While every reasonable care has been taken to provide the information in this Fitting-Out Manual, we make no representation whatsoever on the accuracy of the information contained which is subject to change without prior notice. We reserve the right to make amendments to this Fitting-Out Manual from time to time as necessary. We accept no responsibility and/or liability whatsoever for any reliance on the information herein and/or damage howsoever occasioned.
To our Valued Customer, a warm welcome to you!

This Fitting-Out Manual is specially prepared for you, our Valued Customer, to provide general guidelines for you, your appointed consultants and contractors when fitting-out your premises at any of our Mass Rapid Transit (MRT) or Light Rail Transit (LRT) stations. This Fitting-Out Manual serves as a guide only. Your proposed plans and works will be subjected to the approval of SMRT and the relevant authorities.

We strongly encourage you to read this document before you plan your fitting-out works. Do share this document with your consultants and contractors. While reasonable care has been taken to prepare this Fitting-Out Manual, we reserve the right to amend its contents from time to time without prior notice.

If you have any questions, please feel free to approach any of our Management staff. We will be pleased to assist you.
## CONTENTS

LIST OF ABBREVIATIONS .................................................................................................................. 5

GENERAL INFORMATION ................................................................. 5
   Landlord .................................................................................................................. 5
   Managing Agent .................................................................................................... 5
   Addresses of MRT Stations .................................................................................. 6
   Addresses of LRT Stations ................................................................................... 9

1.0 INTRODUCTION .............................................................................. 10

2.0 SUBMISSION OF DRAWINGS ..................................................... 10

   2.1 Overview ........................................................................................................ 10
      Phases ................................................................................................................ 10
      Drawing Size ..................................................................................................... 10
      Number of Copies ............................................................................................. 10
      Routing of Submissions .................................................................................... 10
      Approval from SMRT ...................................................................................... 11
      Changes after SMRT’s comments .................................................................... 11
      As-built Drawings ............................................................................................. 11

   2.2 Preliminary Phase .......................................................................................... 11
      Objective ........................................................................................................... 11
      Contents of Submission .................................................................................... 11
      Flow of Events for Fitting-Out Works .............................................................. 13
      Costs of Submissions ....................................................................................... 14
      SMRT’s Review ................................................................................................. 14

3.0 DESIGN & CONSTRUCTION GUIDELINES ..................................... 14
   General ............................................................................................................... 14
   Building & Structural Works .......................................................................... 14
   Internal Walls .................................................................................................... 15
   Electrical System ............................................................................................... 16
   Air-conditioning System ................................................................................... 17
   Fire Protection System ....................................................................................... 18
   Plumbing & Sanitary System ............................................................................ 19
   Kitchen Exhaust System .................................................................................... 19
   Public Address System ....................................................................................... 20
   Design Control Area (DCA) ............................................................................. 20
   Shopfront .......................................................................................................... 20
   Signage / Signboard .......................................................................................... 20
   Sub-Directory Signage ....................................................................................... 20
   Shop Layout ....................................................................................................... 20
4.0 FITTING-OUT WORKS ......................................................................................................................... 21

4.1 Overview ........................................................................................................................................... 21
   Damage to the Landlord’s Common Properties .................................................................................... 21
   Utilities ............................................................................................................................................... 21
   Insurance .......................................................................................................................................... 21
   Fitting-Out / Reinstatement Deposit ................................................................................................. 22
   Security ............................................................................................................................................ 22
   Safety, Risk Assessment, Hygiene & Conduct .................................................................................... 22
   Change of Use of Demised Premises ................................................................................................. 23

4.2 Final Phase – Procedures on Site ....................................................................................................... 24
   Handover of Demised Premises ........................................................................................................ 24
   Commencement of Site Works .......................................................................................................... 24
   Working Hours ................................................................................................................................. 25
   Access to Demised Premises ............................................................................................................ 25
   Name of Occupier’s Contractor ....................................................................................................... 25
   Visitor’s Passes ............................................................................................................................... 25
   Service Lifts ..................................................................................................................................... 25
   Delivery of Materials, Equipment, Merchandise ................................................................................ 25
   Temporary Scaffolding ..................................................................................................................... 26
   Hoarding ......................................................................................................................................... 26
   Limits of Working Area .................................................................................................................... 26
   Removal of Debris and Refuse .......................................................................................................... 27
   Temporary Electricity and Water Supply .......................................................................................... 27
   Fire Alarm ....................................................................................................................................... 27
   Main Services Lines ........................................................................................................................ 27
   Floor Loading .................................................................................................................................. 27
   Spot Checks / Repair Works ............................................................................................................ 27
   Use of Toilets .................................................................................................................................... 28

4.3 Completion of Fitting-Out Works ...................................................................................................... 28
   Inspection of Demised Premises ........................................................................................................ 28
   Documentation ................................................................................................................................ 28

Annexes

Annex A – Checklist for Fitting-Out Prior to Commencement of Work
Annex B – Notice to Take Possession
Annex C – Prescribed Form for Handover of Demised Premises
Annex D – Letter of Undertaking for Taking Over Existing Fixtures and Fittings
Annex E – Permit to Work (PTW) – Electrical
Annex F – Occupier’s List of Contractors and Workers
Annex G – Shop Unit air con operations and Maintenance Access Checklist
LIST OF ABBREVIATIONS

The following abbreviations are used in this Manual:

- Landlord: SMRT Trains Ltd
- Occupier: Tenant or Licensee
- SMRT: SMRT Properties
- MRT: Mass Rapid Transit
- LRT: Light Rail Transit
- LTA: Land Transport Authority
- SCDF: Singapore Civil Defence Force
- SMRT (PFE): SMRT (PFE) Branch Power and Fire Engineering
- SMRT (STR): SMRT Structural Section
- A & A: Additions and Alterations
- R I: Registered Inspector
- QP: Qualified Person (Professional Architect, Engineer)
- Demised Premises: the premises leased or licenced to the Occupier

GENERAL INFORMATION

Landlord
SMRT Trains Ltd
251 North Bridge Road
Singapore 179102

Managing Agent
SMRT Investments Pte Ltd
SMRT Properties
251 North Bridge Road
Singapore 179102
Office hours: Mondays to Fridays (8.15am to 5.45pm)
Main Line: (65) 6331 1000
Fax: (65) 6337 5110
Website: www.smrt.com.sg
Email: commercial@smrt.com.sg
Attention: Manager, SMRT Properties

SMRT Investments Pte Ltd is a wholly owned subsidiary of SMRT Corporation which manages the commercial businesses of the SMRT Group of Companies. SMRT Properties and SMRT Media are the 2 key divisions under SMRT Investments Pte Ltd. At SMRT Properties, we manage and market all commercial spaces located in the Mass Rapid Transit and Light Rail Transit stations.
### Addresses of East-West and North-South MRT Stations

