

### APPLICATION FOR RENOVATION/UPGRADING WORK(S)

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

Unit No.: \_\_\_\_\_

**A. DETAIL OF OCCUPIER: -**

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

Contact Person: \_\_\_\_\_ (Tel) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Hp) \_\_\_\_\_

Email: \_\_\_\_\_

**B. DETAIL OF CONTRACTOR: -**

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

Person-in-charge: \_\_\_\_\_ (Hp) \_\_\_\_\_

S/No.	DESCRIPTION	DATE OF SUBMISSION	REMARK
1*	<u>TENANT</u> , a copy of Tenancy Agreement * Yes / No		
2*	Renovation Deposit		
3*	Form F01 – Renovation Detail		
4*	Form F02 – Contractor's Registration Form		
5*	Form CS/3 – Electrical Application		
6*	Form F04 – Renovation Permit		
7*	Form F05 – Letter of Undertaking (Contractor)		
8*	Form F06 – Letter of Undertaking (Occupier)		
9*	Form F07 – Sprinkler Drainage Application		
10*	Form F09 – Work Permit of WAH		
11*	Risk Assessment (RA with Cert), cover ALL work * Yes / No		
12*	Public Liability Insurance (Amount = S\$2 million)		
13*	Workmen Compensation Insurance		
14**	Drawing – Architectural (A3 Size)		
15**	Drawing – Fire Protection (including sprinkler) (A3 Size)		
16**	Drawing – Electrical (A3 Size)		
17**	Drawing – Air-Con (A3 Size)		
18**	Drawing – Mechanical Ventilation (A3 Size)		
19**	Drawing – Plumbing with (A3 Size)		
19a**	Drawing – Kitchen Grease Trap		
20**	Drawing – Gas (A3 Size)		
21**	Drawing – Cool / Frozen room / Compressor (A3 Size)		
22**	Utilities – Turn on by SP/BUP services		
23**	Certificate - Fire Safety Certificate (Issue by SCDF)		

**NOTE: -**

1. Permit will **ONLY** be issued upon “\*” documents received with proposal plan.
2. (\*\*) To be submitted upon completion with endorsement by PE.

**RENOVATION/UPGRADING DETAIL**

**I.DETAILS OF RENOVATION WORKS**

Commencement Date	
Completion Date	
Work Description	

**II.UNDERTAKING BY OCCUPIER**

I/We, hereby agree and undertake to ensure that my contractor abide by all **TERMS & CONDITIONS** as attached and as stated in **Building’s By-Laws** of foodXchange @ admiralty.

I/We, will submit all relevant documents include Authority’s approval (if any) to Management prior to the commencement of the renovation work.

I/We, agreed to indemnify the MCST for all actions and claims include losses and/or damages by our contractor’s work.

\_\_\_\_\_  
Signature of Occupier

\_\_\_\_\_  
Date

**Notes:-**

Please allow **five (5)** working days for the application to be processed upon submission in order.

Longer processing period for any major renovation works.

**FOR OFFICIAL USE**

**RENOVATION DEPOSIT**

Payable to **“MCST 3481”**

Bank: \_\_\_\_\_ Cheque No.: \_\_\_\_\_ Cheque Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Received Date: \_\_\_\_\_

## **CONTRACTOR'S REGISTRATION FORM**

### **1. PARTICULARS OF CONTRACTOR**

Name of Company			
Address			
Person In-Charge			
Contact No.	Hp:		Office:

### **2. PARTICULAR OF WORKERS**

A	Name of Person-in-charge	I/C / Passport & Work Permit No.:
1.		
2.		
3.		
4.		
5.		
B	Name of Sub-contractors/Workmen	I/C / Passport & Work Permit No.:
2.		
2.		
3.		
4.		
5.		

### **3. UNDERTAKING BY OCCUPIER'S CONTRACTOR**

I/We\* shall abide by all the all **TERMS & CONDITIONS** as attached and as stated in **Building's By-Laws** of FoodXchange @ admiralty.

I/We\* shall indemnify The Management against all damages/claim/losses cost and injuries on site by our work.

