

**Fit-Out Guide for Commercial Properties**  
**Shopping Arcade, Shopping Centre & Shopping Mall**  
**Version: Sept 2012**

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## 1.1 – Introduction – Use of this Guide

The purpose of this Handbook is to provide relevant information to assist Tenants in the preparation and submission of proposals for fit-out of the premises. It contains guidelines on the approval procedures and fit-out practices.

All designs must be to the satisfaction of the Fit-Out Controller - (company) and to comply with current regulations. Each Tenant is required to comply with the house rules and fit-out procedures detailed and outlined in this Guide. Especially for fit-out work, it is essential that prior to starting the design process, you and your consultants should take reference to:

- building codes and regulations;
- the procedures in this Guide;
- any restrictions specified in your lease.

Each Tenant's design will be vetted and approved by the Landlord / Fit-Out Controller (\*delete as appropriate) and subject to building regulations and requirements in this Guide. The Landlord / Fit-Out Controller (\*delete as appropriate) reserves the absolute right to reject the design at discretion that the design is not in harmony or affects the integrity of the building.

Tenants are responsible to bear all fit-out costs inside their lease line including cost of upgrading the electricity supply, pipes and drainage etc., which are for the exclusive enjoyment of the tenant's unit. Your contractors will be provided supplemental information when they are prepared to start construction, including: -

- security instructions;
- delivery and parking instructions;
- after-hours access instructions;
- debris disposal instructions.

This Guide may otherwise be described in the "Tenant's Obligation" and "Fitting-Out" clauses of your Tenancy Agreement. Please treat this Guide as your principal instructions regarding the fit-out process.

Should you have any queries and/or need any assistance with regard to the fit-out of the Premises, please contact the Fit-Out Controller. For other queries regarding the management services of the building, i.e. material delivery and disposal, etc., please contact the Property Manager / Building Management(\*delete as appropriate).

Jones Lang LaSalle Management Services Limited

17/F Dorset House, 979 King' Road, Hong Kong (\*change as appropriate)

{Property Name} Fit-Out Controller Tel.: {Tel. No}

Fax: {Tel. No}

## 2.0 – Fit-Out Administration

### 2.1 Handover of the Premises

- 1 Tenant or his/her representative conducts the handover procedure. The Tenant or his/her representative should bring:
  - Tenant's fit-out security deposit,
  - Tenant's company chop (if applicable),
  - a copy of the Contractors All Risks policy
  - Tenant's and his/her representative's Hong Kong Identity Card,
  - a copy of Business Registration (if applicable), and
  - a letter of authorization if a representative is appointed.
- 2 Landlord provides the keys to the premises. The rent-free fit-out period commences (if applicable).
- 3 The Fit-Out Controller will conduct the handover and complete the handover form and checklist with the tenant. Both form and checklist can be found in **Appendix I & II.**

**Note:**

Tenant will be notified of the scheduled time for the handover meeting by letter. Failure to attend the handover meeting will not alter the Term Commencement Date in the Lease or Tenancy Agreement, and the Tenant will not be entitled to any extension of the rent-free period (if applicable).

### 2.2 Directory Board

The Fit-Out Controller will arrange for the tenant's name to be inserted, in standard lettering, on the directory board at tenant's expense which is HK\$ [No.] for one set of standard name strips. The application form is in **Appendix VI.** (OPTIONAL:This form may be submitted to the Fit-Out Controller at a later date.)

**Note:**

Only one entry per Tenant will be permitted and the cost will be deducted from the fit-out deposit or a crossed cheque should be made payable to the nominated contractor (\*change as appropriate). Additional request for directory name strip other than the name specified in the Tenancy Agreement is subject to the signing of an Indemnity Agreement by the Tenant. Moreover, an administration fee for the said Agreement will be payable by the Tenant and the additional cost for the directory strip will be deducted from the fit-out deposit or a crossed cheque should be made payable to the nominated contractor (\*change as appropriate).

## 3.0 – Landlord Responsibilities

### 3.1 – Base Building Provisions

{Property Name} 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.

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

Provisions	Description <span style="background-color: red; color: white;">(*delete or add as appropriate)</span>
Floor	<ul style="list-style-type: none"> <li>Structural reinforced concrete / screed finish/ carpet</li> <li>Raised floor system: _____ mm (H x W)</li> </ul>
Walls	<ul style="list-style-type: none"> <li>Concrete block / brickwork/ Curtain wall : _____ no(s)</li> <li>Built full height: _____ m</li> <li>Plaster finish/ gypsum board partition : _____ no(s)</li> </ul>
Ceilings	<ul style="list-style-type: none"> <li>reinforced structural concrete / plaster finish</li> </ul>
Air-conditioning System	<ul style="list-style-type: none"> <li>Fresh air supply to the AHU: <u>yes/ no</u></li> <li>Chilled water pipework: _____ mm dia.</li> <li>Variable air volume air handling units: _____ no(s)</li> <li>Fan Coil Unit: _____ rating/ _____ no(s)</li> <li>Thermostat/control unit _____ no(s)</li> </ul>
Electrical Installation	<ul style="list-style-type: none"> <li>Maximum Electrical Consumption: _____ kVA</li> <li>Main Isolators/ MCCB units Rating: _____ Amp. TPN</li> <li>In-Coming Cable Size: _____ mm<sup>2</sup></li> <li>Main Switch Board Rating: _____ Amp. TPN</li> <li>Emergency Power Supply: _____ kVA</li> <li>Location of power supply: <u>within the premise/ meter room</u></li> <li>Exit signs: <u>battery backup / without essential supply</u> _____ no(s)</li> <li>Lighting panel: <u>battery backup / without essential supply</u> _____ no(s) _____ mm dia. (LxW)</li> <li>Venetian Blind System: _____ no(s)</li> </ul>
Trunking System	<ul style="list-style-type: none"> <li><u>Ceiling/ under-floor/ inter-floor</u> _____ mm (HxW) _____ no(s)</li> </ul>
Telephone /Broadband Services	<ul style="list-style-type: none"> <li>Telephone / Data connections _____ no(s)</li> <li>Optical fiber cables in meter room/ tenancy area _____ no(s)</li> </ul>

Fire Services System	<ul style="list-style-type: none"> <li>• automatic fire services system (sprinkler and smoke detectors, where appropriate) will be installed in your premises</li> <li>• sprinklers will be installed to meet F.S.D. rules for open plan space only</li> <li>• hose reels will be installed _____no(s)</li> <li>• fire extinguishers will be installed _____no(s)</li> <li>• fire blanket will be installed _____no(s)</li> </ul>
Security System	<ul style="list-style-type: none"> <li>• Security patrol: _____</li> <li>• CCTV: _____</li> <li>• Security Alarm: <ul style="list-style-type: none"> <li>Door Contact: _____ point (s)</li> <li>Break Glass Sensor: _____ point (s)</li> </ul> </li> <li>• Location of Landlord's and Tenant's signal interface point: to be specified on plan</li> </ul>
Shop Front	<ul style="list-style-type: none"> <li>• Glass panel: _____ no(s).</li> <li>• Door : _____ no(s)</li> </ul>
PA System	<ul style="list-style-type: none"> <li>• Ceiling / Wall mounted speaker: _____ no(s)</li> </ul>
Plumbing & Drainage	<p>Type and Number of Installation:</p> <p>Pantry sink: _____ no(s).</p> <p>Washbasin: _____ no(s).</p> <p>Toilets: _____ no(s).</p> <p>Others: _____</p> <p>Plumbing In-coming Pipe Size: 20 / 25 / 32 / _____ mm dia.</p> <p>Drainage Pipe Size:32 / 38 / 50 / 65 / 75 / 100 _____ mm dia.</p> <p>Independent Water Meter: yes / no</p>
Lift	<ul style="list-style-type: none"> <li>• [No. ] _____ persons / _____ kg high speed passenger lifts</li> <li>• [No.] _____ kg service/ fireman's/ disabled lift</li> </ul>
CABD	<ul style="list-style-type: none"> <li>• Type and Number of Equipment: _____</li> <li>• Signal Strength required: normal/ _____dB</li> <li>• No. of Connection Point(s) from Landlord's System : _____ no(s)</li> <li>• Location of Connection Point(s) – to be specified on plan</li> </ul>
Gas Supply	<ul style="list-style-type: none"> <li>• Gas pipe: _____ mm dia.</li> <li>• Independent gas meter: <u>yes/ no</u></li> </ul>

Request for additional/ optional provisions must be submitted at the earliest possible stage to allow sufficient time for assessment. Abortive works as a result of the provision will also be charged to Tenant's account. Appropriate details of Tenant's equipment/ installation must be submitted to support the need for such request. Consultants' fee may be recoverable from Tenant for a feasibility assessment and subsequent implementation of such request.