<table>
<thead>
<tr>
<th>Station Name</th>
<th>Address</th>
<th>Station Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admiralty MRT Station</td>
<td>70 Woodlands Avenue 7 Singapore 738344</td>
<td>Aljunied MRT Station</td>
<td>81 Lorong 25 Geylang Singapore 388310</td>
</tr>
<tr>
<td>Ang Mo Kio MRT Station</td>
<td>2450 Ang Mo Kio Avenue 8 Singapore 569811</td>
<td>Bukit Batok MRT Station</td>
<td>10 Bukit Batok Central Singapore 659958</td>
</tr>
<tr>
<td>Bedok MRT Station</td>
<td>315 New Upper Changi Road Singapore 467347</td>
<td>Braddell MRT Station</td>
<td>379 Lorong 1 Toa Payoh Singapore 319757</td>
</tr>
<tr>
<td>Bukit Gombak MRT Station</td>
<td>802 Bukit Batok West Avenue 5 Singapore 659083</td>
<td>Bugis MRT Station</td>
<td>220 Victoria Street Singapore 188022</td>
</tr>
<tr>
<td>Boon Lay MRT Station</td>
<td>301 Boon Lay Way Singapore 649846</td>
<td>Buona Vista MRT Station</td>
<td>100 North Buona Vista Road Singapore 139345</td>
</tr>
<tr>
<td>Bishan MRT Station</td>
<td>200 Bishan Road Singapore 579827</td>
<td>Changi Airport MRT Station</td>
<td>70 Airport Boulevard Singapore 819661</td>
</tr>
<tr>
<td>Choa Chu Kang MRT Station</td>
<td>10 Choa Chu Kang Avenue 4 Singapore 689810</td>
<td>Clementi MRT Station</td>
<td>3150 Commonwealth Avenue West Singapore 129580</td>
</tr>
<tr>
<td>Chinese Garden MRT Station</td>
<td>151 Boon Lay Way Singapore 609959</td>
<td>Commonwealth MRT Station</td>
<td>375 Commonwealth Avenue Singapore 149735</td>
</tr>
<tr>
<td>City Hall MRT Station</td>
<td>150 North Bridge Road Singapore 179100</td>
<td>Dhoby Ghaut MRT Station</td>
<td>11 Orchard Road Singapore 238826</td>
</tr>
<tr>
<td>Dover MRT Station</td>
<td>200 Commonwealth Avenue West Singapore 138677</td>
<td>Eunos MRT Station</td>
<td>30 Eunos Crescent Singapore 409423</td>
</tr>
<tr>
<td>Expo MRT Station</td>
<td>21 Changi South Avenue 1 Singapore 486065</td>
<td>Joo Koon MRT Station</td>
<td>91 Joo Koon Circle Singapore 629116</td>
</tr>
<tr>
<td>Jurong East MRT Station</td>
<td>10 Jurong East Street 12 Singapore 609690</td>
<td>Kallang MRT Station</td>
<td>5 Sims Avenue Singapore 387405</td>
</tr>
<tr>
<td>Kembangan MRT Station</td>
<td>55 Sims Avenue East Singapore 416551</td>
<td>Kranji MRT Station</td>
<td>960 Woodlands Road Singapore 738702</td>
</tr>
<tr>
<td>Station Name</td>
<td>Address</td>
<td>Station Name</td>
<td>Address</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------------</td>
<td>---------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Khatib MRT Station</td>
<td>201 Yishun Avenue 2 769092</td>
<td>Lakeside MRT Station</td>
<td>201 Boon Lay Way 649845</td>
</tr>
<tr>
<td>Lavender MRT Station</td>
<td>50 Kallang Road 208699</td>
<td>Marina Bay MRT Station</td>
<td>21 Marina Station Road 018990</td>
</tr>
<tr>
<td>Marsiling MRT Station</td>
<td>71 Woodlands Avenue 3 739044</td>
<td>Newton MRT Station</td>
<td>49 Scotts Road 228234</td>
</tr>
<tr>
<td>Novena MRT Station</td>
<td>250 Thomson Road 307642</td>
<td>Orchard MRT Station</td>
<td>437 Orchard Road 238878</td>
</tr>
<tr>
<td>Outram Park MRT Station</td>
<td>10 Outram Road 169037</td>
<td>Pioneer MRT Station</td>
<td>31 Jurong West Street 63 648310</td>
</tr>
<tr>
<td>Pasir Ris MRT Station</td>
<td>10 Pasir Ris Central 519634</td>
<td>Paya Lebar MRT Station</td>
<td>30 Paya Lebar Road 409006</td>
</tr>
<tr>
<td>Queenstown MRT Station</td>
<td>301 Commonwealth Avenue 3 149729</td>
<td>Redhill MRT Station</td>
<td>920 Tiong Bahru Road 158792</td>
</tr>
<tr>
<td>Raffles Place MRT Station</td>
<td>5 Raffles Place 048618</td>
<td>Sembawang MRT Station</td>
<td>11 Canberra Road 759775</td>
</tr>
<tr>
<td>Simei MRT Station</td>
<td>30 Simei Street 3 529888</td>
<td>Somerset MRT Station</td>
<td>1 Somerset Road 238162</td>
</tr>
<tr>
<td>Tampines MRT Station</td>
<td>20 Tampines Central 1 529538</td>
<td>Toa Payoh MRT Station</td>
<td>510 Lorong 6 Toa Payoh 319398</td>
</tr>
<tr>
<td>Tanjong Pagar MRT Station</td>
<td>120 Maxwell Road 069119</td>
<td>Tanah Merah MRT Station</td>
<td>920 New Upper Changi Road 467356</td>
</tr>
<tr>
<td>Yio Chu Kang MRT Station</td>
<td>3000 Ang Mo Kio Avenue 8 569813</td>
<td>Woodlands MRT Station</td>
<td>30 Woodlands Avenue 2 738343</td>
</tr>
<tr>
<td>Yishun MRT Station</td>
<td>301 Yishun Avenue 2 769093</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Addresses of Circle Line Stations

<table>
<thead>
<tr>
<th>Station Name</th>
<th>Address</th>
<th>Station Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartley MRT Station</td>
<td>90 Bartley Road, Singapore 539788</td>
<td>Bishan MRT Station (CCL)</td>
<td>17 Bishan Place, Singapore 579842</td>
</tr>
<tr>
<td>Botanic Gardens MRT Station</td>
<td>100 Cluny Park Road, #B2-K1, Singapore 257494</td>
<td>Bras Basah MRT Station</td>
<td>65 Bras Basah Road, Singapore 189561</td>
</tr>
<tr>
<td>Bras Basah MRT Station</td>
<td>65 Bras Basah Road, Singapore 189561</td>
<td>Bukit Brown MRT Station</td>
<td>490 Jalan Mashmor, Singapore 299176</td>
</tr>
<tr>
<td>Thomson MRT Station</td>
<td>38 Toa Payoh Rise, Singapore 298113</td>
<td>Dakota MRT Station</td>
<td>211 Old Airport Road, Singapore 397971</td>
</tr>
<tr>
<td>Dhoby Ghaut MRT Station</td>
<td>13 Orchard Road, Singapore 238893</td>
<td>Esplanade Station</td>
<td>90 Bras Basah Road, Singapore 189562</td>
</tr>
<tr>
<td>Farrer MRT Station</td>
<td>71 Farrer Road, Singapore 268857</td>
<td>Harbourfront MRT Station</td>
<td>83 Telok Blangah Road, Singapore 098866</td>
</tr>
<tr>
<td>Haw Par Villa MRT Station</td>
<td>270 Pasir Panjang Road, Singapore 117396</td>
<td>Holland Village MRT Station</td>
<td>200 Holland Avenue, Singapore 278995</td>
</tr>
<tr>
<td>Kent Ridge MRT Station</td>
<td>301 South Buona Vista Road, Singapore 118177</td>
<td>Labrador Park MRT Station</td>
<td>701 Telok Blangah Road, Singapore 109029</td>
</tr>
<tr>
<td>Lorong Chuan MRT Station</td>
<td>150 Serangoon Avenue 3, Singapore 554533</td>
<td>Macpherson MRT Station</td>
<td>171 Paya Lebar Road, Singapore 409048</td>
</tr>
<tr>
<td>Marymount MRT Station</td>
<td>60 Marymount Road, Singapore 573993</td>
<td>Mountbatten MRT Station</td>
<td>301 Mountbatten Road, Singapore 398006</td>
</tr>
<tr>
<td>Nicoll Highway MRT Station</td>
<td>20 Republic Avenue, #B1-01, Singapore 038970</td>
<td>One-North MRT Station</td>
<td>9 Ayer Rajah Avenue, #01-01, Singapore 138647</td>
</tr>
</tbody>
</table>
### Addresses of MRT Stations