\_\_\_\_\_

Signature of Person In-Charge

\_\_\_\_\_

Company Stamp

\_\_\_\_\_

Name of Person In-Charge

\_\_\_\_\_

Date

## **TERMS & CONDITIONS**

<b>1.0</b>	<b>RENOVATION DEPOSIT</b>
1.1	A renovation Deposit amounting to <u>S\$2,000.00</u> shall be submitted to The Management before the commencement of any renovation work within and/or in the unit. A crossed cheque is to be made payable to <b>"MCST 3481" (administrative charges of \$50.00 per submission &amp; non-refundable)</b> .
1.2	Upon completion of renovation work, Occupier is required to submit a cover letter using the company's letterhead with necessary approvals & certificates from relevant authorities with plans to Management for a refund request. A joint inspection will then be scheduled by The Management to ensure all work is carried out in accordance to the form. Should there be any unauthorized work spotted during the inspection, the deposit will be forfeited or Management will request to redo based on PE's approved drawing.  Note: - 1. Refund of renovation deposit takes about 8 weeks to process. 2. <u>With reference to 6<sup>th</sup> AGM, it was unanimously agreed and resolved that all refundable deposits not claimed after thirty-six (36) calendar months from the day of submission will be forfeited, without reference to the depositors.</u>
<b>2.0</b>	<b>WORKING HOURS</b>
2.1	All hacking, drilling, demolition, and noisy works <u>ONLY</u> allow between <b>6.00 p.m. till 5.00 a.m. the (following day)</b> on Monday to Friday; <b>2.00 p.m. till 5.00 a.m. (following day)</b> on Saturday; and <b>9.00 a.m. till following day 5.00 a.m. (the following day)</b> on Sundays and Public Holidays.  In the event that the noisy works affect the neighboring units, Security and/or Management will <b>stop</b> the work even with the permit given.
<b>3.0</b>	<b>USAGE OF UTILITY – WATER, ELECTRICITY, GAS &amp; WASTE DISPOSAL</b>
3.1	Subsidiary proprietors and/or occupiers shall open their utility accounts with SP Services and PUB for the supply of utilities to their units before any works commence. And get the non-objection letter from MCST Management. Gas supply account (CITY ENERGY or TSH) & The process of City ENERGY gas supply will take 2 weeks. <b><u>NO</u></b> upgrading for incoming water supply pipe allowed.  <b>Important Notes: City Energy gas supply will be ending 30<sup>th</sup> April 2027</b>
<b>4.0</b>	<b>EXECUTION</b>
4.1	All works are strictly carried out within the confines of the applied unit. No storage space will be provided in the common area. All articles/materials must be stored within the subsidiary proprietor/occupier's premises/unit. <b>MCST Plan No. 3481</b> shall not be held liable for any loss or damages caused to the subsidiary proprietor/occupier's unit for the whole duration of the fitting out/renovation works.
4.2	No works shall commence prior to the Occupier obtaining clearance from the authorities. <b>Any such clearances so obtained shall be made available to The Management Office for the record.</b>
<b>5.0</b>	<b>INDEMNITY</b>
5.1	The occupier shall keep the <b>MCST Plan No. 3481</b> fully indemnified in respect of any claims, losses, liabilities, or damages made against, suffered or incurred by him, as a result of a breach by the subsidiary proprietor/occupier's contractors and their sub-contractors, workmen, agents, of any of the terms and conditions mentioned in the By-Laws or as a result of any of the works undertaken by the Contractors in his unit.
5.2	<b>Alterations of structural works are strictly prohibited.</b> Other than works that are stated in either description of work or renovation work in the unit. All additional and/or alteration work should tally with the submitted drawings.  Note: Any unauthorized or unapproved additional and/or alteration works found during or after the completion, MCST Plan No. 3481 reserve the rights to demand Occupier remove them within <b>seven (7)</b> working days. Failing this, MCST will engage the contractor to remove and all removal & disposal costs, etc will be fully borne by Occupier. MCST shall not be liable for any damages, or losses in relation to the removal & disposal process.
<b>6.0</b>	<b>STRATA PARKING LOT</b>
6.1	For any change in the use of the strata parking lot, Occupiers are <b>REQUIRED</b> to submit all related documents (i.e. license/permit) to Management. Still subject to MCST 3481 approval. Note: For any change of use found without proper submission made, MCST Plan No. 3481 reserves the right to demand Occupier to remove the installation/fitting/item within seven (7) working days. Failing this, MCST will engage the contractor to remove and all removal & disposal costs, etc will be fully borne by Occupier. MCST shall not be liable for any damages, or losses in relation to the removal & disposal process.
6.2	In relation to item 6.1 on the change of use to a strata parking lot, Occupier is liable for all charges including an increase in building gross floor area in view of the change of use. The increase in the building's property tax and relevant charges will be borne by Occupier for the approved application for item 6.1. Entitlement of strata lorry parking will also be forfeited if approved application for item 6.1