### 3.2 – General Layout Plans for Tenants

The Fit-out Controller will supply the tenants with [No.] sets of floor plan drawing for use by their architect, designer, and contractor on request.

The following additional drawings will be made available on request for Premises fit-out work which may involve fundamental changes to the base building mechanical and electrical systems:

{This is a sample list.}

- General Building Plan(s), including Floor Plan, Reflected Ceiling Plan, Elevation and Sectional Drawings & Construction Details as specified on Pages 7-8 & Pages 10-11
- MVAC Layout Plan
- Fire Services Layout Plan
- Electrical Systems Layout Plan including trunking arrangement
- Miscellaneous Systems Layout Plan, including public address, security and fire alarms, etc.

#### Ordering Copies of Drawings:

Tenants may request a copy of any drawing through the Fit-out Controller at a charge of HK\$ [No.] per copy.

#### **Important Note:**

The Landlord/ Fit-Out Controller 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.

## 4.0 – Tenant Responsibilities

### 4.1– Overview of Proposal Submission

- 1 Tenant should meet with the [property name] Fit-Out Controller and receive plans of the premises and other relevant information. Tenant must provide contact information as specified in **Appendix III** of this Guide.
- 2 Tenant appoints 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 fit-out contractor(s) will be at the Tenant's own expense.
- 3 Tenant should verify all dimensions and existing conditions on-site.
- 4 The Tenant and the Tenant's appointed consultants should submit the Tenant's fit-out proposal and the Technical Questionnaire as per **Appendix IV [OPTIONAL: together with a work schedule]** to the Fit-Out Controller for review and approval within [No.] days. Please ensure the Tenant's submitted plans are accurate, clear and detailed to avoid delays. If the submission is made by an authorized representatives (consultant / contractor), they must produce an authorization letter to the Fit-Out Controller from the Tenant to prove their identification when submitting the fit-out proposal. Tenants must also complete the "Fit-out Works Commencement Notification Form" located in **Appendix VIII**.  
  
[OPTIONAL: The working schedule should indicate clearly the Tenant's expected commencement date, completion date and various stages of the fit-out works.]
- 5 Tenant's plans will be vetted within {No.} days and returned as: -
  - approved;
  - approved with noted changes;
  - re-submit.
- 6 If plans have been modified, re-submission shall be necessary.
- 7 If re-submission is required, Landlord / Fit-Out Controller (\*delete as appropriate) repeats Step 5, vetting Tenant's plans.
- 8 Once Tenant's plans are stamped "Approved" or "Approved with noted changes", Tenant can instruct contractor for work commencement. Tenants must also complete the "Work Permit Application" located in **Appendix X**. Workers without a Work Permit will NOT be allowed to carry out any works in the building.

IMPORTANT: Fit-out work can only commence when your fit-out proposal is approved by the Fit-Out Controller.

## 4.2- Submission Requirements

### General Retail Shops

Please prepare your documents for submission as follows (all drawings should be printed in A3 size): -

- (a) Scale of Drawings  
All plans must be in metric measure to a scale of 1:{No.} or 1:{NO.}.
- (b) Numbers and Types of Drawings  
Tenant must submit [No.] sets of the following plans and drawings – professionally drawn to scale:

[This section is a sample only. You will need to fill in information according to the property requirement.]

Floor Plan, showing clearly: (delete or add as appropriate)

- General layout including fixtures and fittings, furniture and storage areas;
- Any walls or partitions you wish to build or dismantle with indication of their height and material of construction;
- Type and color 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 [NO.] KPa. A report from a Registered Structural Engineer may be required.);
- 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 (include any raised floor panels), if any;
- Layout of additional plumbing and drainage installation completed with clear indication in dimension and materials used (include any raised floor panels), if any;
- Location(s) of entrance door(s) that is/ are originally provided and/ or proposed to be relocated;
- Area of raised flooring for computer installation or the like, if any;

Reflected Ceiling Plan, showing clearly: (delete or add as appropriate)

- Details and location of proposed light fittings, air diffusers, air ducts;
- Details of proposed gypsum or timber board false ceiling fixing method; and
- Details of partitions proposed to be erected up to structural ceiling (must use fire resistant materials and allow sufficient number and size of openings for return air purpose inside the ceiling void).

(Fan Coils provided)

Ceiling Plan, showing clearly: **(delete or add as appropriate)**

- Existing location of each FCU;
- The new location of FCU(s), if you propose modifications;
- The location of proposed ducting, return air plenum and louvre, access panel for servicing the FCU and supply air diffusers;
- the reticulation of electrical wiring and the type and layout of lighting; and
- layout of any fire services modifications you propose.
- Proposed modification and addition to main ceiling cable trunking system, if any;
- Type, colour, materials and layout of your proposed suspended ceiling;

**Note:**

Proposals without any form of suspended ceiling will not normally be acceptable.

(Central A/C provided)

Ceiling Plan, showing clearly: **(delete or add as appropriate)**

- 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.

Electrical Layout Plan / Schematic, showing clearly: **(delete or add as appropriate)**

- Rating, type and location of main switchboard, any sub-boards, main switch/ isolator of power circuit;
- Location of your Miniature Circuit Breaker Board;
- 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, 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, if any;
- Details of wiring to special systems, including communications data, and special low voltage (LV) services, if any;
- Location of emergency lighting; and
- All relevant Mechanical & Electrical provisions, whether existing or proposed.

Elevation and Sectional Drawings and Construction Details, showing clearly:  
(delete or add as appropriate)

- Profile, material, (to show the colour of the main entrance door other than a fire resistant glass door) including the designated side panel;
- Shop Front Design with information on material and colour.
- Shop Front Signage with information on material and colour.

Plumbing and Drainage Layout Plan/ Schematic Diagram, showing clearly:  
(delete or add as appropriate)

- Details of plumbing and drainage line diagrams including associated equipment such as details of sump pump, sump tank, connection of pipes, water-proofing material & method, electric control valve, overflow sensor, flooding sensor and control panel etc. to scale [No.] metric, to be prepared by a qualified E & M Engineer or a Licensed Plumber.

Fire Services Layout Plan/ Schematic Diagram, showing clearly: (delete or add as appropriate)

- 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.

**Note:**

Works on fire services must be done by Landlord / Fit-Out Controller (\*delete as appropriate)'s nominated contractors

Tenant Signage and Entrance Design Drawings, showing clearly: (delete or add as appropriate)

- Full details and proposals for the Tenant's signage adjacent to the entrance to the Premises;

Mechanical Ventilation and Air-condition Plan, showing clearly: (delete or add as appropriate)

- 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.

**Note:**

Works on air-conditioning must be done by Landlord / Fit-Out Controller (\*delete as appropriate)'s nominated contractors.

Extra Services (not limited to the followings): (delete or add as appropriate)

- Data Communication system;
- SMATV system;
- Security system;
- Uninterrupted Power Supply (UPS) system.