<table>
<thead>
<tr>
<th>One-North MRT Station</th>
<th>Pasir Panjang MRT Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Ayer Rajah Avenue, #01-01</td>
<td>119 Pasir Panjang Road</td>
</tr>
<tr>
<td>Singapore 138647</td>
<td>Singapore 117424</td>
</tr>
<tr>
<td>Paya Lebar MRT Station (CCL)</td>
<td>Promenade MRT Station</td>
</tr>
<tr>
<td>15 Paya Lebar Road</td>
<td>2 Temasek Avenue</td>
</tr>
<tr>
<td>Singapore 409049</td>
<td>Singapore 039193</td>
</tr>
<tr>
<td>Serangoon MRT Station</td>
<td>Stadium MRT Station</td>
</tr>
<tr>
<td>21 Serangoon Central</td>
<td>3 Stadium Walk</td>
</tr>
<tr>
<td>Singapore 556082</td>
<td>Singapore 397692</td>
</tr>
<tr>
<td>Tai Seng Garden MRT Station</td>
<td>Telok Blangah MRT Station</td>
</tr>
<tr>
<td>33 Upper Paya Lebar Road</td>
<td>463 Telok Blangah Road</td>
</tr>
<tr>
<td>Singapore 534803</td>
<td>Singapore 109028</td>
</tr>
</tbody>
</table>

### Addresses of LRT Stations

<table>
<thead>
<tr>
<th>Bangkit LRT Station</th>
<th>Bukit Panjang LRT Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Bukit Panjang Ring Road</td>
<td>11 Petir Road</td>
</tr>
<tr>
<td>Singapore 679939</td>
<td>Singapore 679826</td>
</tr>
<tr>
<td>Choa Chu Kang LRT Station</td>
<td>Fajar LRT Station</td>
</tr>
<tr>
<td>15 Choa Chu Kang Ave 4</td>
<td>40 Fajar Road</td>
</tr>
<tr>
<td>Singapore 689813</td>
<td>Singapore 679004</td>
</tr>
<tr>
<td>Jelapang LRT Station</td>
<td>Keat Hong LRT Station</td>
</tr>
<tr>
<td>70 Bukit Panjang Ring Road</td>
<td>30 Choa Chu Kang Way</td>
</tr>
<tr>
<td>Singapore 679941</td>
<td>Singapore 688266</td>
</tr>
<tr>
<td>Pending LRT Station</td>
<td>Petir LRT Station</td>
</tr>
<tr>
<td>9 Pending Road</td>
<td>31 Petir Road</td>
</tr>
<tr>
<td>Singapore 678296</td>
<td>Singapore 678269</td>
</tr>
<tr>
<td>Phoenix LRT Station</td>
<td>Segar LRT Station</td>
</tr>
<tr>
<td>40 Choa Chu Kang Road</td>
<td>50 Bukit Panjang Ring Road</td>
</tr>
<tr>
<td>Singapore 689483</td>
<td>Singapore 679940</td>
</tr>
<tr>
<td>Senja LRT Station</td>
<td>South View LRT Station</td>
</tr>
<tr>
<td>90 Bukit Panjang Ring Road</td>
<td>50 Choa Chu Kang Way</td>
</tr>
<tr>
<td>Singapore 679942</td>
<td>Singapore 688265</td>
</tr>
<tr>
<td>Teck Whye LRT Station</td>
<td>-</td>
</tr>
<tr>
<td>10 Choa Chu Kang Way</td>
<td></td>
</tr>
<tr>
<td>Singapore 688267</td>
<td></td>
</tr>
</tbody>
</table>
## 1.0 INTRODUCTION

### 1.1 The objective of this Fitting-Out Manual is:

- **a)** To assist the Occupiers in the submission of drawings, design, construction through to completion of fitting-out works for the Demised Premises.
- **b)** To ensure that the Occupiers conform with the general safety, security and design intent by the Landlord.

### 1.2 Occupiers are requested to read the Fitting-Out Manual in conjunction with the Letter of Offer and Lease Agreement. The Letter of Offer and Lease Agreement shall prevail in the event of any discrepancies between the said documents and this Fitting-Out Manual.

## 2.0 SUBMISSION OF DRAWINGS

### 2.1 Overview

#### Phases

2.1.1 The Occupier shall submit fit-out drawings in 2 phases.

- **a)** Preliminary Phase
  This phase refers to submission of drawings after consultations with SMRT until approval is obtained from SMRT to commence fitting-out works; and

- **b)** Final Phase
  The final phase refers to commencement of on site fitting-out works after SMRT's final approval is obtained through to the final submission of "as-built" drawings.

#### Drawing Size

2.1.2 The submission shall be 1 set of fully dimensioned plans showing the floor plan together with elevations and cross-sections of the new and existing works. Construction, height, dimensions and material of partition and inter-tenancy walls and boundaries are to be indicated. All plans and sections are to be drawn to a scale of 1:100 and produced in uniform sizes of either A1 or A2.

- **b)** There shall be a title block at the bottom right hand corner of the drawings giving full information on the location of Demised Premises and Occupier’s name and address.

#### Number of Copies

2.1.3

- **a)** Each preliminary submission shall consist of 1 set of black and white drawings.

- **b)** Upon obtaining SMRT’s in-principle approval at final phase, 4 sets of drawings as the final submission for endorsement and distribution are to be submitted.

#### Routing of

2.1.4

All submissions shall be made during office hours Mondays to
Fitting Out Manual
SMRT Properties

Submissions

Fridays from 8.15am to 5.45pm to SMRT Properties as indicated in page 5.

Approval from SMRT

2.1.5 The Occupier is not allowed to start fitting-out works without obtaining the requisite approvals from SMRT.

Changes after SMRT’s comments

2.1.6 Any changes required after SMRT’s comments on the drawings must be resubmitted to SMRT for further comments until final approval to commence works is obtained.

As-built Drawings

2.1.7 Upon completion of fitting-out works, the Occupier is required to submit to SMRT 4 sets of paper prints of all architectural, mechanical & electrical, sanitary & plumbing and fire protection “as-built” drawings in A1 size for records.

2.2 Preliminary Phase

Objective

2.2.1 The objective of the Preliminary Phase is to acquaint SMRT with the Occupier’s plans, clarify discrepancies and agree on solutions with the Occupier’s Consultants (refer to flowchart on page 13).

Contents of Submission

2.2.2 The submission shall comprise the following:

a) Key Plan
   Showing the location of Demised Premises.

b) Preliminary Floor Plans
   (Scale 1:100, 1:50) indicating interior layout and all materials and finishes. All new works shall be coloured (in dark colour). All existing works proposed to be demolished or dismantled shall be shown in broken lines.

c) Reflected Ceiling Plans
   (Scale 1:100, 1:50) indicating ceiling materials, various heights, location and type of all existing and proposed light fitting, mechanical and electrical installations.

d) Elevations and Sections
   (Scale 1:100, 1:50) showing concept, main entrances, front entrances including any graphics and signages. Indicate all materials, finishes and method of fixing with all materials and finishes indicated.

e) Catalogues and Cut-outs
   Light fixtures or sketches of custom light fittings.

f) Mechanical and Electrical Drawings
   Indicating connected electrical load (example: single line diagrams), total heat load, total cooling and air conditioning load requirements, weight and location of heavy equipment or construction material.

g) Typical interior sections (scale 1:100, 1:50) with all materials
and finishes indicated.

h) All plans shall be signed, stamped and dated by the Occupier and the QP, if applicable.

i) Material sample board which will be returned to the Occupier.
Flow of Events for Fitting-Out Works

Tenancy Confirmed

SMRT Properties issue construction drawings and/or Fitting-Out Manual to Occupier

Occupier appoints Consultant/Contractor/LEW

Consultant/Contractor submits colour perspective and Preliminary drawings

SMRT Properties seeks approval from internal departments and/or LTA

Approval?