<b>7.0</b>	<b>EMPLOYMENT OF ILLEGAL WORKERS</b>
7.1	The occupier shall ensure that no illegal workers are employed by the contractors in any part of the renovation works in his unit. The occupier shall keep the Management indemnified from all claims, actions, proceedings, losses, damage, costs and expenses for which the Management shall or may be or become liable in respect of and to the extent that they may arise from any breach by the subsidiary proprietor/occupier or his Contractor and/or their sub-contractors of the provision of this clause.
7.2	For the purpose of this clause, "illegal workers" shall mean any persons who are not citizens of Singapore or who enter Singapore in contravention of the Immigration Act and/or who are employed in contravention of the Employment of Foreign Workers Act or any law or rules and regulations or any statutory modifications or re-enactment thereof for the time being in force regulating the entry, presence, and employment of foreign persons in Singapore.
<b>8.0</b>	<b>DAMAGES TO THE COMMON AREA &amp; COMMON STRUCTURE</b>
8.1	Contractors shall be fully responsible for any damages at the common property caused by them and/or their workmen and their sub-contractors. <b>AND</b> damages shall be made good to the satisfaction of the Management within seven (7) days, failing which; The Management shall have the right to make good the damages caused and deduct the cost incurred from the deposit.
<b>9.0</b>	<b>RENOVATION DEBRIS</b>
9.1	Your contractor(s) shall not dump any renovation debris onto the common areas indiscriminately. No renovation debris shall be dumped into the refuse chute, estate's bin center or at the open skip bin. Your contractor(s) is / are required to ensure that all debris are disposed of from the Estate in a proper and suitable manner at the end of each day at their own cost. Any debris found dumped indiscriminately will be cleared by the Management Office and the cost of removal shall be indemnified to The Management Office.  The unit can engage its own skip tank vendor for disposal. <b>ONLY</b> allow between <b>7.00 p.m. till 7.00 a.m. (the following day) should park within the unit's parking lot, should canvas the skip tank at all times</b>
9.2	Your contractor(s) shall not discharge any renovation slurry into the water closet and floor trap, which may cause a choke of the soil and waste pipes, resulting in foul water overflowing into your unit.
<b>10.0</b>	<b>SPRINKLER DRAINAGE WORK</b>
10.1	As stated in the By-Law 6.1.20, Occupier / Contractor must engage the in-house fire protection contractor to carry out any drainage works. A fee of <b>\$550</b> (exclude GST) being the cost of water and administration charge will be incurred to Occupier / Contractor for each draining of the sprinkler system to facilitate their renovation works.  Additional charges by the in-house fire sprinkler contractor if any, to carry out the draining shall be borne by the Occupier / Contractor concerned.
<b>11.0</b>	<b>KITCHEN EXHAUST FAN/ UNIT VENTILATION FAN/AC unit</b>
11.1	<u>Unit with the cooking operation:</u> The occupier shall install the exhaust ducting with the open condition at the rooftop, and ensure the unit's exhaust fan is connected to the rooftop exhaust ducting. The occupier shall submit the photo(s) to prove the exhaust ducting is in open condition. (Please refer to the page 14 image as a sample as shown for the exhaust ducting opening required).  <b>The ventilation Fan should connect with the exhaust ducting, with NO opening of the external wall. Subject to Management approval.</b>  <u>Unit without cooking operation:</u> Occupier shall ensure the internal exhaust shaft and rooftop exhaust shaft are in sealing condition. The occupier shall submit the photo(s) to prove the exhaust ducting is in sealing condition. (Please refer to page 15 image as a sample as shown for exhaust ducting sealing required).  <b>Note: The individual exhaust shaft belongs to units, occupiers should carry out their own maintenance/rectification work as and when required.</b>
11.2	All air-con condensing units must be located at the designated air-con ledge and must not have multiple layers. Labeling should be done for the unit's identification. Compressor should elevate from floor at least 300mm above.
<b>12.0</b>	<b>FIRE RATED BACK DOOR</b>
12.1	There should be a raise-up made at the fire-rated back door face service corridor to prevent water from flowing out. (Please refer to the page 15 image as a sample as shown on the raise-up required.)
12.2	There shall be no replacement or alteration to the main door/windows/roller shuttler as they are fire rated as required by the Authorities. Unless is damaged, please notify MSCT management before replacement.
<b>13.0</b>	<b>FLOORING</b>
13.1	Comprehensive waterproofing work should be done for production areas such as Kitchen/wet area and Cold-room preventing water seepage to the lower unit. Cold room and 24-hour water ponding test reports should be given to Management upon completion of the renovation work. Warranty 5 to 10 years.