Finishing Materials include but are not limited to the following: (delete or add as appropriate)

- Sample board of interior finishing materials

### **Food & Beverage Outlet**

Please prepare your documents for submission as follows (all drawings should be printed in A3 size): -

- (a) Scale of Drawings  
All plans must be in metric measure to a scale of 1:{No.} or 1:{NO.}.
- (b) Numbers and Types of Drawings  
Tenant must submit [No.] sets of the following plans and drawings – professionally drawn to scale – together with [No.] sets of signage artwork:

Floor Plan, showing clearly: (delete or add as appropriate)

- General layout of kitchen;
- 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 [NO.] 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);

- In accordance with the Sewage Services (Trade Effluent Surcharge) Regulation (Cap 463B), total 27 trades of business (i.e. restaurants) should pay for additional charge due to the quantity of waste water disposal as some biochemical treatment was required for handling the waste water from these business trade. A TES water meter from Water Supplies Department (WSD) must be installed with the on-listed 27 trades.
- Layout and locations of additional fire services installations, proposed modifications to existing installation completed with clear indication in dimension and materials used (include any below raised floor panels), if any;
- Layout of additional plumbing and drainage installation completed with clear indication in dimension and materials used (include any below raised floor panels), if any;
- Location(s) of entrance door(s) that is/ are originally provided and/ or proposed to be relocated;
- Location(s) of storage rooms for storing tablecloth, spare tables, refuse containers, and the like for food and beverage tenants.

Reflected Ceiling Plan, showing clearly: **(delete or add as appropriate)**

- Details and location of proposed light fittings, air diffusers, air ducts;
- Details of proposed gypsum or timber board false ceiling fixing method; and
- Details of partitions proposed to be erected up to structural ceiling (must use fire resistant materials and allow sufficient number and size of openings for return air purpose inside the ceiling void).

(Fan Coils provided)

Ceiling Plan, showing clearly: **(delete or add as appropriate)**

- Existing location of each FCU;
- The new location of FCU(s), if you propose modifications;
- The location of proposed ducting, return air plenum and louvre, access panel for servicing the FCU and supply air diffusers;
- the reticulation of electrical wiring and the type and layout of lighting; and
- layout of any fire services modifications you propose.
- Proposed modification and addition to main ceiling cable trunking system, if any;
- Type, colour, materials and layout of your proposed suspended ceiling;

**Note:**

Proposals without any form of suspended ceiling will not normally be acceptable.



(Central A/C provided)

Ceiling Plan, showing clearly: (delete or add as appropriate)

- 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.

Front Elevation or Perspective, showing clearly: (delete or add as appropriate)

- Indication of all signage with dimensioning;
- Proposed merchandise display unit, if any;
- Indication of color scheme adopted, if possible;
- The front elevation of the Premises viewed from outside including the shop front signage;
- Indication of material used and sample submissions.
- Shop Front Design with information on material and colour
- 

Other Elevations, showing clearly: (delete or add as appropriate)

- 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.

Electrical Layout Plan / Schematic, showing clearly: (delete or add as appropriate)

- 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.
- Location of emergency lighting; and
- All relevant Mechanical & Electrical provisions, whether existing or proposed.

Fire Services Layout Plan/ Schematic Diagram, showing clearly: (delete or add as appropriate)

- 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;
- Layout of any proposal kitchen equipment with operating temperature.
- Layout plan of any wooden, cloth, foam made decoration material 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.

**Note:**

Works on fire services must be done by Landlord / Fit-Out Controller (\*delete as appropriate)'s nominated contractors

Shop Front Signage, showing clearly: (delete or add as appropriate)

- Full-size artwork for the proposed shop front signage must be submitted – and must conform to the criteria indicated on the shop front signage drawing issued by Landlord. Submit {No.} set.

Finishing Materials include but are not limited to the following: (delete or add as appropriate)

- Sample board of interior finishing materials

Mechanical Ventilation and Air-condition Plan, showing clearly: (delete or add as appropriate)

- 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.

**Note:**

Works on air-conditioning must be done by Landlord / Fit-Out Controller (\*delete as appropriate)'s nominated contractors.

You must also complete and return with your plans the Technical Questionnaire provided in **Appendix IV**.

**Note:**

In the event that resubmission of drawings is required for approval, subsequent to the first submission, the same number of sets drawings should be submitted.

### 4.3- Tenant's Works by Landlord / Fit-Out Controller (\*delete as appropriate)'s Nominated Contractors

To ensure safety to the public and proper functioning of the building services system during tenants' fit-out period as well as future operation, the following works must be done by Landlord / Fit-Out Controller (\*delete as appropriate)'s nominated contractors listed in **Appendix VI** at tenant's cost (unless otherwise approved in advance in writing by the Fit-Out Controller):-

[This section is a sample only. You will need to fill in information according to the property requirement. You may also need to delete items.]

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 nominated contractors. The tenant shall, at his own expenses, reinstate all electrical installation to the original condition by nominated contractors upon the expiry of tenancy.

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

Any alterations and additions to the system must be arranged by the tenant with nominated Registered Fire Services Installation Contractor. An additional level of sprinklers must be installed in any void space above the suspended ceiling level, or depending on tenant's unit / shop fit-out requirements, it may be necessary to install a separate lower level system of sprinklers.

**Note:**

- i) The layout of sprinklers will be determined by the Fire Services Contractor to meet Fire Services Regulations.
- ii) Full height partitions may necessitate additional sprinklers.
- iii) Additional sprinklers may be required due to the insufficient clearance between the partitions to the false ceiling.
- iv) Additional sprinklers may be required due to the Tenant's A/C ducting or similar obstructions.
- v) All costs related to alterations and additions to the Fire Services System will be the tenant's responsibility.

#### For Shop Premises

The tenant must submit/send the confirmed quotations as quoted by various Nominated Contractors to the Landlord via \_\_\_\_\_ Name)\_\_\_\_\_. The tenant shall forward 100% of the confirmed contract sum of each trade by way of either

cheques being marked good or Cashier Order at tenant's cost payable to "    (name)    " before commencement of works. Upon completion of works, the Landlord will arrange settlement with those Nominated Contractors.

#### **4.4 - Fit-out Requirements to Tenant**

[This section is a sample only. You will need to fill in information according to the property requirement.]

##### **I        Materials and Finishes**

In general, good quality material and workmanship should be used for fit-out works. Should damage be made to any Base Building Provision, the Tenant

should notify the Fit-Out Controller; the repair/ replacement work will then be carried out by the Landlord / Fit-Out Controller (\*delete as appropriate)'s nominated 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 fit-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 HKSAR standards 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 HKSAR Standards and Air Pollution Control (Volatile Organic Compounds) Regulation.
- (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 are 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 ready for finishing on site.

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

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

## **II Walls**

Wall should be plastered. Paintwork alone will not normally be allowed.

## **III Floors**

Screeding to required thickness for even finish. Tile, carpet or other floor finish.

### **Chasing of Floor**

- (a) Tenant is only allowed to cut into the floor screed, for embedding floor sockets and pockets of floor hinge for doors after approval has been given.  
Tenant must not cause any disturbance to other tenants or public.

Tenant will be liable for all costs and expenses in connection with the repair works required should any damage to the structural floor slab occur. Any chasing to flooring shall not exceed a depth specified by the Fit-Out Controller.

- (b) In the case of any unapproved penetrations or chasing of the structural floor slab, remedial work shall be carried out at tenant cost.

#### **IV Partitions**

Internal partitions as required by your design. 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. The tenant is required to ensure for their installed partitions will not obstruct inspection from Management Office / Government Officers to windows / curtain walls / building structures.

#### **V Suspended Ceiling**

Adequate access to the Fan Coil Units (FCU), fire dampers, and any other E&M installation located in the ceiling must be provided to enable future maintenance without undue disturbances of the ceiling.