No

Occupier to resubmit

Yes

Consultant/Contractor submits Final drawings

Tenant submits Schedule of Work and applies for Hotwork Permit & Permit-To-Work, if applicable

Acceptable?

No

Occupier to resubmit

Yes

Occupier to proceed with work

Upon completion of work, Occupier to arrange for joint inspection with SMRT Properties

Satisfactory?

No

Occupier to carry out rectification work

Yes

Occupier to submit "as-built" drawings including Certificates and Permits, if any

Note: i) For fire safety works, SCDF's approval is required

ii) For work at CD shelter station, BCA's approval is required

iii) For change of use, URA's approval is required

iv) Once approval obtained, Consultant to submit approval letter to SMRT

END
### Costs of Submissions

2.2.3 The Occupier shall bear all costs and expenses incurred by its consultants for the submissions.

### SMRT’s Review

2.2.4

a) SMRT will review drawings and advise Occupier as to whether the drawings are "Accepted as Noted" or "Not Accepted with Comments". The Occupier must incorporate the SMRT’s comments and its own consultants’ proposed solutions, if any, into the final drawings for the Final Phase.

b) All proposed A & A (whether involving building, structural, mechanical or electrical aspects) shall be subjected to the audit of relevant government or statutory authorities notwithstanding that endorsement is given by SMRT. It is the obligation of the Occupier and its appointed QP to ensure that all requisite approvals by the government or statutory authorities are obtained before commencing fitting-out works.

### 3.0 DESIGN & CONSTRUCTION GUIDELINES

#### General

3.1 The Occupier shall ensure that design construction comply with Building Regulations.

#### Building & Structural Works

3.2

a) Any alterations and additions to the ceiling shall be made of non-combustible materials. Changes to existing ceiling height must be indicated clearly. No PVC/plastic material is permitted for ceiling and wall finishes/fixtures due to toxicity reason unless otherwise specified by SMRT.

b) Height and construction of any raised platform over existing floor to be indicated and must comply with authorities’ requirements.

c) Coring in the floor slabs and walls is not allowed. On a case by case basis, hacking may be allowed with SMRT’s approval. Such works shall be reinstated by the Occupier upon expiry or earlier termination of the Lease/License.

d) Any hot work, heavy drilling, knocking, spray painting, varnishing or any other works (if such works are approved by SMRT) that are likely to cause inconvenience to other Occupiers can only be conducted after train operation hours (0030 hours to 0430 hours).

e) The Occupier shall tap water supply in its existing Demised Premises for works requiring water, wherever possible. For Demised Premises without water provision, the Occupier may bring water into the Demised Premises by using water containers. Use of water hose is not allowed (refer to paragraph 4.1.2).
f) Detailed dimensions of compartments / display counters / wall cabinets / enclosures and any other built-in fixtures must be indicated. Island fixtures and fittings shall not exceed 1.6m in height.

g) False ceilings must be constructed in all Tenant unit and shall be constructed with non-combustible material and shall not be installed in a position or height blocking the flow of the return air.

h) Interior layout must be designed in such a manner so as not to obstruct the existing fire escape corridors and/or fire hose-reel cabinet.

i) For any work that damages or affects the existing waterproofing system, the Occupier must reinstate the system using the same supplier. Once work is completed, the Occupier shall submit the warranty to SMRT for record.

Internal Walls 3.3

a) Erection of internal partitions

i) Any erection of internal partitions / screens above 1.5m in height must be specified clearly. Internal partitions should coincide with glazing mullions where applicable. Internal partitions erected against any glass panels will not be permitted. All partitions shall be constructed with non-combustible materials.

For areas designated for storage, the contents to be stored (example: merchandise, filing, machines, stationery, etc) must be specified.

ii) Where the existing inter-tenancy partitions are made of double sandwich partition system, no wall cabinets / compartments / display counters may be erected and mounted on these partitions. The Occupier shall ensure that erection of any such fixtures shall be supported by a frame that is floor or ceiling mounted.

iii) For erection of brickwalls / masonry partition walls within the Demised Premises, the Occupier shall state the deadweight, thickness and height. As and when required by SCDF, the Occupier shall engage a project structural consultant to check and certify such works. No hacking of the floor slab is allowed beyond the structural concrete cover.

b) An Occupier of multiple units may dismantle non-structural internal walls between units on the following conditions.

i) Supported by project consultant on feasibility.

ii) Occupier obtains all necessary approvals from the relevant authorities.
iii) Occupier bears the cost of design and construction.

iv) Occupier shall reinstate the internal walls to its original condition upon expiry or earlier termination of the Lease/License.

**Electrical System** 3.4

a) The Occupier shall engage a Licenced Electrical Worker to design and supervise the installation work of its electrical system according to the electrical load designed for the Demised Premises.

b) The exact positions of the proposed and existing power and lighting / power points / appliances, etc. (including ratings) and the distribution boards must be clearly indicated.

c) The Occupier shall install current-operated Earth Leakage Circuit Breakers for the protection of all socket-outlet circuits, lightings, appliances and other final sub-circuits and adequately sized MCBs for overload protection.

d) Single-line diagrams indicating the power and lighting circuits must be designed by a licensed electrical worker / engineer for SMRT’s approval. The drawings shall indicate the cable size, rating of breakers, wattage of light fittings, sources of power for exit sign, normal and emergency lighting and location of the electricity meter within the Demised Premises.

e) Balanced phase loading shall be considered in the design.

f) The Occupier shall bear the cost of any approved addition / upgrade of electrical works beyond the basic provisions.

g) All wiring and installation must be carried out according to the latest edition of CP5 and tested to SMRT EMF requirements.

h) Cables used shall be flame retardant (FR), low smoke (LS), halogen free (HF), 600/1000 volts type. The earth cable shall be FR, LS, HF, 600/1000 volts, yellow/green colour. Sample with technical literature must be submitted to SMRT for approval before commencement of work. Cables for equipment that is required to operate during a fire emergency shall be of fire resistant type.

i) All electrical accessories eg. trunkings, conduits, switches, socket outlets, etc. shall be made of galvanized steel/metalclad type and approved by the Energy Market Authority (EMA)/PSB.

j) Permit to Work (PTW) must be applied by the contractor’s Licensed Electrical Worker (LEW) to PFE Technical Support & Licensing Section Permit Office in Bishan Depot prior to commencement of any work.

k) The following licence shall be applied in accordance to the
approved load:

i) For electrical supply below 60 Amperes three phase or load between 14.4kVA to 45kVA, the Occupier shall engage their own LEW for the application of SMRT licence for the operation of the electrical installation within the Demised Premises. The Licence shall be renewed annually and submit to SMRT for record.

ii) For electrical supply of more than 60 Amperes three phase or load greater than 45kVA, the Occupier shall engage their own LEW for the application of EMA licence for the operation of the electrical installation within the Demised Premises. The Licence shall be renewed annually and submit to SMRT for record.

I) The Occupier shall provide and maintain the emergency lighting and Exit sign, if applicable, in accordance to authorities’ requirements. The power shall be supplied from the Demised Premises.

m) Maintenance access shall be provided for flow switch. The access must be kept free from obstruction. No partition, goods or furniture shall block the access to the electrical system.

n) For amalgamated units, the Occupier must rewire the electrical installation to a single main switch. This shall be reinstated to original condition upon expiry or earlier termination of the Lease / License. The electrical installation shall be tested by EMA Inspectorate Department upon completion.