<b>14.0</b>	<b>WASTE/GREASE TRAP</b>
14.1	Strainers/Floor traps have to be provided at the main kitchen discharged outlet or such places within the unit where sullage water and waste discharge to prevent choke to the main stack pipe. (Please refer to the page 14 image as the sample as shown of the approved strainer/cover required.)  Portable grease trap installation, occupiers should install grease traps according to PUB requirements, if necessary. (Please refer to page 13 image/drawing)
14.2	<b>Unit Licensing and Certificate.</b>
	All the subsidiary proprietors (SP) and /or occupiers should have the necessary licenses and certificates before starting the operation. The certificates should address under the current occupier's company name.
14.3	Should the Management arrange for clearing, remedial or rectification works arising from any subsidiary proprietors' (SP) and/or occupiers' failure to comply with or violation, a penalty will be imposed on the SP and/or occupiers concerned together with an administration fee of <b>\$1,000.00</b> per incident.
<b>15.0</b>	<b>BREACH OF BY-LAWS</b>
	An administrative charge of <b>S\$500.00</b> would be payable for each incident to the MCST's Management

Acknowledge By Contractor: \_\_\_\_\_

Acknowledge By Tenants: \_\_\_\_\_

Acknowledge By Owner \_\_\_\_\_

**ELECTRICAL APPLICATION**

To: SP Services Ltd  
111 Somerset Road #01-10  
Singapore 238164

ELECTRICITY SUPPLY TO \_\_\_\_\_  
(Full Address of the Customer)

FOR \_\_\_\_\_  
(Name of Customer)

TOTAL LOAD ALLOWED FOR: \_\_\_\_\_ AT \_\_\_\_\_ VOLTS

**PART I**

1. I have checked the loading of the electrical installation of the abovementioned building/complex and hereby confirm that the abovementioned load requirement can be catered for from the rising/horizontal mains system/main switchboard of the building/complex, and the total approved load to the entire building / complex will not be exceeded.

2. I have no objection for the abovementioned load to be connected to the rising/horizontal mains system/main switchboard of the building/complex.

3. The Electrical Installation License No. of the building/complex is \_\_\_\_\_.

4. The electrical installation of the building/complex from which this load is to be connected is

☐

Unmetered (i.e. without Master Account)

☐

Metered under Master Account No. \_\_\_\_\_.

5. I will check to ensure that the abovementioned installation is compatible with the electrical installation of the building/complex.