#### **VI Air-Conditioning**

This includes ducting from the FCU with supply and return air diffusers, extension of the fresh air supply ducting to the suspended ceiling and extension of supply air ducting from the VAV boxes and Air Handling Units. For the aforesaid works to be done by Tenant's contractor, they are also responsible for carrying out the air balancing of the entire system.

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.

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

- (a) Tenant is prohibited to install own split-type air-conditioning unit or equipment for the premises.
- (b) Tenant underneath any fire smoke dampers of the supply air ducts and VAV Boxes for future maintenance / inspection by the building's technical staff. Clearance space for accessing the said fire smoke damper and VAV Boxes by a person must be provided for the same purpose.
- (c) Auxiliary condensate drain pan with overflow indication pipe shall be provided for all Fan Coil Units.
- (d) For F&B 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 of the shopping arcade

### **VII 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 Fit-Out Controller will stop all Tenants' fit-out works at the Premises until full assessment of the damage is carried out and acknowledged by the Tenant.

### **VIII Electrical**

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 China Light & Power's Supply Rules / 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.

You will install the main electric cable from the meter room to your unit / shop at your expense, although the main electrical connection in the meter room will be carried out by Landlord's nominated 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 must arrange with **China Light & Power Co. Ltd. / Hong Kong Electric Company Limited(\*delete as appropriate)** for electrical testing and installation of electric meter.

## **IX Plumbing and Drainage System**

- (a) Only pump-driven drainage system is allowed to be installed subject to practicality of the routing of the related pipe works on Tenant's floor. The plumbing and drainage system, if any, must be installed by the Nominated Contractor. Detailed routing of piping and connection details to the existing water supply and drainage system including type, capacity of the pump-driven system, materials of piping, sump tank, indication on schematic line diagram of piping including electric control valve for incoming water supply, water leakage and overflow warning sensors for sump tank and control panel etc. must be submitted (upon agreement with the tenant and/or their designers) by the Nominated Contractor for approval by the Fit-Out Controller before commencement of work.
- (b) Tenants are not allowed to change any of the sanitary ware and fittings, nor partition inside the lavatories without approval by the Fit-Out Controller.
- (c) Tenants are not allowed to make connection to any existing water supply/drainage pipes without approval from the Fit-Out Controller.
- (d) For any proposal to build an additional wet pantry (i.e. with water supply & drainage pipes) water proofing membrane and flooding sensors with buzzer alarm / flashing light devices (connection to the building indication panel is recommended) shall be made and no PVC pipe shall be routed through false ceiling unless suitable fire resistant materials are wrapped and all relevant details must be

submitted for prior approval. Moreover, tenant must arrange testing of water pressure for water supply pipes and water tightness (24-hours) of water-proofing area by relevant Nominated Contractor with reports to Fit-Out Controller for record.

- (e) Tenant shall provide access panels and fix identification label for any control stop valve installed at false ceiling or the approved location.

**X Fresh Water Supply**

Tenants must apply for an independent water-meter from the Water Authority through a licensed plumber. Installation of water-meter and the relevant plumbing and drainage pipeline should be done by the tenant's nominated contractors.

**XI Gas Supply**

Tenants must apply for independent gas-meter through the H.K. and China Gas Co., Limited. Installation of a gas-meter and relevant pipelines should be done by nominated contractors of the H.K. and China Gas Co., Limited at Tenant's expense.

**XII Unit / Shop Front**

The tenant is responsible for ensuring that it is not damaged during the fit-out work. Any damage will be repaired by the landlord's contractor at the tenant's expense. Any alterations to the shop front will be at the expense of the tenant. The design of the unit / shop front is subject to the Fit-Out Controller's approval.

**Unit / Shop Front Design Parameters**

The basic objective of the unit / shop front design parameters is to ensure high quality and consistency in the design. The basic unit / shop front design requirements are as follows:

- (a) All unit / shop front designs shall be subject to approval by the Fit-Out Controller, who may take into consideration the tenants' business and operation.
- (b) All unit / 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 Fit-Out 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 (\*delete as appropriate) shall be subject to the Fit-Out Controller's prior approval.

- (c) Neon light unit / shop front signage and/ or logo are not allowed unless otherwise approved by the Fit-Out Controller.
- (d) Unit / shop front designs including the unit / 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 neighboring unit / store or if they are not to the entire satisfaction of the Fit-Out Controller.
- (e) Unit / shop front or partitioning works, display, etc. shall not extend beyond the unit / shop boundary.
- (f) Obstruction along unit / shop front particularly installation of storeroom/ changing room/ blinds or the like (\* change as appropriate) along the unit / shop front area so as to block or cover the same is strictly prohibited.
- (g) Any alteration to the entrance of the unit / shop front closure is subject to the Fit-Out Controller's prior approval, which approval will not normally be granted.
- (i) Sales promotional materials such as flyers, advertisements, stickers, posters, banners should not be allowed to be displayed on any part of the unit / shop front or placed inside or outside the curtain wall along the perimeter of the building (\* delete as appropriate).
- (j) Display fixtures/ items should be set back from any part of glass panel by [No.] mm.
- (k) The transition between the arcade flooring and Tenant flooring must be an integral part of the unit / shop design.
- (l) All unit / 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.
- (m) 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.

### **XIII Signage Artwork**

The signage artwork will be constructed at tenant's expense. All unit / shop front signage is subject to the Fit-Out Controller's approval and the unit / shop front signage is limited to the name listed as your company name in your

Tenancy Agreement. Indicate font style and size, as well as proposed letter height and colour on the signage artwork you submit.

Tenants are responsible for the design and cost of cutting out lettering.

(delete or add as appropriate)

Letters should be illuminated as follows:

- (a) Internally illuminated – with opaque sides and translucent faces and with the light sources completely concealed.
- (b) Back lit – with lamps or tubes completely concealed with the depth of the letters.
- (c) Individual letters back lit by ambient light from the shopping arcade.

**XIV Fire Service Installation**

Tenants must comply with the Hong Kong Fire Services Department requirements.

**XV Telephone**

Arrangements for telephone connections are Tenant's responsibility. All wiring to be installed at common area must be laid in the ELV trunking or at any substitute means accepted by the Property Manager.

**XVI Sound Systems**

No Tenant shall install a sound system that has speakers fronting to the common area, or that are likely to cause a disturbance to other Tenants or visitors at [Property Name].

**XVII Security Systems**

Although the security system is provided for the benefit of Tenants, neither Landlord nor his agent shall be held responsible for security of the property or any part thereof or the safekeeping of the contents of any premises inside the building.

Tenants are advised to install their own security system at the entrance and rear door (if any) of their demised premises.

**XVIII Volatile Organic Compounds (VOCs)**

All the tenants used materials 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.

For the details of the statutory requirements, please refer to the Chapter 311W, Air Pollution Control (Volatile Organic Compounds) Regulation.

#### **4.5 - Construction Related Charges**

[This section is a sample only. You will need to fill in information according to the property requirement.]

- (a) Fit-Out Deposit & Facilitation Charge (\* delete as appropriate)

Tenant is required to pay a fit-out deposit and facilitation charge (\* delete as appropriate) equivalent to HK\$ [No.] per square foot with a HK\$ [No.] minimum [and a ceiling of \$(No.) per tenant(\* delete as appropriate)], before commencement of the fit-out works. The cheque should be made payable to the Fit-Out Controller- \_\_\_\_\_ (Name) \_\_\_\_\_ (\* change as appropriate). As necessary, this refundable deposit will be applied to damages to common areas and other Tenant spaces, resulting from your construction; as well as any outstanding construction-related charges owed by the Tenant. The deposit will be refunded upon the completion of works and submission of relevant certificates and drawings. The Fit-Out Controller reserves the right to

charge any additional sum in the event of the deposit being insufficient to meet the cost incurred.

**The Fit-Out Deposit – FOR REFERENCE ONLY**

For unit of half floor of office portion HK\$ (No.) less than 3,000 sq. ft. lettable per floor

For unit of office portion more than HK\$ (No.) 3,000 sq. ft. lettable per floor

For shops at or less than 700 sq. ft. lettable HK\$ (No.)