### Air-conditioning System 3.5

a) Any changes made to the air-conditioning system and ventilation system within the Demised Premises shall be the responsibility of the Occupier.

b) The following must be clearly indicated on plan.

i) All new & existing positions of Fan Coil Units, ductworks, air diffusers, return air outlets, control box and thermostats.

ii) Locations of all condensing units.

iii) Routing of the refrigerant pipes, condensate drain pipe, power and control cables.

c) The Occupier shall bear the cost of any approved addition / upgrade of mechanical works beyond the basic provisions and its maintenance.

d) Maintenance access shall be provided for Fan Coil Unit, control boxes, filter and coil cleaning, control valves and drain pipes. The access must be kept free from obstruction. No partition, goods or furniture shall block the access to the air conditioning system.
e) Where the false ceiling is of plastered board or non-removable type, access panels are to be provided on the false ceiling for access to air conditioning system.

f) The Occupier shall engage a Professional Engineer (PE) to look into the heat load designed for the Demised Premises and the air-conditioning ducting work shall be endorsed by PE.

g) The Occupier shall carry out proper commissioning and air balancing tests for the air-conditioning system.

h) Where applicable, the Occupier shall submit the maintenance schedule and/or maintenance contract of the system for SMRT’s record.

i) The Occupier shall ensure the fire rated duct is painted using only water base emulsion paint. The specification of the paint used shall be submitted for SMRT’s record.

j) The Occupier shall provide an independent support system to the ceiling panels below the fan coil unit for future removal to replace the fan coil unit.

Fire Protection System

3.6

a) The Demised Premises must be fully sprinklered and ensure sprinkler pipes are adequately supported using ASTM A53 Schedule 40.

b) The plan shall indicate clearly the exact positions of all existing, relocated and new sprinkler-heads in relation to walls and partitions.

c) Positions of new or relocated sprinkler-heads must be designed and certified by QP engaged by the Occupier. Approval must be obtained prior to commencement of work. The Occupier shall engage a competent sub-contractor for any alteration or addition to the sprinkler system. Such installation shall comply with fire and safety regulations of the relevant authorities.

d) There shall be no obstruction to fire escape corridors, fire hose cabinets, fire extinguishers, fire indication board, smoke detectors and call points. The travel distance to fire escape exit(s) have to comply strictly with fire code, regulations and requirements.

e) All emergency exits must not be blocked or sealed and the emergency escape routes must not be obstructed. The lockset set for the emergency exit door shall be opened in the direction of existing travel from inside without using keys.

f) Maintenance access shall be provided for smoke detector and sprinkler flow switch. The access must be kept free from obstruction.
g) The Occupier shall provide and maintain portable 2.5kg fire extinguisher(s) with PSB label in the Demised Premises. It shall hang with bracket at 1.2metre above finished floor level and serviced on a yearly basis. The fire extinguisher must be easily accessible and located in prominent location.

h) The Occupier shall carry out pressure test and submit the test results for the new sections of pipe work prior to tee-in to SMRT’s sprinkler system.

i) The tenant shall ensure the smoke control duct intumescent paint is painted only with water base acrylic or water base polyurethane alkyd paint where applicable. The specification of the paint used shall be submitted for record.

j) The Occupier shall maintain the emergency lightings.

k) SMRT personnel have to be engaged for programming work for linking to SMRT fire alarm system

l) All new works / alterations to the existing plumbing and sanitary system shall be designed and carried out by a licensed plumber engaged by the Occupier. Such design and installation shall comply with the regulations and the Occupier shall ensure that such works shall be submitted to the relevant authorities for approval.

b) For piped services installation, all new soil, wastes and vent piping shall be of hub less cast iron.

c) In general, penetrations through the floor are not permitted. In the event of absolute necessity, the locations and manner by which such penetrations shall be proposed by the Occupier for approval from SMRT and the relevant authorities. SMRT reserves the right to advise the location and manner of such penetrations if any. Such costs and expenses arising from such works and its subsequent reinstatement shall be borne entirely by the Occupier.

d) The Occupier shall connect floor waste to designated floor trap as indicated in the plans. Strainer is recommended to install in the floor waste within Demised Premises.

3.8 Kitchen Exhaust System

a) Where applicable, the Occupier shall enclose the kitchen area and ensure that all smell is kept within the enclosure.

b) The Occupier shall install the appropriate exhaust filter and hood required by SMRT and approved by the relevant authorities to cover the entire heating area and use utensils with covers for heating.

c) The Occupier shall install an appropriate portable grease
interceptor required by SMRT and approved by the relevant authorities at every basin and engage National Environment Agency (NEA) approved specialist to dispose the oil from it.

d) Where applicable, the Occupier shall submit the maintenance schedule and/or maintenance contract of the system for SMRT’s record.

**Public Address System**

3.9 A PA system with ceiling speakers will be provided with 3 metres of slack cable. The Occupier is required to mount speakers on the false ceiling as per Occupier’s reflected ceiling plans.

**Design Control Area (DCA)**

3.10 a) The first 1 metre from the lease line of the Demised Premises shall be designated the Design Control Area (DCA). SMRT reserves the right to comment and advise on the shopfront layout.

   b) Lighting in DCA shall be connected to a timer. The Occupier shall keep the shopfront and signage box illuminated on timer from 0700 hours to 2300 hours daily unless otherwise specified by SMRT. This is in keeping with the image and architectural intent of the development(s).

**Shopfront**

3.11 Design of shopfront to be submitted to SMRT for approval.

   i) **Fixed Glass Shopfront**

   The Occupier shall ensure maximum visibility into the Demised Premises through the use of fixtures and fittings at the fixed glass shopfront. The Occupier shall ensure that merchandise is displayed neatly and aesthetically.

   ii) **Open Shopfront**

   The Occupier shall **not** place any merchandise, fixtures or fittings in the first 0.3 metres (1 feet) from the lease line of all open shopfront.

**Signage / Signboard**

3.12 a) The Occupier shall provide and install its own signage/signboard, subject to SMRT’s approval.

   b) Locations and details (including mounting details) of all signages/signboards, logos and letterings are to be approved by SMRT prior to installation.

**Sub-Directory Signage**

3.13 The Occupier shall bear the cost of fabrication and installation of sticker signage for the sub-directory signage in accordance to the signage specifications provided by SMRT.

**Shop Layout**

3.14 Any free-standing furniture, fixtures & fittings and merchandise display shall not exceed 1.6 metres in height.
### 3.15 Fire Safety Posters

F&B tenant is required to put up at least one fire safety poster prominently within demised premise before electricity to the unit can be turned on.

Non F&B tenant is encouraged to put up at least one fire safety poster prominently within demised premise.

### 4.0 FITTING-OUT WORKS

#### 4.1 Overview

**Damage to the Landlord's Common Properties**

4.1.1 The Occupier’s contractors are responsible for the satisfactory completion of fitting-out works in the Demised Premises. The Occupier shall make good any damage to the Landlord’s common properties. If any such damage is not rectified within the period specified by SMRT, SMRT reserves the right to take all necessary remedial action and charge all costs and expenses incurred to the Occupier. Such costs shall be deemed final and the Occupier shall pay upon demand. Such costs may be offset against the Fitting-Out / Reinstatement Deposit (refer to paragraph 4.1.4) and the Occupier shall top up the difference in the event the said deposit is less than the cost of rectification.

**Utilities**

4.1.2 The Occupier shall arrange and pay for any turning on fees for the supply of water, electricity, air-conditioning services or other amenities to be supplied and separately metered to the Demised Premises.

**Insurance**

4.1.3 The Occupier shall take up adequate insurance cover during the fitting-out period in respect of its furniture, fixtures and fittings and public liability prior to commencement of works at the Demised Premises.

Such insurance shall be taken out with any insurance company as approved by SMRT and shall be in the joint names of the Landlord and the Occupier and the Occupier shall pay all premiums costs and disbursement in connection therewith.

