

TUEN MUN PARKLANE SQUARE

Shopping Arcade

FITTING-OUT GUIDE

TAI CHEUNG MANAGEMENT COMPANY LIMITED

September 2011

IMPORATANT

IT IS VITAL THAT ALL THE REQUIRED PROCEDURES DETAILED IN THIS GUIDE ARE ADHERED TO. FAILING TO FOLLOW THE PROCEDURES MAY RESULT IN DELAY IN APPROVALS AND EXECUTION OF WORKS.

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1. INTRODUCTION

1.1 Purpose of the Guide

The purpose of this guide is to provide relevant information to assist the owner/tenant in the processing of his fit-out proposal.

1.2 Employment of Interior Designer and Contractors

It is the owner's/tenant's interest to appoint his own interior designer and consultant(s) to design, and/or to carry out all fit-out requirements in respect of his premises. All approved work (other than that to be carried out by the Manager's nominated contractors) may be carried out by the owner's/tenant's own contractors.

1.3 Owner's/Tenant's Enquiries

Should the owner/tenant require any clarification with regard to the fit-out arrangements, please contact Tai Cheung Management Co. Ltd. :-

Technical Matters : Mr. Wong Chung Man (Tel. 2457 1745)
Building Management Matters : Mr. Denny Lau (Tel. 2457 7210)
(Fax. 2457 7310)

2. FIT-OUT RESTRICTIONS

2.1 Works to be undertaken by the Manager's Nominated Contractors

Any alterations and additions to all existing building services installations, such as electrical, air-conditioning or fire services, are to be vetted and approved by the Manager's Consultants. Such works must be carried out by the Manager's Nominated Contractors at the owner's/tenant's expenses.

<u>Type</u>	<u>Nominated Contractors</u>	<u>Contact Person</u>	<u>Tel. No.</u>
Electrical	Peter Charles Engineering Co. Ltd.	Mr. Chan	2369 4050
Air-Conditioning	Tak Po Limited	Mr. Yu	2774 5628
Fire Services	Yuen Cheong Fire Engineering Co. Ltd.	Mr. K. T. Yau	2396 1011

2.2 Submission of Fit-Out Proposal

The following details should be provided in the owner's/tenant's fit-out proposal :-

- 2.2.1 Complete floor and ceiling plans with dimension verified on site. Sections, elevations and plans of main office, entrances and signage should also be provided.
- 2.2.2 Exact location of all partitions.
- 2.2.3 Exact location of all heavy equipment and computers.
- 2.2.4 Air-conditioning and ventilation duct work layout.
- 2.2.5 Normal air-conditioning loading requirements.
- 2.2.6 Security System (if any).
- 2.2.7 Fire sprinkler system (if alteration is required).
- 2.2.8 Other relevant information in respect of the fit-out works.

The owner/tenant is required to submit 3 sets of his fit-out proposal together with detailed design drawings and specifications for the design and construction of all interior work and fittings to the Manager at least 2 weeks before the commencement of works at :

Tai Cheung Management Co. Ltd.
c/o Management Office
Tuen Mun Parklane Square
2 Tuen Hi Road
Tuen Mun

Under no circumstances shall the owners/tenants be permitted to commence any fit-out work until full approval from the Manager has been obtained.

All professional costs and expenses incurred by the Manager arising out of the vetting of the fitting-out proposal shall be borne by the owner/tenant requiring to carry out the work. The rates of professional fee for vetting services are listed in the Appendix.

2.3 FIT-OUT REQUIREMENTS

2.3.1 Curtain Wall :

All the partition endings must be abutted in line with the mullions. No drilling, fixing, chasing, adhering, painting and fixing, in whatever form, should be made onto the aluminum mullions, transoms and window frames of the curtain wall.

All owners/tenants or their contractors are requested to protect the curtain wall during fitting out period to minimise the risk of damage to the glass, its coating and to the sill and mullions. No chemicals and other cleaning fluid (except fresh water) should be used to clean the inside of window glass of the main curtain walls.

All the installations should not cause any obstruction to the future maintenance of the curtain wall.

2.3.2 Floors :

The top and underside of the floor slab must not be cut chipped or altered in any way.

2.3.3 Shop Fronts. Entrance Doors :

The Manager will provide in most cases a standard shop front. No projecting signs will be allowed. All fascia signs will be subject to approval by the Manager.

2.3.4 External Wall/Window :

No installation of signages, piping, ducting, mechanical parts, addition of louvres, alteration to external wall etc. will be permitted.

All external windows are intended for vision window. Any blockage of window, display of signages at windows for erection of partitions against the windows shall be with the approval of the Manager.