\_\_\_\_\_  
Signature of Licensed Electrical Worker

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

License No: \_\_\_\_/\_\_\_\_

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

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

Address: \_\_\_\_\_ S (\_\_\_\_)

**PART II**

I hereby give consent for the abovementioned customer to tap electricity supply of a capacity indicated above from the rising/horizontal mains system/main switchboard of the building/complex.

\_\_\_\_\_  
Signature of authorized person

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

\_\_\_\_\_  
Name  
Official Stamp of the  
landlord/developer/management corporation

\_\_\_\_\_  
Designation

(Form CS/3)



**FITTING-OUT WORKS (PERMIT TO WORK)**

Fitting-out works at Unit No.: \_\_\_\_\_ 8A Admiralty Street,  
FoodXchange@Admiralty, Singapore 757437

**1. To be completed by Renovation Contractor**

Brief description of works: -

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Note: 1. To attached **Risk Assessment, Worker list, workman com, public liability**

2. ALL RENOVATION ITEMS STATED BELOW ARE TO BE CARRYING OUT  
WITHIN THE UNIT. ANY WORK THAT CARRY OUT EXTERNAL I.E. STRATA  
PARKING LOT ARE STRICTLY SUBJECT PRIOR TO MANAGEMENT'S  
APPROVAL.

Date of Commencement: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

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

Person-in-charge's Name: \_\_\_\_\_

Hp No.: \_\_\_\_\_

Contractor's Signature

Contractor Company's Stamp

.....  
**2. To be completed by Occupier**

We confirmed that

\_\_\_\_\_ is our renovation contractor and that the information stated above is correct.

Occupier's Signature \_\_\_\_\_ Company Stamp \_\_\_\_\_ Date \_\_\_\_\_

.....  
**FOR OFFICIAL USE:**

This is to confirm that the above-named renovation contractor is permitted to carry out fitting-out work during the specific period.

Management Endorsement \_\_\_\_\_ Date \_\_\_\_\_  
(Form 04)



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

To : Renovation Contractor for 8A Admiralty Street Unit # \_\_\_\_\_ - \_\_\_\_\_  
FoodXchange@Admiralty Singapore 757437

### **UNDERTAKING BY RENOVATION CONTRACTOR**

<b>A. CHECKLIST FOR SUBMISSION OF DRAWINGS</b>		
1.	Architectural/Structural drawing plans	2 sets of A3 size
2.	Fire Sprinkler (if additional/alteration to sprinkler system)	2 sets of A3 size
3.	Mechanical ventilation plans with fire certification	2 sets of A3 size
4.	Electrical drawing & single line drawing endorsed by LEW	2 sets of A3 size
5.	Air-conditioning plans	2 sets of A3 size
6.	Plumbing plans endorsed by a licensed plumber	2 sets of A3 size
7.	Equipment installation plans if any	2 sets of A3 size
8.	Cool / Frozen room installation drawing plans	2 sets of A3 size
9.	Gas pipe layout	2 sets of A3 size
<b>B. EXTERNAL WALLS</b>		
1.	No external wall and floor are not allowed to be hacked/breakthrough for additional openings.	
2.	No penetrations or drilling through floor slabs and window fittings are allowed.	
3.	External doors, Roller shutters, and window fittings are not allowed to be changed/modified/installed on any equipment.	
<b>C. LIGHTING, CAMERA(CCTV) &amp; AIR-CON TRUCKING DUCTING OUTSIDE UNIT</b>		
1.	Additional lighting outside their premises must be of standard 4 ft fluorescent fitting mounted on walls immediately outside their units or on the ceiling of the strata parking lots.	
2.	All cables for installation of security cameras, additional lighting, and air-con/chiller pipe trucking are to be run from within their units & <b>NO EXPOSED</b> cables are allowed.	
3.	<b>NO</b> cables or trucking, lighting fittings, etc. at the facade of the building.	
<b>D. AIR-CON</b>		
1.	All air-con condensing units must be located at the designated air-con ledge and must not have multiple layers. Labeling should be done for the unit's identification. Compressor should elevate from floor at least 300mm above.  Note: The cleaning/Maintenance of the aircon ledge is the responsibility of the owners and tenants.	
<b>E. MV FAN</b>		
1.	Opening (when applicable) <b>No hacking of external wall</b>	

