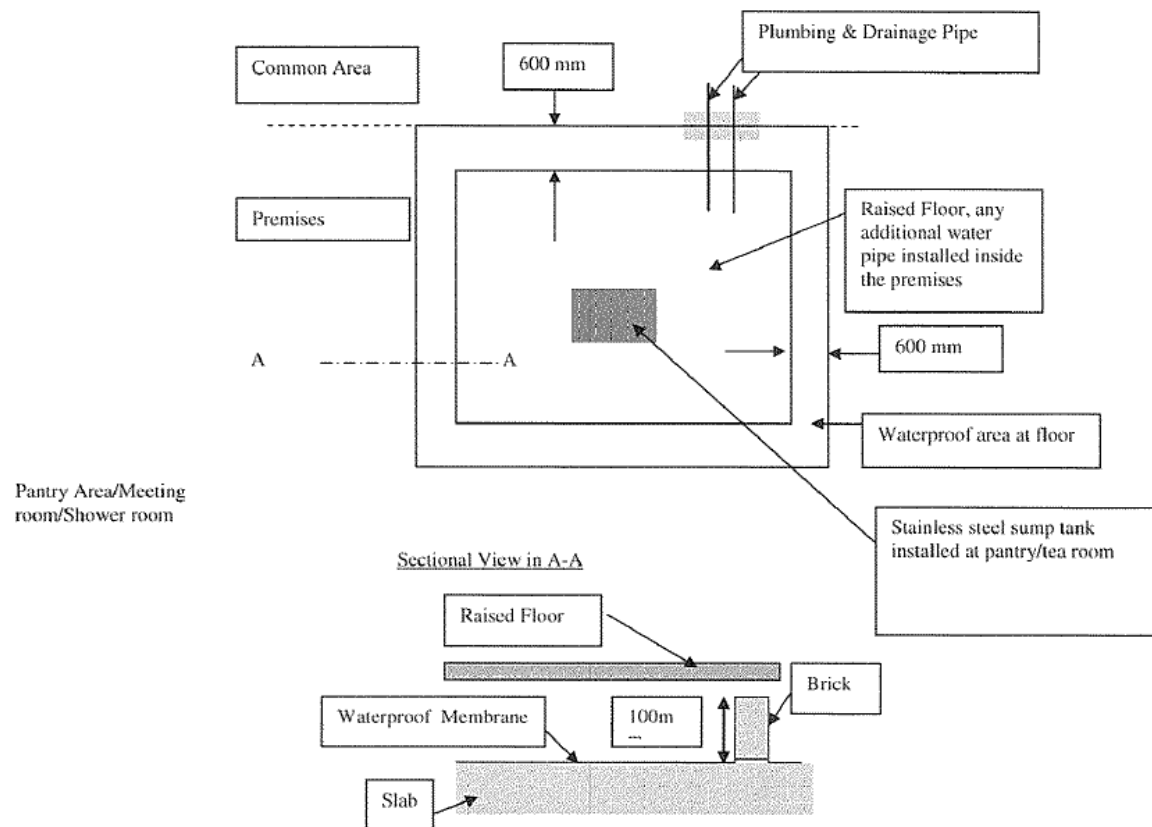
### Typical Plumbing & Drainage Schematic Drawing for Wet Pantry Arrangement

Regular maintenance i.e. debris removal & functional test shall be carried out by tenant with the witness of management office



## APPENDIX B

### Waterproof Arrangement



\*\*\*\*\* This is the END \*\*\*\*\*