2.3.5 Plumbing and Drainage Installations :

All owners/tenants are not allowed to make connections to any existing water pipes or drain pipes in the common lavatories.

2.3.6 Restaurants :

The Owner/Tenant shall make use of the external louvres provided by the Manager for fresh air supply and air discharge for kitchen.

The Owner/Tenant shall bear the cleansing and maintenance cost of the grease trap.

2.3.7 Welding :

Where welding is required, the owner/tenant must provide portable fire extinguisher during the welding period.

2.3.8 Heavy Equipment :

Heavy equipment such as safes and vaults imposing a floor loading in excess of 100 lbs per sq. ft. (5.0Kpa) shall not be installed in the premises without the prior approval of the Manager.

2.3.9 Working Area :

No fit-out work shall be undertaken outside the owner's own premises without the prior approval of the Manager.

2.3.10 Restrictions in Common Areas :

- a) No private installation, such as signage, door bell, burglar alarm, TV camera, etc. is allowed to be fixed at any part of the common areas, unless prior approval is obtained from the Manager.
- b) All owners/tenants are not permitted to add or alter any finishings and fittings inside the common toilets and corridors.

2.3.11 Standard of Workmanship :

The standard of all owners'/tenants' internal fit-out/decoration work must be completed in accordance with the fit-out proposal duly approved by the Manager and the owner/tenant undertakes to rectify immediately any work which is considered non-complying with such approval or unsatisfactory to the Manager.

All completed works must comply with the regulations of the relevant government departments.

All electrical installations should comply with the regulations of China Light & Power Co. Ltd.

If fixtures are to be installed in such a way that they would hinder accessibility to the building services installations, appropriate access panels should be provided to facilitate future maintenance.

2.3.12 Commencement of Fit-out Works and Final Inspection :

The owner/tenant should provide the Manager a programme of the proposed work. An inspection will be carried out after the works are completed.

3. FACILITIES TO BE PROVIDED BY THE MANAGER DURING FITTING-OUT PERIOD :

3.1 Parking

Essential Loading/Unloading facilities are provided at the 1st Basement Floor. A reasonable parking charge may be collected. Parking spaces are available in the multi-storey fee paying public carpark.

3.2 Lifts and Stairs

Service lifts may be provided for the delivery of fit-out materials and the removal of refuse and

debris. If service lifts cannot be allocated, service stairs will be available as the alternative means.

Prior arrangements must be made for the delivery of heavy equipment via our lifts. In certain cases if the lift contractor needs to be present, some charges will be made. Please contact the Management Office at least 48 hours in advance for such deliveries.

For information, each cargo lift has a loading capacity of 900Kg and internal dimension of 1500mm(W) x 1400mm(D) x 2500mm(H).

Only rubber-wheeled trolleys are to be used for the movement of materials in the building. Owners/tenants will be held liable for the cost of repair or rectification to any common parts/building services of the building damaged by their contractors.

3.3 Escalators

Escalators cannot be provided for the delivery of fit-out materials and the removal of refuse and debris. The escalators will be closed during the decoration period.

3.4 Provision of Temporary Power Supply and Building Debris Removal

From the date of possession, the Manager will make arrangement to provide temporary fit-out power supply at a location designated by the Manager. The following rates of fee and deposit will be collected :-

- | | |
|---------------------------------------|---|
| a) Temporary power supply
(15 AMP) | \$50.00 per day for each unit (deposit \$2,000.00) |
| b) 30 AMP | \$100.00 per day for each unit (deposit \$4,000.00) |
| c) Whole Floor | \$200.00 per day (deposit \$8,000.00) |

Note: Temporary power supply deposit for 40 days consumption (balance to be refunded upon completion of the fitting-out works).

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

The owners and/or his contractors will make their own arrangement for the debris removal from the building. On no occasions are debris and refuse to be left in the common areas in the building.

3.5 Toilets

One toilet on each floor will be opened during the fitting out period. All contractors must keep the toilets clean and tidy at all times and inconvenience should not be caused to other owners/tenants. Any damage to the common facilities or services must be made good at the

owner's/tenant's own cost.

4. SECURITY, SAFETY AND STORAGE

All owners/tenants shall be fully responsible for the security of their own premises and shall be required to adhere to all security measures as required by the Manager. It is in the owner's/tenant's interest to take all such security precautionary measures as deemed appropriate.

For obvious reasons, owners/tenants should ensure their contractors comply with all relevant government regulations including those relating to noise, safety, fire protection and dangerous goods.

