



The Management Corporation Strata Title Plan no. 3481
8A Admiralty Street #01-38 Food Xchange @ Admiralty
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16th August 2018

To: **ALL OCCUPIERS**
FoodXchange@Admiralty

Dear Sir/Madam,

RE: SERVICING OF THE BUILDING'S MAIN ELECTRICAL SYSTEM

I refer to the subject above.

WHEN?

We will be servicing our main electrical systems on: -

DATE : 21ST OCT 2018 (SUN)

TIME : 8.00 AM TO 8.00 PM

WHY?

On 24th June 18, there is a major trip to main power supply which affected Level 5 & 6, PowerGrid came to re-energize the building power supply. **They request MCST to do power shutdown to carry out servicing for the electrical system.**

WHAT'S HAPPENING?

During the servicing period, there will be **NO ELECTRICITY SUPPLY** to all units and all passenger lifts will be shut down as well. Equipment like lights, air-conditioning system, cold room, server etc will not be powered.

WHAT MUST YOU DO?

Please make the necessary arrangements to safeguard and/or protect your business or finding alternative storage for perishable goods etc. due to the shutdown of electricity to your premises. For more details, please refer to the next page.

Should you require any gen set supply, please contact Mr. Steven @ 9693 1960 from M/S Ceng Seng Electrical Pte Ltd. *Note: All related cost(s) will be borne by the unit.

Please ensure that your internal DB (distribution board) is switched off to prevent tripping.

We apologies for any inconvenience caused and thank you for your cooperation.

Thank you.

Yours faithfully,
Jaqueline Ong
Building Manager
FoodXchange@Admiralty
For and on behalf of MCST 3481

All Occupiers are to take note of the followings:-

1. ALL Critical Equipments / Servers / Computers: You are required to back-up your system and provided your own essential power support during the shutdown.
2. ALL Chillers / Refrigerators / Cooling Media: You are required to make your own arrangement for storage food, wine, medical supplies, etc.
3. ALL Security alarm system: You are required to inform your security service provider as the system will be disarmed during the shutdown.
4. You are required to **power down ALL ELECTRONIC EQUIPMENT(s)**, e.g. computer servers, personal computers, CCTV, etc. and **turn off ALL CONTROL SWITCHCES** (including lightings and power points). This will prevent high voltage surge during Power Turn On after the servicing.
5. For units with **Card Access System** which powers by the normal electrical supply, you are advised to ensure that the main door is properly locked during the power shutdown period.
6. For units intend to **use back-up generator**: Please engage **Steven @ 9693 1960 from m/s Ceng Seng Electrical Pte Ltd** to coordinate and supervise the setting up of back-up generator for your equipment before 0800 sharp on the shutdown date. Please submit your LEW mobile no. for the Landlord LEW to coordinate with him, if any during the shutdown /turn on of LT Main Switchboard. ***Note: All related cost(s) will be borne by the unit**
7. Charges Reference:-

Amp	Cost (Rental of Equipment ONLY)
100	S\$ 1,750
200	S\$ 3,000
300	S\$3,550

8. Additional Vendor:-

You may contact Mr. Yide @ 9435 6060 from m/s Aver Asia (s) Pte Ltd.