



## Tenants' Fit-out Rules and Guidelines

*The rules and procedures as set out herein are conclusive subject to final decision of the Property Manager.*

*The rules and procedures as set out herein are subject to revision by the Property Manager from time to time without prior notice. In the case of discrepancies between this guideline and the lease, the lease shall prevail.*

**Think Before You Print! If print out is necessary, 2-sided printing is much appreciated.**

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## 1.0 INTRODUCTION

### 1.1 Management Statement

Nexus Building is being built to achieve a Grade A international standard. With its convenient location and connection, via pedestrian bridges to the Central walkway network, the Nexus Building will deliver your business to the heart of Central. As a new Tenant, you will need to carry out fit-out works to your Leased premises, which can be a complicated process involving special planning input and work procedures. In order to minimize the degree of disturbance to the existing installation, and possible damage to Landlord's fixtures & fittings, and to protect the quality image of Nexus Building, we, **ISS EastPoint Property Management Limited as the Property Manager of the Building**, have tailor-made this fit-out guide to provide you with all the necessary information and to guide you through the process.

This Fit-out Rules and Guidelines is a collective effort of the Landlord and ISS EastPoint. This booklet gives you important information for you and your designer/ contractor in fitting out your premises in Nexus Building. PLEASE STUDY IT CAREFULLY.

If this guideline is read by a prospective Tenant, the content does not form any part of the representation from the Landlord or Property Manager. All technical and descriptive information in this guide is subject to final design and construction.

This Nexus Building Tenant's Fit-out Rules & Guidelines is to be read in conjunction with the Lease and Nexus Building Tenant's Manual & Rules.

### 1.2 Fit-out Control & Submissions

All submissions shall be forwarded to the address below. We, the Property Manager, will undertake the fit-out approval as the fit-out coordination process:

Nexus Building  
Unit 703, Customer Service Centre  
c/o ISS EastPoint Property Management Limited  
41 Connaught Road Central  
Hong Kong

*Telephone:* 2522 2586

*Facsimile:* 2869 6886

*E-mail:* cs@nexusbuilding.com

## 2.0 APPLICATION GUIDELINES AND PROCEDURES

### 2.1 Designers/Consultants

Tenants are recommended to appoint a suitably qualified and experienced designer/consultant, at their own cost, to prepare design drawings and plans for the fit-out work.

### 2.2 Approvals from Government Authorities

All necessary licenses or permits from the relevant Government Authorities such as the Buildings Department, Fire Services Department, Food and Environmental Hygiene Department, Environment Protection Department shall be obtained at the cost of the Tenant, and all respective Ordinances and Regulations must be complied with by the Tenant at all times.

The approval of any plans does not in any way imply the Landlord's or Property Manager's endorsement of the specifications upon which the proposal has been based. The approval will neither guarantee the performance under any conditions of the plant or materials used, nor imply that the Tenant's proposals will be acceptable to the relevant Authorities/Government Departments

### 2.3 HK-BEAM Requirements

The design of the Building has adapted and complied with the HK-BEAM's requirement and recommends Tenants to extend the environmental friendly and energy efficient systems' concept to tenancy areas as shown in Appendix J as per HK-BEAM.**HK-BEAM Requirements**

### 2.4 Fit-out Vetting and Coordination Fee And Deposits

The vetting & coordination fee (non-refundable) for checking and approving the Tenant's plans and specifications is set at follows:-

**Office : HK\$1.00 p.s.f. lettable (minimum HK\$3,500.00), whichever is higher**  
**Shop : HK\$1.50 p.s.f. lettable (minimum HK\$3,500.00), whichever is higher**

The Property Manager must receive a fit-out deposit in respect of the removal of debris and against damages that may be incurred in the fitting out of the premises. The Property Manager reserves the right to charge any additional sum in the event of the deposit being insufficient to meet the cost incurred. The fit-out deposit for premises is chargeable at as follow:-

<b>Office/Shop unit size below 5,000 s.f.</b>	<b>–</b>	<b>HK\$20,000.00</b>
<b>Office/Shop unit size 5,000 s.f. or above</b>	<b>–</b>	<b>HK\$40,000.00</b>

Remarks: The above are calculated on floor by floor basis

Tenants shall submit the completed fitting out application form (**Appendix A**) together with the deposit and copy of third party insurance to the Customer Service Centre. No work is allowed if any of the abovementioned items is not received by the Customer Service Centre.

The deposit will be refunded without interest to the Tenant within 30 days after the joint inspection in the presence of the Tenant and the Property Manager and/or the receipt of the

as-built drawing as requested (whichever is later) upon practical completion of the fitting out works less any deductions for temporary electricity and damages with no outstanding payment/information reported subject to the Landlord's or Property Manager's satisfaction.

The (1) fit-out vetting & coordination fee and (2) fit-out deposits shall be paid by cheque drawn in favour of (1) "Mutual Capital Limited" and (2) "ISS EastPoint Property Management Limited" respectively and sent to the Customer Service Centre upon submission of fit-out proposal.