The Manager may at any time require the owner's/tenant's contractors and staff to cease such work or operation that may cause danger or may cause damage to any parts of the building or may cause major harassment to other owners/tenants in the building. It is advisable that off-site fabrication of parts is to be implemented where possible because works are to be carried out within the owner's own premises only.

For safety reasons, please do not keep dangerous goods and excessive stock of decorative materials inside the premises.

5. OTHER POINTS TO NOTE DURING FITTING OUT PERIOD

5.1 Please ensure that the entrance door of the premises under decoration is closed at all times to minimize disturbance and annoyance of nearby units throughout the work period.

5.2 Fit-out work may be carried out normally from 9:00 a.m. to 6:00 p.m. daily (Sundays and Holidays included). Noisy Works are restricted to be carried out between 9:00 a.m. - 1:00 p.m. and 2:00 p.m. - 6:00 p.m. on weekdays and 9:00 a.m. - 1:00 p.m. on Saturdays.

5.3 No air-conditioning will be supplied to the premises during the decoration period.

Owners/tenants are reminded to confirm to the Manager well in advance the anticipated date of work completion so that arrangement to resume air-conditioning supply to their premises can be made.

5.4 Any damage caused to the common areas of the building will be made good by the Manager and all expenses incurred will be charged to the owner's/ tenant's account. Also, the owner/tenant shall indemnify the Manager from any claims or damages arising from the execution of any work in the common areas.

5.5 Prior to the commencement of any works, a list of all personnel to be engaged on the works should be deposited in the Building Management Office. Such a list shall contain the names, addresses and HKID Nos. of all personnel so engaged.

- 5.6 Throughout the decoration period, the owner or his contractors shall provide and maintain a minimum of one hand-held fire extinguisher per 1000 sq. ft within their premises. Such fire extinguishers are to be provided at the owner's expense.
- 5.7 The use of hose reels for water supply during the fitting out period is prohibited as water may percolate to the floor causing damages to the fittings and fixtures installed in the building. Any owner/ tenant who uses the hose reels intentionally will be responsible for all the consequences.
- 5.8 All owners/tenants are not allowed to cover up any hose reel, break-glass unit and alarm bell.
- 5.9 All contractors' employee or his sub-contractors employed by any owner/tenant have to strictly observe the House Rules as advised by Manager.

6. ERRORS AND OMISSIONS

The Manager shall not, for any reason whatsoever, be liable for any error and/or omission in the fulfillment of any obligations to be performed herein by the Manager's consultants, nominated contractors in accordance with the provisions of this guide.

7. FITTING-OUT GUIDE'S EFFECT ON DEED OF MUTUAL COVENANT

This fitting-out guide shall not in any way affect and/or vary the terms and conditions of the Deed of Mutual Covenant of Tuen Mun Parklane Square.

8. UTILITY SERVICES

The owner/tenant is requested to apply in good time to the relevant authorities directly for telephone service and permanent supply of electricity.

9. INSURANCE

All owners/tenants and their contractors are recommended to arrange for contractor's all risk insurance to cover the decoration period, and must take all reasonable precautions to prevent any damage.

10. DEPOSIT

All owners/tenants are required to pay a decoration deposit (non-interest bearing) in favour of the Manager of the building "Tai Cheung Management Company Limited". This sum is refundable after completion of your decoration should there be no damage to the common areas of the building.

The rates of the decoration deposit are as follows :-

<u>Floor Area</u>	<u>Amount of Deposit</u>
Below 232 sq. metres (Below 2,500 sq. ft.)	\$5,000.00
233 - 929 sq. metres (2,501 - 10,000 sq. ft.)	\$10,000.00
930 - 1,858 sq. metres (10,001 - 20,000 sq. ft.)	\$30,000.00
Over 1,858 sq. metres (Over 20,000 sq. ft.)	\$50,000.00

SCHEDULE FOR PROFESSIONAL FEE FOR VETTING SERVICES

(A) Vetting and Final Inspection

The owners/tenants would employ their own designers for the design and supervision of the E. & M. fitting-out. The Consultant, Tree Code Engineering Consultants Co., would check the E.& M. design drawings submitted by the owners/tenants on its compliance to regulations and design provisions. A final inspection on the E. & M. installation would be carried out on its completion.

(B) Professional Fee

(1) Shop <u>Area (GFA)</u>	<u>Rate of Professional Fee</u>
a) Below 130 sq. metres	\$7.00 per sq. metre subject to a minimum of \$600.00
b) Above 130 sq. metres	\$7.00 per sq. metre
(2) Restaurant	\$9.00 per sq. metre

(C) Mode of Payment

All professional fees are to be paid in favour of the Consultant, 'Tree Code Engineering Consultants Co.' before the necessary vetting services are to be carried out.