For shops between 701 to 1,500 sq. ft. lettable HK\$ (No.)

For shops between 1,501 to 3,000 sq. ft. lettable HK\$ (No.)

For shops more than 3,000 sq. ft. lettable HK\$ (No.)

For restaurants / food & beverage outlet HK\$ (No.)

(b) Vetting Fee

Tenant is required to pay a charge to the Fit-Out Controller to review and approve the fit-out plans and specifications. It will be calculated at HK\$ (No.) per square foot with a minimum charge of HK\$ (No.), or otherwise stated in the Tenancy Agreement. Vetting fee should be paid when submitting the fit-out proposal. Please make a crossed cheque payable to the Fit-Out Controller “\_\_\_\_\_ (name)\_\_\_\_\_”. (\*change as appropriate) Tenants and their contractors are deemed to accept and abide the conditions and restrictions of this fit-out handbook upon payment of the necessary charges to the Fit-Out Controller for processing the fit-out application.

**Note:**

A vetting fee is charged to each individual Tenant in respect of the involvement of the Architect, Consultants and Fit-Out Controller(\*delete as appropriate) in the vetting and approval process of Tenant’s fit-out plans. The vetting fee is only for the purpose of ensuring that Tenant’s design and decoration shall not damage and/ or adversely affect the building’s facilities / structure.

(c) Reinstatement Deposit [Optional]

Any alteration of or addition to the original fixtures, facilities or fittings (such as suspended aluminium ceiling, raised floor panels and entrance door) shall be subject to the Fit-Out Controller’s written approval. Upon approval, Nominated Contractors shall be employed for tenants’ reinstatement works. The Fit-Out Controller reserves the right to collect reinstatement deposits from the tenant for the purpose of tenant’s reinstatement of premises prior to approval of works. The deposit will be returned to the tenant upon satisfactory completion of the reinstatement works free of interest.

(d) Administration Charge for Electricity Supply

Tenant may either request a temporary power supply from China Light & Power Co. Limited / Hong Kong Electric Company Limited(\*delete as appropriate) or otherwise the Landlord will provide you service.

Premises	Designated Supply	Fixed Unit Rate	Fixed Time
Shops	_____ A _____ Phase	HK\$[No.]/day	00:00 - 00:00
Offices	_____ A _____ Phase	HK\$[No.]/day	00:00 - 00:00
Restaurants	_____ A _____ Phase	HK\$[No.]/day	00:00 - 00:00

No temporary electricity supply will be connected before all fit-out approval procedures are complied with. Tenant shall apply to the Management Office for extension of temporary electricity supply. Such application beyond the designated hours shall be subject to the additional charge rate of one complete day.

(e) Debris Removal

Tenants are responsible for the daily removal of debris from their site throughout the fit-out period. [CHOICE 1: Before the commencement of the fit-out work, Tenant must obtain vouchers which are issued by the Management Office for disposal of construction waste at waste disposal facility. ] [CHOICE 2: Before the commencement of the fit-out work, Tenant must provide a copy of the "Chit" issued by waste hauler for disposal of construction waste at waste disposal facility for our records.]

In case the Tenant fails to comply with the requirement, the Fit-Out Controller would employ a cleaning contractor to carry out the cleaning work and all the related charges would be at Tenant's expenses.

(f) Hoarding Stickers Charges

The hoarding should be painted white and properly dressed up with [Property Name] hoarding stickers and company logo together with other information relevant to the Tenant, such as shop name and opening date, in accordance with the design approved by the Fit-Out Controller. The hoarding stickers will be provided by the Fit-Out Controller and at HK\$ [ ] per meter.

(g) (If Central A/C is provided to tenant)  
Air-Conditioning Charge : Optional

Central air-conditioning will be provided by the Fit-Out Controller during Normal Supply Hours at a prescribed rate. The Normal Supply Hours are shown below:

Shop: \_\_\_\_\_ day – \_\_\_\_\_ day, 00:00 – 00:00(\*change as appropriate)

Including / excluding Public Holidays

Restaurant: \_\_\_\_\_ day – \_\_\_\_\_ day, 00:00 – 00:00(\*change as appropriate)

Including / excluding Public Holidays

Office: \_\_\_\_\_ day – \_\_\_\_\_ day, 00:00 – 00:00(\*change as appropriate)

Including / excluding Public Holidays

Central air-conditioning supply outside Normal Supply Hours is available at extra cost payable by the Tenant. For details, please contact the Fit-Out Controller.

(h) Photocopying

You may request a copy of any drawing through the Fit-Out Controller. You will be charged HK\$ \_\_\_\_\_ per copy, payable upon delivery of the copies.



## **4.6 - SUBSEQUENT ALTERATIONS**

Prior approval must first be obtained from the Fit-Out Controller if the tenant wishes to carry out any alterations to the originally approved plans after Tenant's occupation of the premises. Tenant should ensure that their designer or contractor is aware of the necessity for their installation / design to comply with statutory requirements of government authorities and utilities concerned. The fit-out plans / drawings approved by the Landlord / Fit-Out Controller do not guarantee the issuance of licenses by the appropriate authorities.

Tenant should try to avoid conflicts in the design with the locations of services in the leased premises. Any cost of such relocation and alteration should be solely borne by Tenant. The Fit-Out Controller reserves the right to withdraw approval at any time if it becomes necessary under any statutory regulations or if the Tenant's design is incompatible with the upscale image and decoration standard.

Tenant shall carry out reinstatement to the original conditions upon expiration or termination of the lease at their own expense in accordance with the standard design and specification and to the Fit-Out Controller's satisfaction.

## 4.7 – Conditions of Proposal Approval

- 1 The Fit-Out Controller may invite tenants and/or their representatives to present and discuss their fit-out proposal with all concerned parties in order to speed up progress of approval if circumstance require.

Upon receipt of the Tenant's proposal and associated information, the Tenant will normally be advised by [No.] working days for conditional approval. If the Tenant's plans/ proposal are disapproved or approved with conditions, the Tenant should resubmit revised plans (No. sets) in accordance with comments as soon as possible.

Review of Tenant's submissions by the Fit-Out 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 The approval of any plan does not in any way imply the Landlord or Fit-Out Controller'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 fit-out proposal will be acceptable to relevant Authorities/ Government Departments. Tenant should ensure that their designers/technical consultants are aware of the necessity for the installations and designs to comply with current Ordinances, applicable Codes of Practice and statutory requirements of government authorities such as the Buildings Department, Fire Services Department, Environmental Protection Department and Labour Department etc. as well as the Utility Companies. Any parts of your works which fail to comply with regulations are required to be adjusted or replaced at your cost.

The tenant is also liable to all costs and expenses whatsoever incurred in connection with the enforcement of such compliance by the Landlord or Fit-Out Controller.

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, 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 Fit-Out Controller for retention.

- 3 Under no circumstance will fit-out work be allowed to commence without prior written approval from the Landlord /Fit-Out Controller (\*delete as appropriate). 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.

- 4 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 fit-out requirements.
  
- 5 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.

## 4.8 – Overview of Commencement and Completion of Fit-out Works

[This section is a sample only. You will need to fill in information according to the property requirement.]