<b>F.</b>	<b>FIRE RATED BACK DOOR</b>
1.	Raise-up
<b>G.</b>	<b>FLOORING</b>
1.	Report for waterproofing work/warranty 5 to 10 years / Ponding test 24 hours/ floor load test (subject to equipment)
<b>H.</b>	<b>WASTE TRAP</b>
1.	Strainer/Floor cover
2.	Portable grease trap
3.	Please do not obstruct/cover the kitchen waste/ sewer pipe inside the unit for future maintenance

**Acknowledged by Renovation Contractor on the above: -**

Name of Renovation Contractor/Stamp  
Contractor

Signature of Renovation

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

### **UNDERTAKING BY OWNER & TENANT**

#### **RENOVATION WORKS AT UNIT # \_\_\_\_\_ - \_\_\_\_\_ FOOD XCHANGE @ ADMIRALTY**

I, owner/tenant will comply the following conditions: -

1.	All works are subjected to all relevant authorities' approval, including AVA, MUIS, NEA, URA, BCA, SCDF etc., and must comply with all relevant statutory requirements. They must also comply with all terms and conditions stated in the application form.
2.	You are to advise your consultant and/or interior designers to submit preliminary plans for endorsement before you can apply for the permit to commence renovation works.
3.	No unauthorized changes are permitted in the premises. You should engage consultants to regularize their requirements and will be responsible for the application of CSC for your respective unit(s).
4.	Work affecting the structural stability of the buildings is not allowed and no penetration/drilling through floor slabs and window fittings are allowed.
5.	You shall engage Qualified Persons (QP - Professional Engineers) to certify that the works and fire safety works had been designed in accordance with the provisions of the Code of Practice for Fire Precautions in Building 2007, the Fire Safety Act and its Regulations. The QP must also certify that the proposed fire sprinkler system had been designed in accordance with the relevant code of practice for auto fire sprinkler systems.
6.	You shall engage Licensed Electrical Workers (LEW) to submit a CS/3 form to Power Supply to apply for an electricity meter and for carrying out electrical works within your unit(s). Licensed Electrical Worker (LEW) shall be responsible to ensure all electrical works comply with good practice and the relevant code of practice. On completion, you are to forward the Management a copy of the as-built single line electrical drawing, single line diagram to be endorsed by the LEW.
7.	Installation of sanitary, kitchen waste and plumbing facilities within the unit must be approved by the Ministry of Environment (ENV) an installation work including water meter must be carried out by a licensed plumber. Please do not obstruct/cover the kitchen waste/ sewer pipe inside the unit for future maintenance. Unit owners/tenants should take all the responsibility if there is any obstruction to the pipes.
8.	You shall engage City Energy or MCST's appointed gas supplier for the supply and installation of gas to your unit. No LPG gas cylinder is allowed in the estate.
9.	Public Liability Insurance (\$2M coverage) and workman compensation insurance policies must be taken up and copy of the policies submitted to The Management prior to work commencement.
10.	Your contractor must provide a list of the workers entering the estate (must have work permits if foreigners) five (5) days in advance
11.	You will also be required to submit a Letter of Undertaking to the Management that you shall be responsible for full compliance of the By-Laws by your renovation contractors.
12.	You are to place a renovation deposit of S\$2,000.00 payable to "MCST 3481"
13.	Your renovation contractor will submit the Risk Assessment before commencement of works.