A copy of the insurance policy must be furnished to SMRT prior to the commencement of such works. Such insurance shall include but not limited to the following:

- a) Any injury or damage to third party persons or property and public liabilities up to a minimum of S$1.5 million for any one accident;
- b) Workmen’s compensation;
- c) Damages or loss arising from fire or acts of God;

---

1 Fire safety posters can be obtained from SCDF website at http://www.scdf.gov.sg/content/scdf_internet/en/community-and-volunteers/publications.html
2 Fire safety posters can be obtained from SCDF website at http://www.scdf.gov.sg/content/scdf_internet/en/community-and-volunteers/publications.html
Fitting Out Manual
SMRT Properties

Fitting-Out / Reinstatement Deposit

4.1.4

The Occupier shall pay the requisite deposit amount as listed in the Letter of Offer upon signing of the said Letter.

This deposit serves as security for the due observance and performance by the Occupier in relation to but not limited to the following.

a) The cost of removal of refuse and debris where it is not done so by the Occupier, its contractors, servants, or agents;

b) Making good of any damage to the Station and its common property caused by the Occupier, its contractors, servants, or agents;

c) Fitting out or reinstatement works that are not approved.

In the event, the deposit is not sufficient to cover the costs of rectification, the Landlord reserves the right to rectify and recover such costs from the Occupier. Such costs shall be payable by the Occupier upon demand and shall be deemed final.

The deposit is refundable upon the expiry or earlier termination of the Lease/License after the Occupier reinstates the Demised Premises to its original condition to the Landlord’s satisfaction.

Security

4.1.5

The Occupier is responsible for the security of the Demised Premises. The Landlord shall have no liability for any loss or damage including theft of building materials, equipment or supplies belonging to and brought in by the Occupier and/or contractors.

Safety, Risk Assessment, Hygiene & Conduct,

4.1.6

a) The Occupier’s contractor must take appropriate measures to ensure the safety of their workers on site. The Occupier’s contractor must appoint a safety officer to take charge of all necessary safety requirements within the Demised Premises. The contractor must attend daily safety meetings during the fitting-out period.

b) Risk Assessment (RA) must be submitted before commencement of any work in accordance to MOM requirement gazette in WSH( Risk Management) Regulation 2006.

c) The Occupier’s contractor shall ensure that its employees, agents and sub-contractors are properly attired and confine themselves to the Demised Premises. All workers on site must use the necessary safety equipment such as safety helmets / shoes, etc.

d) All workers must take all precautions to prevent accidents.
e) All fitting-out works must be carried out with due care so as not to cause injury to persons and/or damage to property.

f) All necessary safety warning signs must be provided and displayed accordingly by the Occupier’s contractor.

g) No fire for the boiling of water or any other purposes will be permitted within the Demised Premises.

h) Smoking is not permitted in all MRT & LRT Stations.

i) Use of flammable or dangerous materials must be avoided at all times. Any such requests shall be subject to SMRT’s approval.

j) The Occupier shall provide adequate 2.5 kg fire extinguishers and other necessary fire-fighting equipment at or near the Demised Premises during the Fitting-Out period.

k) The Occupier’s contractor shall ensure that its employees, agents and sub-contractors do not litter, deface for damage any part of the building or cause any nuisance, smell, noise, vibrations or inconvenience to other occupants of the building and other contractors. In the event the Occupier’s contractor, employees, agents and sub-contractors create a nuisance or persistently ignore SMRT’s instructions, SMRT reserves the right to evict them form the Demised Premises.

l) The Occupier’s contractor shall seek approval from SMRT with 3 working days in advance for any hazardous works to be carried out within the Demised Premises. Hazardous works include hotworks such as welding, grinding, drilling, cutting or works generating heat and sparks, painting works or any works involving the use of flammable or combustible liquid and/or gas such as thinner, kerosene, turpentine diesel, oxy-acetylene, etc. Painting work and use of flammable or combustible liquid/gas are incompatible with the hot work. SMRT shall issue a Hot Work Permit to the contractor prior to commencement of hot work (refer to flowchart).

m) The Occupier shall ensure that there shall be no cooking and consumption of food and drinks within hoarded areas.

n) SMRT may require the Occupier to register the Demised Premises as a Factory with the Ministry of Manpower before commencement of the fitting-out work. The Factories Act and Regulations shall be complied with. The Registered Safety Officer shall issue hot work permit within the registered Factory.

Change of Use of Demised Premises 4.1.7

The Occupier shall apply for planning permission if the approved use of Demised Premises is different from Occupier’s intended use, such deviation to be approved by SMRT and the relevant authorities. All costs incurred shall be borne by the Occupier.
4.2 Final Phase – Procedures on Site

Handover of Demised Premises 4.2.1

a) Prior to commencement of fitting-out works, the Occupier shall complete and submit to SMRT a checklist of submissions listed as a sample in Annex A.

b) The Occupier shall take possession of the Demised Premises on the Date of Possession defined as:

i) The date as specified in the Lease/License Agreement; or

ii) Within 7 days from SMRT’s date of notification to take possession (Refer to Annex B – Notification to Take Possession).

If the Occupier does not, for any reason, take possession of the Demised Premises on the Date of Possession, the Occupier shall nevertheless be deemed to have taken possession and consumed the rent-free period, if any.

During the handover, the Occupier and SMRT shall jointly inspect the Demised Premises and complete the form, “Handover of Demised Premises” (a copy enclosed in Annex C). In the event, the Demised Premises is handed over on an “as is, where is” basis, the Occupier shall execute a letter of undertaking accepting the condition of handover and to reinstate the Demised Premises to its original bare condition. A sample copy of this letter is enclosed in Annex D for reference.

c) Any delay in carrying out or completing the Occupier’s works in the Demised Premises whether caused by any failure to obtain authorities’ approvals, shall not be grounds for postponing the commencement of the Term or payment of the Gross Rent/License Fee as stated in the Agreement.

Commencement of Site Works 4.2.2

The Occupier shall commence the relevant site works after obtaining the following:

a) written approval on the final drawing submissions

b) Permit to Work (PTW) – Electrical (refer to Annex E).

The Occupier shall commence electrical works after obtaining the PTW and shall place the PTW on the shopfront of the Demised Premises.

c) Hot Works Permit (where applicable)

The Occupier shall commence hot work (as specified in paragraph 4.1.6k) after SMRT issues the Hot Work Permit.

d) Permit to Work (PTW) – Air conditioning
Where there is modification or upgrading of the existing air conditioning unit(s).

**Working Hours**

4.2.3 a) Work in the Demised Premises may be carried out during normal working hours, or any other hours as stipulated by SMRT. Prior arrangement must be made with SMRT for any work to be carried out beyond these hours.

b) All demolition, hot works, drilling, painting, mechanical & electrical works as approved by SMRT must be carried out after train operation hours (0030 hours to 0430 hours). Occupiers are expected to inform SMRT in advance prior to commencement of such works.

**Access to Demised Premises**

4.2.4 Access to the Demised Premises for both construction and delivery personnel will be restricted to such entrances and corridors as designated by SMRT.

**Name of Occupier’s Contractor**

4.2.5 The Occupier shall appoint and station a full-time site supervisor, throughout the duration of fitting-out works for the purpose of managing workmen engaged in the Demised Premises and receiving instructions during any emergency.

Prior to commencing site works, Occupiers and/or their authorized representatives are requested to submit a list of their contractors to SMRT in the prescribed form found in Annex F. Where works are carried out after office hours or during weekends / public holidays, the Occupier is requested to submit to SMRT the names and identify card numbers (or work permit) of all workers accessing the station and the Demised Premises.

The Occupier and its contractors shall prevent their workers from causing or creating a nuisance. In the event of the contractors’ workers causing or creating a nuisance or persistently ignoring SMRT’s instructions, SMRT and its employees reserve the right to request these workers to leave the site.