## 2.5 Temporary Electricity Charges and Deposit

The Tenant shall apply for temporary electricity supply from the Property Manager at least one (1) week before the commencement of connection works.

Illegal connection to any power points in common areas is strictly prohibited and the offender will be immediately banned from further entry. The Landlord or Property Manager reserves the right to deduct monies from the temporary electricity deposit in appropriate cases.

The charge for temporary electricity is as follows:

<b>30A SPN</b>	-	<b>HK\$ 50.00 per day</b>
<b>60A SPN</b>	-	<b>HK\$100.00 per day</b>
<b>30A TPN</b>	-	<b>HK\$150.00 per day</b>
<b>60A TPN</b>	-	<b>HK\$300.00 per day</b>

Provision of temporary electricity supply is starting from 08:30 to 18:00 daily during the agreed period. Temporary electricity supply is to be provided on continuity basis. Tenants and/or their contractors shall reapply for the service if the agreed period is lapsed.

The loading of the temporary power supply is subject to the Property Manager's discretion. Installation of a temporary power point shall be provided by the Property Manager or his nominated sub-contractor. Connection from the power point to the premises shall be carried out by licenced electrician at the Tenant's cost. **The deposit for temporary power supply is HK\$12,000.00 which shall be paid directly to the Customer Service Centre by cheque drawn in favour of "ISS EastPoint Property Management Limited" before commencement of the fit-out work.**

Please fill in the form of "Application for Temporary Power Supply" as attached on **Appendix E**.

## 2.6 Drawing Submission and Review

- a) Fitting out Meeting - A pre-fitting out meeting will be arranged with the Property Manager. Tenants and Tenant's designers and contractors shall attend to exchange information.

The Tenant's representative and/or Tenant's contractors will need to participate in meetings with the Property Manager, as necessary, during the fit-out period.

- b) Submission of Plans – Drawings shall be submitted not later than four (4) weeks prior to the Tenant's intended commencement date. Tenants and Tenant's designers must submit three (3) sets of their plans together with a detailed program of the works to be carried out. The following shall also be completed where applicable:  
Information Submission (**Appendix B**)  
Technical Questionnaire (**Appendix C**)

Contacts During Fitting Out (**Appendix D**).  
Application for Temporary Power Supply" (**Appendix E**).

- c) Approval of Plan - upon receipt of the application, Tenants and Tenant's designers will normally be advised within seven (7) working days of either our approval or rejection of the plans.

The Landlord's decision on the approval of any submission shall be binding. The Landlord reserves the right to request further information during the evaluation process whenever necessary.

The Landlord also reserves the right to withdraw any granted approval at any time if it becomes necessary under the latest statutory regulations or requirements.

- d) Resubmission and/or further details - if the plans submitted are not approved or approved with conditions, Tenants and Tenant's designers are required to RESUBMIT amended plans (3 sets) in accordance with the comment within 7 days of such notification. The cost for any delay due to insufficient information during the first submission, resubmissions or non-compliance with guidelines and statutory requirements shall be at the Tenants own cost.

PLANS AND TECHNICAL INFORMATION MUST BE SUBMITTED AS SOON AS POSSIBLE. PLEASE ENSURE YOUR PLANS ARE CLEAR AND DETAILED TO AVOID DELAYS.

NO INDEMNITY WILL BE ALLOWED ON ACCOUNT OF AND DELAY IN SUBMISSION OR RESUBMISSION OF PLANS OR YOUR NON-COMPLIANCE WITH THIS GUIDE.

## **2.7 Joint Final Inspection**

The Tenant MUST inform the Property Manager one (1) week in advance of completion to arrange test and inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Property Manager.

## **2.8 As Built Drawings**

The Tenant is required to submit three (3) complete sets of hard copies and one (1) set of soft copy in Auto-CAD format (in a compact disc) of as-built drawings to the Landlord within 7 days after the completion of all fit-out works. The drawings shall include floor layout plans, floor loading of heavy equipment, reflected ceiling plans, office elevation, all E&M installations, systems etc., together with a copy of the completion certificate of the Electrical works (i.e. form WR-1/A) and Fire Services installation (i.e. Form 251) for reference and record.

If the operation inside the Tenant's premises requires licensing or approval from any Governmental Authorities, a copy of such license or approval letter shall be submitted to the Property Manager. The Tenant shall be responsible for obtaining such licenses.

## 2.9 Damage Prevention

Each Tenant has to take all necessary care to ensure no damage is done to the Building during the fit-out works.

The Tenant has to remind their contractor to properly protect all the doors, smoke doors, wall, ceiling, curtain wall and floor finishes in the common areas by using 6mm wooden board with minimum 1M high or the Tenant will be held accountable for the cost of rectification for the damages caused by their fit-out works.

The Tenant shall submit a detailed method statement for fit-out works. This is to clearly describe such measures to be undertaken to prevent damage to the Building.

Proper full height hoarding with access door shall be erected at the perimeters of the Premises. The said hoarding shall be installed maximum 1M out from the perimeter of the Premises subject to the prior approval from the Landlord or Property Manager.