Authorized **Owner & Tenant's** Signature & Co Stamp  
Signatory

Name & Designation of

\_\_\_\_\_

\_\_\_\_\_

(Form 06)

To : MCST Plan No. 3481  
8A Admiralty Street #01-38  
Food Xchange @ Admiralty  
Singapore 757437  
Tel: 6481 7225 /6481 9232 Fax: 6481 3812

Note: Sprinkler Contractor Contact  
No.  
**Belmont Services Pte Ltd**  
Mr. Kenny HP: 88282330  
Mr. Mani HP: 81862492  
Draining/Charging of sprinkler system

## **Application for Draining of Sprinkler System**

We wish to de-pressurize and drain off the sprinkler pipe system via the control and drain valves at \_\_\_\_\_ story to facilitate modification works to the sprinkler system at unit # \_\_\_\_\_ for \_\_\_\_\_ M/s

\_\_\_\_\_ from 9.00 a.m. to 3.00 p.m. on \_\_\_\_\_ (date) and agree to the conditions stated below.

We understand that by so doing, this will affect the sprinkler system at the said story and therefore, we undertake to blank off the branch pipe at the working floor and make good and pressurize the sprinkler system immediately after completion of works by the latest 1600 hours on the same day.

I must engage the **in-house fire sprinkler contractor** to carry out any sprinkler works as stated in the By-Law 6.1.20.

We agree to pay **\$550.00** (subject to prevailing GST) to “**MCST 3481**” being the fee for draining the sprinkler system per occasion, and any additional fees incurred shall be borne by us.

Requested By: \_\_\_\_\_  
Name/Signature Date

\_\_\_\_\_  
Company Name/Stamp

- Request for draining of sprinkler system must be at least 1 week in advance in writing.
- Request for draining of sprinkler system during the weekends (Saturday or Sunday) would not be entertained.
- 2 sets of sprinkler system drawing and approved letter from FSB must be submitted to Management Office for reference and record.

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### **For Official Use**

Sprinkler system was recharged for story \_\_\_\_\_ on \_\_\_\_\_ (date) at \_\_\_\_\_ hours.

Fee paid: Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_

Checked By: \_\_\_\_\_ Signature: \_\_\_\_\_

(Form 07)

Date: \_\_\_\_\_ Exact Location: \_\_\_\_\_  
 Duration of Permit from Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM to Date \_\_\_\_\_ Time  
 AM / PM.

Description of Work: \_\_\_\_\_

Detail Plan Approved: \_\_\_\_\_

Name of the people work at height / fragile roof	Name of attendants (stand by person)

**Note: People working at height and stand by person must be trained on working at height.**

No.	Item	Yes	No	Not Required
1	Proper lighting/illumination is provided, good housekeeping			
2	Helmet with chin strap provided			
3	Full body harness with shock-absorbing twin lanyard provided			
4	Ladder/Scaffolding/scissor lift provided & inspected			
5	Use of approved anchorage point ensured			
6	Other PPE / equipment as required provided			
7	Horizontal lift line provided			
8	Vertical lifeline provided			
9	Rope Grab with lanyard provided			
10	Use of safe walk/platform			
11	Arrangement for fastening hand tools in made			
12	Toolbox conducted & record available			
13	Safe Access & Egress provided			

**Note: While working, radio / cell phone communication must be available for calling rescue team in case of emergency, permit stand cancelled in case of emergency.**

I, \_\_\_\_\_ hereby declare that I have understood the safety requirements explained to me by responsible person and I shall ensure the full compliance with these requirements by communicating them to our work force and through continuous monitoring of the work. I undertake the responsibility to carry out the work safely.