**Visitor’s Passes**

4.2.6 Only persons holding visitor’s passes will be allowed to the site. Authorized representatives of the Occupier must display the passes on at all times during the fitting-out period. These passes are the properties of the Landlord and must be returned at the end of each day. There will be a S$10 charge levied for each spoilt or lost pass.

**Service Lifts**

4.2.7 All transportation of equipment, material, debris, etc. shall be by handicapped lifts or staircases as designated by SMRT. The Occupier shall ensure that the designated handicap lifts and staircases shall be adequately and appropriately protected prior to making deliveries.

**Delivery of Materials, Equipment, Merchandise**

4.2.8 Delivery of any materials, equipment and merchandise via escalators is strictly prohibited. Any damage resulting from the misuse of escalators by the Occupier’s contractors will be borne & rectified by the Occupier.

Any materials, equipment and merchandise delivered to the
Demised Premises must be done on trolleys with non-metallic castors. The delivery must not endanger the passengers.

At all times, care should be taken to ensure that no damage is caused to any part of the Station. Any such damage shall be made good by the Occupier to the satisfaction of SMRT.

The Occupier is required to furnish SMRT with the delivery schedule of building materials at least 7 working days in advance. SMRT reserves the right to specify the delivery times and routes as well as the precautions to be taken by the Occupier and its authorized representatives.

The Occupier’s contractor must inform SMRT in advance of any heavy electrical equipment or machines that are to be brought to the site. If approved, the assembly of machinery shall be completed before it is brought to site.

All scaffolding shall be approved by the relevant authorities. Such scaffolding must not damage the existing floor of the station. Any damage shall be made good by the Occupier at its own cost to the satisfaction of SMRT.

Scaffolding structures shall be erected and maintained in accordance with the Factories (Scaffolds) Regulations and SS: CP14.

Temporarily Scaffolding 4.2.9

a) Temporary hoarding using non-combustible (2-hour fire rating) materials must be erected during the Fitting-out and Reinstatement works. Adequate protections to the existing surfaces of the station shall be provided. The Occupier shall provide full height hoarding if the site situation requires.

b) Door of the hoarding shall open inwards.

c) Hoarding shall only be removed when the Demised Premises is fully stock-up and conducive to trade.

d) Approval from SMRT is required for partial/full removal of hoarding to allow transportation of building materials, construction of glass panels, tiles, etc. along the lease line.

e) Shops with glass shop front and walls will require stickers to be put up before commencement of fitting out/reinstatement works.

f) SMRT reserves the right to forfeit the Fitting-Out Deposit in full if the hoarding is being removed permanently.

Hoardings and Stickers 4.2.10

Limits of Working Area 4.2.11

All works and materials stored must be confined within the Demised Premises and no materials to be left in the common areas. SMRT reserves the right to remove and dispose of all materials in the common areas as it deems fit, especially those obstructing the corridors and fire escape routes. Such removal and/or storage costs shall be borne by the Occupier. The Occupier shall avoid works that are hazardous or create excessive dust.
Removal of Debris and Refuse 4.2.12 All debris and surplus materials must be cleared from the Demised Premises and the station at the end of train operation hours. SMRT does not allow disposal of debris onto areas outside the Demised Premises. Should the Occupier fail to do so, SMRT reserves the right to remove such refuse and debris on behalf of the Occupier and such costs shall be borne by the Occupier.

SMRT shall not be responsible for any loss or damage to the Occupier’s building materials, goods, etc while removing the debris / refuse. The Occupier shall ensure that the fire escape routes and corridors are not obstructed at all times during the course of Fitting-out works.

Temporary Electricity and Water Supply 4.2.13 The Occupier shall apply to SMRT for temporary water and electrical supply and other utilities.

a) Electricity Supply
The Occupier shall engage a Licensed Electrical Worker (LEW) and submit the electrical single line diagrams and the appropriate forms, duly endorsed by the LEW to PFE Technical Support & Licensing Section for approval. Where appropriate, electricity shall be separately metered.

b) Water Supply
For water supply and sanitary system, the Occupier’s licenced plumber or contractor must submit schematic diagrams and other necessary documents for SMRT’s approval. The Occupier shall install a water meter at its own costs and expense with Public Utilities Board (PUB).

Any welding and fabrication for the above works shall be completed off-site and brought to the site for assembly and installation. In the event welding and fabrication is required on site, SMRT’s approval (hot work permit) must be obtained.

Fire Alarm 4.2.14 The Occupier and its authorized representatives shall not tamper with any of the fire protection installations such as sprinklers, break-glass alarms, wet risers and fire hose reels during the Fitting-Out period. Such tampering may trigger false alarms and action will be taken against the Occupier.

Main Services Lines 4.2.15 The Occupier shall, under no circumstance modify or tamper with the air-conditioning system (except with SMRT’s written approval) or any other main service lines running through the Demised Premises. Any damage to the service lines inside the Demised Premises shall be rectified by the Occupier and at his costs.

Floor Loading 4.2.16 All loads shall not exceed the designed floor loading of the respective stations.

Spot Checks / Repair Works 4.2.17 SMRT reserves the right of entry into the Demised Premises to make spot checks or conduct repair works as and when required.

Any instruction given by SMRT or its representatives shall be observed by the Occupier.
Use of Toilets 4.2.18 Use of the stations’ toilets by the Occupier’s contractors for washing of tools and cleaning, etc. are strictly prohibited.

4.3 Completion of Fitting-Out Works

Inspection of Demised Premises 4.3.1 The Occupier shall notify SMRT for a joint-inspection to verify that the Fitting-Out work is completed satisfactorily. In this inspection, the ceiling shall be left open.

The Occupier shall rectify all defects and comments pointed out within 1 week during this inspection.

Documentation 4.3.2 The Occupier shall submit the following to SMRT within 21 days after the completion of works.

a) A full set of architectural, 4 sets of mechanical & electrical, sanitary & plumbing and fire protection “as-built” drawings in hard copies. The as-built drawings shall be endorsed by his QP.

b) Copies of Permits, Licence and Certificate issued by all the relevant authorities on the Fitting-Out work.

c) Updated station layout indicating the Demised Premises after Fitting-Out works.
# Annex A

## CHECKLIST FOR FITTING-OUT PRIOR TO COMMENCEMENT OF WORK

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>N / A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td><strong>Insurance Policy</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>3rd Party Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Workmen’s Compensation Policy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Any other insurance policy deemed necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td><strong>Deposit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Fitting-Out/Reinstatement Deposit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td><strong>Letter / Form</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Letter of Undertaking for Taking Over Existing Fixtures and Fittings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Permit to Work (PTW) – Electrical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Occupier’s List of Contractors and Workers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td><strong>Fitting-Out Plans / Renovation Drawings</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Architectural / ID (A1 size) Plans (Layout plan, Reflected ceiling plan, Floor finishing plan, signage, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Section plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elevation plans (Façade / shopfront)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Perspective / Visual in colour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Material / Sample board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Electrical Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electrical lighting and power layout plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single-line diagram plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Table of loading / Equipment list</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Services routing plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Mechanical Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Air-conditioning layout plan with details of supply and return air grille</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exhaust system plan with details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>S &amp; P Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sanitary / Plumbing layout plan with details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Fire Protection System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Announcement system plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sprinkler system plan (with PE endorsement)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire alarm system plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.6</td>
<td>Risk Assessment and Method Statement</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
[Date]

Our Ref:

[Mr/Mdm]
[Business Name]
[Address]

Dear Sirs

NOTICE TO TAKE POSSESSION OF
UNIT NO. [# - ] AT [STATION] MRT STATION

We are pleased to inform you that the Temporary Occupancy Permit has been obtained for the above unit. Please take vacant possession of the above premises no later than ________________.