- 1 Tenant should install hoarding covering the whole unit / shop front. (\*delete as appropriate)
- 2 The Fit-Out Controller periodically inspects fit-out in the premises to ensure compliance with the approved plans.
- 3 Tenant notifies the Fit-Out Controller {No.} hours/ days in advance of the anticipated completion of fit-out. "Completion of fit-out" notification form can be found in **Appendix IX**.
- 4 The Fit-Out Controller conducts an inspection of the completed fit-out against the approved plans. If there are substantial defects in the execution of the design or installation of the mechanical or electrical systems exist, Tenant must fix up such defects and request a follow-up inspection. If no such substantial defect exists, the Fit-Out Controller will approve the shop for opening and prepare a defects list, which must be cleared within {No.} days. Tenant should arrange the hoarding to be removed.
- 5 Details of the person-in-charge of the unit / shop should be put into the tenant information sheet in **Appendix VII**. The completed information should be submitted to the Fit-Out Controller at the time the unit / shop is inspected and approved to open.
- 6 After receiving the relevant certificates such as WR1/WR1A, FS251 and as-fitted drawings, then deducting reasonable charges for fixing up any damages created by Tenant in the common areas or other Tenant spaces if any, and less any outstanding construction-related charges owed by the Tenant, the deposit will be refunded.

## 5.0 – Fit-Out Conditions and Restrictions

In order to achieve effective control over the fit-out work, especially while it is in progress, it is essential to impose certain conditions/restrictions. These conditions/restrictions will be strictly enforced. Tenant and Tenant's contractors must observe the following:

[This section is a sample only. You will need to fill in information according to the property requirement.]

### 5.1 Government Approval

It is the Tenant's duty to obtain all necessary government approvals / consents from relevant departments / authorities for the operation of the business and to comply with all such regulations, by-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.

### 5.2 Management Approval

The fit-out plans and specifications must be approved in writing by the Fit-Out Controller and if appropriate, 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 Fit-Out Controller for separate consideration and approval.

The Fit-Out Controller reserves the right to require the Tenant to make any alteration if deemed necessary even after the completion of the fit-out works. Any such requirements must be complied within {No.} month from the date on which the Tenant is notified in writing or otherwise specified.

### 5.3 Nominated Consultants

The Fit-Out Controller reserves the right to engage other consultants such as Registered Structural Engineer or M & E Consultant etc. at occupants' cost to scrutinize particular structural and services proposals submitted by the occupants 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.

### 5.4 Display of Approved Plans

Tenants must display a full set of approved plans within their shop at all times during the fit-out period for inspection by the Fit-Out Controller.

### 5.5 Fit-out Deposit

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

The process for refund of the fit-out deposit will only commence after tenant has completed all as built drawings, necessary documents and upon submitting all required licences and certificates for the works. The deposit being a prescribed amount of money specified in **Section 4.5** does not bear interest and will be refunded to the Tenants, less the cost of making good any damage, after satisfactory completion of your fit-out works subject to your compliance of requirements which include but not limited to payment of fees, contractors money, submission of statutory forms, compliance to the Landlord's standard design and without causing damages to the common facilities. This deposit is without prejudice to any other right or remedy that the Fit-Out Controller may have in respect of any damage. The deposit will be refunded to you within [No.] days via the Fit-Out Controller.

### 5.6 Electrical Installation **(delete or change as appropriate)**

- (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 Nominated 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 tenant intends to route through false ceiling.
- (c) Tenant must provide sufficient emergency fluorescent lighting 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 their 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 Nominated 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 Nominated 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).

**5.7 Mechanical Ventilation & Air-conditioning Installation (MVAC) (delete or change as appropriate)**

- (a) Tenant is prohibited to install own split-type air-conditioning unit or equipment for the premises.
- (b) Air conditioning work must be done by one of the Nominated Contractors in Appendix VI of this Fit-Out Guide.
- (c) Any modification of the air-conditioning provision to tenants' premises 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) 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 their 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.

## 5.8 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 Nominated Registered Fire Services Installation Contractor(s) listed in **Appendix VI** of this Fit-Out Guide at Tenant's cost.

It is the Tenant's responsibility to employ the Nominated 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.

## 5.9 Temporary Supply of Electricity and Water

### Temporary Supply of Electricity

Temporary electricity would be provided for tenants at prescribed hours during the fit-out period at prescribed amount of money specified in **Section 4.5** of this fit-out guide. Fit-Out Controller reserves the right to adjust the rates whenever deemed necessary.

Tenant should arrange for the nominated contractors to wire their equipment from the Building's board and be responsible for earthing wires, overcurrent and earth leakage protection. The Fit-Out Controller 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 fit-out works can be obtained from {the communal toilets (\*change as appropriate)} designated by the Fit-Out



Controller. Hose reels should only be used for fire fighting and not for ordinary water supply.

Fit-Out Controller would levy water charges according to the actual consumption by Tenants for any fit-out works requiring large amount of water consumption at a rate of HK\$ {No.} per meter unit. In this event, a separate check meter shall be installed at Tenant's cost for assessing the water consumption. Fit-Out Controller reserves the right to adjust the above rates whenever deemed necessary.

**5.10 Suspended Ceiling Panel & Main Grid System** (delete or change as appropriate)

The tenant is not permitted to alter the existing suspended ceiling panel and main grid system unless written approval is granted by Fit-Out Controller. The tenant shall submit a formal application with relevant details on design drawings/floor plans for approval, subject to the payment of a reinstatement deposit and the signing of an undertaking letter indicating the involved area and quantity of panels / grids prior to approval.

For multi-tenanted floor, the tenant is required to pay the cost of HK\$[No.] to the Landlord for dismantling and reinstatement works to the suspended ceiling panels at the common corridor (within the same day) for tenant's routing of E&M service above the false ceiling. The work shall be undertaken by (name of contractor).

**5.11 Curtain Wall, Window, Full Height Glazing & Unit / Shop Front** (delete or change as appropriate)

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 be fixed on the raised floor to obstruct any curtain wall glass panels.

**5.12 Floor Loading** ~~(delete or change as appropriate)~~

Office / Retail / Restaurant [No.]Kpa

Should any heavy equipment such as a safe etc. be installed, you are required to submit [No.] copies of the catalogue etc. on type, size and weight of the heavy equipment concerned and appoint a Registered Structural Engineer for submission of [No.] 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 (name of 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.

**5.13 Access for Maintenance** ~~(delete or change as appropriate)~~

Access for maintenance purposes to the building services installation should not be restricted by any fixture and fittings. Tenants are required to remove/relocate any of their fixtures and fittings which obstruct access for maintenance of building services installation within the ceiling void at the tenants' cost. In addition, the tenant should provide adequate access to the ceiling void for maintenance of electrical and mechanical installation if non - dismountable false ceiling is installed by the tenant.

**5.14 Maintenance**

Tenants are expected to maintain all items within their lease line, including inspections and recertification from any government authorities.

**5.15 Advertising Matters** ~~(delete or change as appropriate)~~

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.

#### **5.16 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.

#### **5.17 Unit / Shop Signage (delete or change as appropriate)**

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.

#### **5.18 Sub-Division Work (delete or change as appropriate)**

The sub-division layout of the floor must be submitted to and approved by the Fit-Out Controller before commencement of work on site. **Sub-divided unit must be modified as self-contained units in terms of E & M installations during the sub-division of the floor so as to prevent any undesirable situation.**

Wall, floor and ceiling finishes, etc. at common corridor on sub-divided floors must comply with the building's standard type/model colour, etc. Any other finishes of similar quality must be submitted to and approved by the Fit-Out Controller before commencement of work on site.

**The partition walls** between sub-divided units of different tenants shall have a fire resisting period that complies with the Building Department's requirement.

For any necessary signage works, structural alteration works and connection or interfacing work to the security system and building automation system,

they must be carried out by the Nominated Contractors at tenant's cost after the issuance of written approval by the Fit-Out Controller.

#### **5.19 Removal of Debris**

During the fit-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 accumulates and keep the Premises tidy all the time.

The Tenant is responsible for the removal of the debris from the Premises and from the building by using the designated loading and unloading area, with advanced booking through the Fit-Out Controller, between 00:00 to 00:00 (\*change as appropriate) daily or such time specified and approved by the Fit-Out Controller.

Unauthorized dumping of fit-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 Fit-Out Controller reserves the right to remove such material and debris originated from the fit-out work and charge all the incurred cost to the tenant.