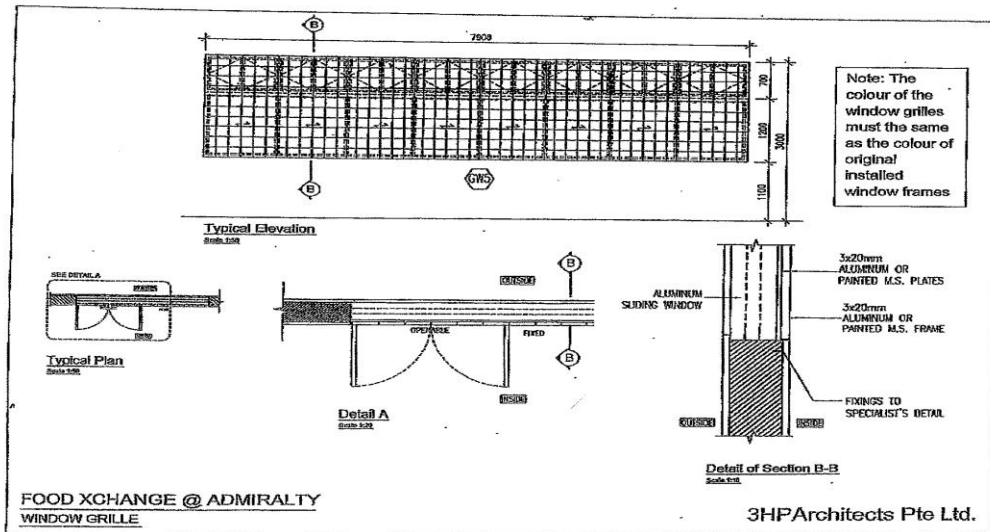
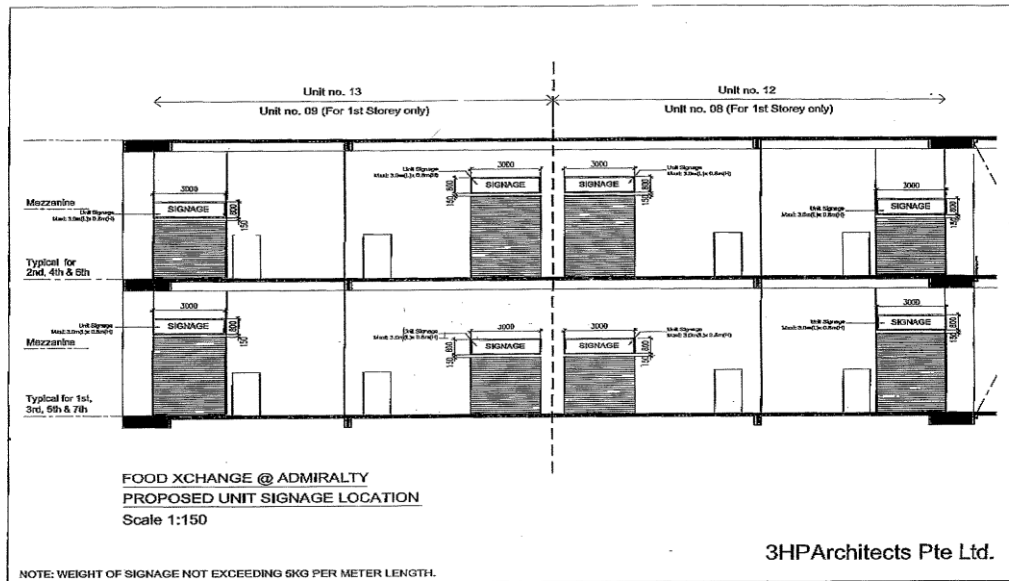
Name & Sign of Contractor supervisor / authorized person: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_.

Extension of permit (after 1<sup>st</sup> shift closed/sunset) Date: \_\_\_\_\_ Time from  
 to \_\_\_\_\_.

Permit Closure: I hereby declare that the work is completed/suspended, all workers under my control have been withdrawn and the site restored to a safety & tidy condition.

Name & Sign of MCST 3481 manager/authorized person: \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: \_\_\_\_\_.

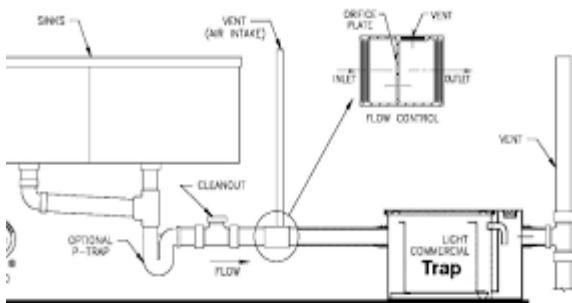
(Form 08)





## Floor trap/ portable Grease trap – Refer to Terms and Condition clause 14.1 for more details.

(Sample as below)



## Occupier provide photo to prove Rooftop Exhaust Ducting condition (Sample as below)