The actual date of possession shall be the date we handover the keys and premises to you and the rent-free period of one (1) month shall commence from this date. In the event, you delay taking possession, the date is assumed to be on ________________ and the rent-free period shall be calculated from this date.

Our Property Officer ________________ DID ________________ shall call upon you soon to make the necessary arrangements.

Yours sincerely

[Signature]
Name of Signatory
### HANDOVER OF DEMISED PREMISES

Station: ___________________________ Unit No.: # ___________________________

<table>
<thead>
<tr>
<th>S/No.</th>
<th>ITEM</th>
<th>BASE SHOP SPECIFICATION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Floor</td>
<td>Cement screed 50mm below common area flooring</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Wall</td>
<td>Two (2) Coat of White Paint</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Ceiling</td>
<td>Bare / Master Board / Fibrous Board</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fire Protection</td>
<td>i) Sprinkler: Single / Double layer below soffit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Fire Shutter: Automatic / Manual</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Air Conditioning</td>
<td>i) No. of PEU / PCU</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Chilled water supply / FCU</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) Thermostat</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv) No. of diffusers / return grille</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Electrical</td>
<td>i) Distribution Board/ Isolator/ No. of Power or lighting Points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Electrical Load:</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Shop Front</td>
<td>i) Tempered Glass Single / Double Swing Door, Roller Shutter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) No. of keys:</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Letterbox Key</td>
<td>No. of keys:</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Toilets Key</td>
<td>No. of keys:</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate 'NA' of not applicable

Comments:-

____________________________________________________________________________
____________________________________________________________________________

I, on behalf of ___________________________ (business name) agree to take over the above-captioned premises and base shop specifications. On termination/expiration of lease, the demised premises shall be reverted to the SMRT in a good and tenantable condition in its bare condition in the above specifications. The above keys (if any) shall also be returned to SMRT. All existing furniture, fittings and fixtures shall be removed including the replacement of lost or damaged keys shall be at my own costs and expenses.

I further undertake to make good all damages and reinstate the said premises to its original condition / otherwise acceptable by the Landlord.

By Occupier: ___________________________ By SMRT: ___________________________

Date & Signature ___________________________ Date & Signature ___________________________

Name of Occupier: ___________________________ Name of Property Officer: ___________________________
Dear Sir/Madam

LETTER OF UNDERTAKING FOR TAKING OVER EXISTING FIXTURES AND FITTINGS

Station: ______________________________________ Unit No.: # ____________________

I / We, ______________________________________________________ (Incoming Tenant) hereby

agree to take over the above premises on a “as is, where is” basis from _________________________________________________ (Outgoing Tenant) as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On termination / expiration of lease, the demised premises shall be reverted to the Landlord in a good and tenantable condition. All existing furniture, fittings and fixtures, including those taken over from the Outgoing Tenant shall be removed at my / our own expenses.

I / We, further undertake to make good all damages occasioned thereby and reinstate the said premises to its original condition / otherwise acceptable by the Landlord.

Yours faithfully

[Signature]
Name of Signatory
PERMIT TO WORK (PTW) - ELECTRICAL

Annex E

I. WORK TO BE PERFORMED: (THIS SECTION TO BE COMPLETED BY APPLICANT)
DESCRIPTION OF WORK/ISOLATION REQUIRED AND PRECAUTIONS TO BE TAKEN:

Place/Date/Duration of Work

Name/Signature of Competent Person

Date/Time of Application

Meeting Place/Time/Contact No.

II. ISSUE OF PERMIT:
The following cable/equipment (state exact location & substation involved) have been isolated:

and EARTHED at:

and is now safe to perform work as declared above. The Application has been obtained from the Power Regulator (applicable for equipment monitored by OCG) and all isolation points are padlocked and tagged with Operation Safety Tag/Warning Notice. Padlock(s) of Competent Person and Authorised Person have also been placed on the affected equipment stated above.

Date/Time: ____________________________ Validity Period: ____________________________

Name/Signature of Authorised Person:

III. COMMENCEMENT OF WORK:
I have confirmed with the Authorised Person that the cable/equipment have been isolated/earthed/padlocked as requested in Section I and II. For testing work, I have taken all necessary safety precautions to ensure safety of personnel and equipment.

Date/Time: ____________________________ Name/Signature of Competent Person:

IV. CLEARANCE OF WORK: (Competent Person to inform Authorised Person of any change of Competent Person)
The work has been completed and all labour, temporary shorting/wiring and locks have been withdrawn and the men in my charge have been warned that it is no longer safe to perform any work on the above cable/equipment.

Date/Time: ____________________________ Name/Signature of Competent Person:

V. CANCELLATION OF PERMIT: (Authorised Person to inform Power Regulator of any change of Authorised Person)
The above Application is now cancelled and withdrawn. All Padlock(s)/earthed in Section II have been released from the equipment. No further work is to be performed on the above cable/equipment without another APPLICATION. The cable/equipment have been energised (clearance to be obtained from Power Regulator for equipment monitored by OCG). The details of the work done have been recorded on the Substation Record Book.

Date/Time: ____________________________ Name/Signature of Authorised Person:

Remarks:

NOTE: The Competent Person and his workers are required to abide by the safety messages displayed in the substation and plain room before commencement of work.

Copies: White – Competent Person Blue – Authorised Person *Delete as Appropriate
OCCUPIER'S LIST OF CONTRACTORS AND WORKERS

Station: ____________________________ Unit No: ____________________________

Important Notes:
- All information are to be in Upper case.
- Foreigner (Non-Singaporean) - a batch of 200 persons.
- Use 1 row ONLY for one record (i.e. Do not use more than one row).
- FIN No of Non-Singaporean should be provided. The format must start with “F” or “G” and end with the suffix without any blanks or special character.
- Date of Birth Format: yyyyymmdd

(i) Foreigner

<table>
<thead>
<tr>
<th>S/NO</th>
<th>COMPANY NAME</th>
<th>FIN NO.</th>
<th>NAME</th>
<th>DATE OF BIRTH</th>
<th>PLACE OF BIRTH</th>
<th>NATIONALITY</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ABC PTE LTD</td>
<td>F1234567P</td>
<td>CHENG KIM HOOI</td>
<td>19650614</td>
<td>MALAYSIA</td>
<td>MALAYSIAN</td>
<td>PAINTER</td>
</tr>
</tbody>
</table>

(ii) Singapore

Important Notes:
- All information are to be in Upper case.
- Use 1 row ONLY for one record (i.e. Do not use more than one row).

<table>
<thead>
<tr>
<th>S/NO</th>
<th>NRIC</th>
<th>NAME</th>
<th>ORGANISATION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S1526399/G</td>
<td>PHUA BOON KIN</td>
<td>ABC PTE LTD</td>
<td>CARPENTER</td>
</tr>
<tr>
<td>Sn</td>
<td>Description</td>
<td>No.</td>
<td>Yes</td>
<td>Remark</td>
</tr>
<tr>
<td>----</td>
<td>-------------</td>
<td>-----</td>
<td>-----</td>
<td>--------</td>
</tr>
<tr>
<td>1.0</td>
<td>Maintenance Access - There is availability of access panels to facilitate proper and effective maintenance for key locations such as:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Cooling coil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Filter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Motor &amp; Belt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Electrical Control Box</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Condensate drain pipe outlet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>Condensate drain outlet at floor trap</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>Secondary drain pipe outlet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Flow &amp; Drain Line</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>There is proper drain pipe gradient for good flow of condensate to floor trap</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Thermostat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>The thermostat is properly located to ensure good sensing of the shop area.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>Electrical Work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>The electrical power supply to the equipment is provided according to the supplier’s recommendation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECS BRANCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td>Designation</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>COMMERCIAL PROPERTY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shop Unit Air-Con Operation &amp; Maintenance Access Check List</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1) Air Flow Balancing and Temperature result (to be submitted by Tenant):