#### **5.20 Insurance**

Tenant is required to effect and maintain an insurance policy of contractors all risks insurance during the fit-out period. The said policy should be in joint name with "{Name of Owner} as Landlord, " (company name) " as Fit-Out Controller" and for a limit of not less than HK\$[No.] 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 fit-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 Fit-Out Controller for verification before the commencement of fit-out work.

#### **5.21 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 time 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.

#### **5.22 Protection against Fire**

The Tenant's contractors must provide proper and adequate fire fighting equipment 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.

#### **5.23 Protection against Water Leakage**

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

#### **5.24 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 work 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.

#### **5.25 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.

#### **5.26 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\$ [No.] per permit against the Tenant whose contractor has lost the permit. Application for Work Permit can be found in **Appendix IX**.

#### **5.27 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 Fit-Out Controller, prior to commencement of the fit-out works. Site representative shall be available full time on site for liaison during fit-out works and be responsible for all works going on within the Premises.

Prior to the commencement of the fit-out works, the Tenant is required to provide the Fit-Out Controller with information about their designated emergency contact person OPTIONAL: and 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 Fit-Out Controller and the Property Manager(\*change as appropriate).

#### **5.28 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 from 00:00 to 00:00 daily (\*change as appropriate). 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.

#### **5.29 Works Emitting Noise or Odor**

All fit-out works which generate noise, irritating smell or cause nuisance to other tenants must obtain the Fit-Out Controller's prior consent and be restricted to between the hours of 00:00 and 00:00(\*change as appropriate) or other hours as 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.

### **5.30 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 Fit-Out Controller for approval. Any pneumatic drilling is not permitted on the Premises.

### **5.31 Welding and Paint Spraying Work**

- (a) For welding and pain spraying works, tenants must notify the Fit-Out Controller [No.] 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 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 (,E) and Oxygen bottles is restricted to two number of each type. These bottles must be removed away from the premises and building after welding work each day.

### **5.32 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 commencement of the 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 cost of rectification.

To avoid any fit-out debris/ dust entering the central system, central air-conditioning should not be used while fit-out works is in progress. (\*delete as appropriate)

The Fit-Out Controller strongly recommends Tenant not to switch on the air conditioning system and have all supply and return louvres completely sealed up. (\*delete as appropriate)

To avoid disturbance caused to other shop tenants and shoppers, shop tenants will be required to cover up all glass panels at perimeters of the shop with white electrostatic film. All doors should be closed during the fit-out works. In addition, it is the Tenant's responsibility to place protective boards on the inner surface of shop glass against scratches or damages. (\*delete as appropriate)

### **5.33 Delivery of Materials**

All goods and materials are to be transported to and from the Premises via the designated loading bay, service lifts and service passageways. No passenger lifts are allowed to be used for the above purposes unless otherwise as directed by the Fit-Out Controller (\*change as appropriate).

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 Fit-Out Controller 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 work period.

Prior arrangement with the Fit-Out Controller for the use of the service lifts is required for large volume delivery. (\*delete as appropriate)

### **5.34 Lifts (delete or change as appropriate)**

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.

### **5.35 Contractor Behavior**

The Tenant's Contractors are required to take proper action to ensure workers are dressed properly when they are working either in the Premises or common area. No worker being barefooted or naked is allowed to stay in the common area. No gambling, smoking, fire, overnight stay or disturbances are



allowed in the Premises. The Fit-Out Controller 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 fit-out period for contractors' use. The contractors must keep the toilet clean and tidy at all times and 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 (\*change as appropriate).

### 5.36 Completion of Fit-Out Works

The Tenant is required to inform the Fit-Out Controller **one week (\*change as appropriate)** in advance of completion and notify the Fit-Out Controller for site inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Fit-Out Controller. The Tenant is required to complete comprehensive cleaning to all kinds of services below raised floor panels well before the site inspection.

Within **[No.]** days of completion, the Tenant is required to submit **[No.]** 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 Fit-Out 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 Fit-Out Controller for retention within **[No.]** days from the approval.

### 5.37 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.

## 6.0 – Important Points to Note

### 6.1 Indemnity

You shall indemnify the Landlord against any claim for damages arising from the execution and subsequent use of the works carried out on your behalf.

### 6.2 No Endorsement

Approval of your 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.

### 6.3 Acceptance of Rules

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

### 6.4 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).

**Appendix I**

[Name of Premises]  
**Handover / Takeover of Premises**

Premises : \_\_\_\_\_

Owner/Tenant : \_\_\_\_\_

Date of handover/take over : \_\_\_\_\_

Existing rental fittings/fittings: As per checklist

Electricity meter reading: \_\_\_\_\_

Water meter reading : \_\_\_\_\_

Number of keys handed to/received from tenant: \_\_\_\_\_  
(Details in checklist)

Incoming / outgoing owner's / tenant's correspondence address:  
\_\_\_\_\_  
\_\_\_\_\_

Contact telephone No.: \_\_\_\_\_  
\_\_\_\_\_

**For Office Use**

Solicitor letter/Tenancy Agreement checked correct.

Handover kit issued(if applicable)

Transfer of electricity meter completed.

Transfer of water meter completed.

Handover Staff \_\_\_\_\_

**Appendix II**

[Name of Premises]  
**Handover Checklist**

Premises: \_\_\_\_\_

- | Items  |   |
|--|---|
| 1. <b>Keys</b>   | : _____ main door key(s)      _____ washroom key(s)   |
| 2. <b>Ceiling</b>  | : _____   |
| 3. <b>Lighting</b>                                       | : _____   |
| 4. <b>Air-conditioning</b>                               | : _____<br>_____ speed control/thermostat      _____ air-diffusers<br>_____ fan-coil/VAV units                      _____ exhaust vents |
| 5. <b>Wall</b>   | : _____   |
| 6. <b>Flooring</b>                                       | : _____   |
| 7. <b>Curtain Wall</b><br>(If applicable)                | : _____   |
| 8. <b>Fire Services</b>                                  | : _____ sprinkler head(s)                      : _____ hose reel(s)   |
| 9. <b>Washroom</b><br>Partition & toilet<br>paper holder | : _____   |

- Ceiling & Lighting : \_\_\_\_\_
- Wash Basins : \_\_\_\_\_
- Mirrors : \_\_\_\_\_
- Toilets : \_\_\_\_\_
- Towel paper holder : \_\_\_\_\_
- Soap Dispensers : \_\_\_\_\_
- Refuse bin : \_\_\_\_\_
- Electrical Dryers : \_\_\_\_\_
- 10. Others : \_\_\_\_\_
- \_\_\_\_\_

**Remarks:**

No fit-out work should commence before receipt of approval in writing for your fit-out drawings by the Fit-Out Controller, full payment of fit-out deposit, and securing proper insurance coverage.

\_\_\_\_\_

**Inspected by:  
For and On Behalf of Owner/Occupant**

Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

H.K.I.D. No. : \_\_\_\_\_

For and On Behalf of [**Company Name**].

Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

H.K.I.D. No. : \_\_\_\_\_

**Appendix III**

CONTACTS DURING THE FIT-OUT PERIOD

**Premises Information**

Unit / Shop No.: \_\_\_\_\_

Company Name: (Chinese) : \_\_\_\_\_

(English): \_\_\_\_\_

**Tenant Information**

Tenant: \_\_\_\_\_ Tel.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Site Representative In-Charge During Fit-Out:

\_\_\_\_\_  
Name English / Chinese

\_\_\_\_\_  
HKID

\_\_\_\_\_  
Telephone

**General Contractor / Decorator Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Project In-Charge:

1. \_\_\_\_\_  
Name English/Chinese HKID Telephone

2. \_\_\_\_\_  
Name English/Chinese HKID Telephone

Emergency Contact Person (After Working Hours):

\_\_\_\_\_ English Name Chinese Name Telephone

Worker Information:

Name	HKID	Telephone

**Other Contractor / Decorator Information (if applicable)**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Project In-Charge:

1. \_\_\_\_\_  
Name English/Chinese HKID Telephone

Emergency Contact Person (After Working Hours):

English Name \_\_\_\_\_

Chinese Name \_\_\_\_\_

Telephone \_\_\_\_\_

Worker Information:

Name	HKID	Telephone

**Appendix IV**

TECHNICAL QUESTIONNAIRE

Unit / Shop No.: \_\_\_\_\_

Trading Name: (Chinese) : \_\_\_\_\_

(English): \_\_\_\_\_

Lighting to be Installed:

<u>Type</u>	<u>Watts</u>	<u>Quantity</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Electrical Equipment / Appliances

<u>Type</u>	<u>Watts</u>	<u>Quantity</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Estimated Total Power Consumption \_\_\_\_\_ kVA

Main Switch Rating \_\_\_\_\_ AMP (SPN / TPN)

Installation of Heavy Equipment (e.g. Safe)



<u>Type</u>	<u>Loading (kg)</u>
1. _____	_____
2. _____	_____

Other Technical Information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix V**

TENANT INFORMATION SHEET

-----

Unit / Shop No. : \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Correspondence Address:

\_\_\_\_\_

\_\_\_\_\_

Head Office

Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Contact Person: 1) \_\_\_\_\_

2) \_\_\_\_\_

Unit / Shop

Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Contact Person: 1) \_\_\_\_\_  
 2) \_\_\_\_\_

After Office or Emergency Contacts (at least two persons)

Name: \_\_\_\_\_ Tel.: \_\_\_\_\_

Name: \_\_\_\_\_ Tel.: \_\_\_\_\_

**Appendix VI**

RECOMMENDED / NOMINATED CONTRACTOR LIST

[This section is a sample only. You will need to fill in information according to the property requirement.]

	承辦商 Contractor	聯絡人 Contact Person	電話 Telephone
冷氣 Air- Conditioning			
電氣 Electrical			
消防 Fire Service			

\* Nominated Contractor 指定承辦商

**Appendix VII**

**DIRECTORY NAME STRIP ORDER FORM**

TO: [Company Name]  
[Address]

FROM: Tenant's Name(s): \_\_\_\_\_

Tenant's Address for Correspondence:  
\_\_\_\_\_  
\_\_\_\_\_

[Property Name] Unit / Shop No. \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Directory Strip Information

Trading name to appear on the directory board:

Chinese \_\_\_\_\_

English \_\_\_\_\_

Signature: \_\_\_\_\_

Company Chop (if applicable)

Date: \_\_\_\_\_

Note: (Only one entry per directory per Tenant will be permitted and the cost of providing the same will be deducted from the fit-out deposit or, a crossed cheque should be made payable to the nominated contractor)

**Appendix VIII**

**[Property Name]**

**FIT-OUT WORKS COMMENCEMENT NOTIFICATION FORM**

TO: [Company Name]  
[Address]

Attn: [Property Name] – Fit-Out Controller

Please be advised that the fit-out works at Unit(s) \_\_\_\_\_ [Property Name] will commence on \_\_\_\_\_ and is expected to be completed according to your approved plans.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Use by Fit-Out Controller Only**

We would like to inform you that the fit-out works at Unit(s) \_\_\_\_\_,

[Property Name] will commence on \_\_\_\_\_ and is expected to be completed on \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix VIX**

**[Property Name]**

**FIT –OUT WORKS COMPLETION NOTIFICATION FORM**

TO: [Company Name]  
[Address]

Attn: [Property Name] – Fit-Out Controller

Please be advised that the fit-out works at Unit(s) \_\_\_\_\_, [Property Name] have now been completed according to your approved plans and we would be obliged if your could arrange for a final inspection.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**For Use by Fit-Out Controller Only**

We confirmed that the fit-out works at Unit(s) \_\_\_\_\_, [Property Name] have now been completed to our satisfaction.

**Appendix X**

We request to arrange for the release of the fit-out deposit/subject to a deduction of HK\$\_\_\_\_\_ for \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

裝修工程許可證 WORK PERMIT APPLICATION

-----

Unit / Shop No. 舖號 : \_\_\_\_\_

Tenant Name 租客名稱: \_\_\_\_\_

Contractor Name 承辦商名稱: \_\_\_\_\_

Work Description 工程內容: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fit-Out Period 施工期: \_\_\_\_\_

Insurance Company 保險公司: \_\_\_\_\_

Applicant 工程申請人: \_\_\_\_\_

租客簽署(加公司蓋印如適用)

Tenant's Signature  
Company Chop if Applicable)

Approved by the management of  
[Property Name]

For and on behalf of {Landlord}

日期: \_\_\_\_\_  
Date: \_\_\_\_\_

日期: \_\_\_\_\_  
Date: \_\_\_\_\_

**Appendix XI**

申請臨時電力供應 REQUEST FOR TEMPORARY ELECTRICITY SUPPLY

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I / My company \_\_\_\_\_ ID No. / BR No. \_\_\_\_\_ being the Tenant of Unit(s) / Shop(s) \_\_\_\_\_ would like to request for the temporary electricity supply, rating \_\_\_\_\_ Amp (SPN / TPN) for the above shop fit-out purpose. Commencement shall be \_\_\_\_\_ (date) and to complete on \_\_\_\_\_ (date) and I / my company agree to do the electrical protection work if necessary before I / my company connect the current. I / my company agree to pay for the cost incurred for temporary electricity supply by deduction from my fit-out deposit.

Cost incurred for such arrangement shall be as follows:  
HK\$200.00 / day for the first 13Amp SPN supply; HK\$100.00 / day for the second 13Amp SPN supply; and HK\$50.00 / day thereafter. (\*change as appropriate)

本人 / 本公司 \_\_\_\_\_ 之身份証號碼 / 商業登記號碼為 \_\_\_\_\_ 乃商舖 \_\_\_\_\_ 號之租客，現需臨時電力供電 \_\_\_\_\_ 安培 (單相 / 三相) 為店舖裝修用途，為期由 \_\_\_\_\_ 開始至 \_\_\_\_\_ 完工。本人 / 本公司同意有關費用將於裝修按金內扣除，如有需要，本人 / 本公司亦會安裝有關電力防預措施。

有關費用計算如後：  
第一個 13 安培單相電為每日港幣貳佰元正；第二個 13 安培單相電為每日港幣壹佰元正；以後每一個 13 安培單相電為每日港幣伍拾元正。 (\*change as appropriate)

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租客簽署(加公司蓋印如適用)

Tenant's Signature  
(Company Chop if Applicable)

Approved by the management of  
[Property Name]  
For and on behalf of [Landlord]

日期: \_\_\_\_\_  
Date: \_\_\_\_\_

日期: \_\_\_\_\_  
Date: \_\_\_\_\_



**Appendix XII**

提交資料核對表 INFORMATION SUBMISSION CHECK LIST

- € Tenant’s fit-out security deposit,
- € Tenant’s company chop (if applicable),
- € a copy of the Contractors All Risks policy
- € Tenant’s and his/her representative’s Hong Kong Identity Card,
- € a copy of Business Registration (if applicable), and
- € a letter of authorization if a representative is appointed.
  
- € General Building Plan(s), including Floor Plan,
- € Reflected Ceiling Plan,
- € Elevation and Sectional Drawings
- € Construction Details
- as specified on Pages 7-8 & Pages 10-11
  
- € 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.

租客簽署 (加公司蓋印如適用)  
 Tenant's Signature  
 Company Chop if Applicable)

Approved by the management of  
 [Property Name]  
 For and on behalf of {Landlord}

日期: \_\_\_\_\_  
 Date: \_\_\_\_\_

日期: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Appendix Xiii**

建築圖則範例 SAMPLE OF GENERAL BUILDING PLAN

The information as specified on Pages 7-8 & Pages 10-11 and highlighted in below drawing shall be provided in the general building plan submission.