The Tenant shall have adequate precautionary and fault alarm provision whenever carry out any modification work including plumbing and drainage system; MVAC system, Fire Services pipe. Provision shall be made to prevent water from accumulating on the floor and causing damage to the Building and adjoining Tenants. The Tenant shall be fully liable for such damages.

## 2.10 Security and Safety

Once the premises have been handed over to the Tenant, the Tenant is fully responsible for its security. This will be particularly important during the fit-out period and the Tenant's contractors shall be instructed accordingly.

The Landlord or the Property Manager shall not be held liable for any losses in respect of materials and finished works as well as the fittings of the Building after the hand over of the premises.

## 2.11 Insurance

Tenants are required to effect and maintain an insurance policy to insure against loss of or damage to their fitting-out works and any legal liability towards bodily injury &/or property damage by third party during the fitting out period.

Tenants must have in place a Contractors' All Risks and Third Party Liability insurance policy for the duration of any fitting out works. The Property Manager shall require evidence that the said insurance has been established with an approved insurer prior to the commencement of work. The Tenant will be responsible for the consequence of any damage that occurs as a result of works in progress during the fitting out period, including the works and behavior of the nominated contractor.

The name of insured shall be in the form of: **"Name of Tenant" as Tenant, Mutual Capital Limited as Landlord, ISS EastPoint Property Management Limited as Property Manager, "Name of Tenant's Appointed Contractor" as Contractor and/or Subcontractors of any tier"** in order to cover all relevant parties concerned.

The sum insured shall include any material and plant in the Tenant's fit-out cost. The Third Party Liability shall cover an adequate sum and in any event not less than HK\$15M per occurrence for internal work (HK\$30M per occurrence for external work) or a sum specified



by the Property Manager from time to time. The Tenant is cordially reminded that any insufficient coverage shall be responsible solely by the Tenant.

There shall also be a valid Employees' Compensation Insurance to cover all workers involved in the fitting out works and all relevant parties concerned are noted.

#### **2.12 Tenant's Contractors**

Details of the contractors to be engaged on the works must be submitted to the Property Manager using the forms provided in **Appendix D** - Contacts During the Fitting Out. 24 hours contact information shall be provided to the Property Manager in case of emergency.

#### **2.13 Nominated Contractors**

The Tenant is required to use the services of the nominated contractors upon handover of the Premises and during the leased period. The Tenant shall contact the nominated contractors of the Building as early as possible in order to obtain quotations for any likely alterations or additions to the Landlord's MVAC system, fire services system, security system, plumbing and drainage systems, electrical and mechanical installations, and telecommunication systems interface. Approval from the Property Manager must still be granted before any works are executed.

All nominated contractors are contracted with the Tenant or Tenant's contractor directly and the Tenant or Tenant's contractor shall be responsible for the coordination and insurance coverage accordingly. **The nominated contractor list is attached on Appendix F.**

The Landlord or Property Manager shall not be responsible for any negotiation on quoting price and bill settlement.

#### **2.14 Working Permit**

A working permit showing the approval of commencement of fit-out works is required to be posted on the premises door or temporary site access during fitting out period. Sample of the working permit is attached on **Appendix G**.

Stringent access control is implemented in the Building. Only the Tenant's appointed contractors and suppliers with proper pre-registration will be allowed access into the premises.

The Tenant shall instruct these parties to submit all workers' names to the Property Manager at least three (3) working days prior to the commencement of work.

In addition to the working permit for the approval of commencement of fit-out works, each staff and workman of the Tenant's contractor is required to bear workman permit during their works showing their eligibility in accessing the works area. In case of any loss of a workman permit, HK\$100 per workman permit will be deducted from the fit-out deposit.

The Tenant's contractors and suppliers are required to bear a valid construction industry safety card; construction workers registration card and/ or special licence issued by Government or its authorized agent.

The Landlord or Property Manager reserves the right to refuse access of any worker whose behavior is deemed to be a nuisance or harmful to tenants or other occupants.

### 3.0 PLANS/DRAWINGS

#### 3.1 Plans to be Provided

Plans may be provided for use by the Tenant's consultant(s) and contractor(s). PLEASE NOTE THAT DRAWINGS AND INFORMATION PROVIDED MAY DEVIATE SLIGHTLY FROM THE ACTUAL SITE CONDITION. TENANTS AND THEIR DESIGNER SHALL VERIFY ALL DIMENSIONS AND PROVISIONS ON SITE.

#### 3.2 Plans and Technical Information Required

ALL plans must be in metric to a **scale of 1:50 or 1:100**.

**THREE (3) sets** of all the following plans/drawings will be required:

- i) General floor plan
  - ii) Reflected ceiling plan
  - iii) Fire services layout plan
  - iv) Electrical schematic and layout plan
  - v) Mechanical ventilation / air-conditioning layout plan
  - vi) Plumbing & Drainage schematic and layout plan (if any)
  - vii) Plans for Extra Low Voltage (ELV)
  - viii) Sections
  - ix) Main entrance elevation
  - x) Explanatory elevations
  - xi) Fitting out program
  - xii) Detail drawings
- 
- i) General floor plan showing clearly:
    - a) General layout including fixtures & fittings, loose furniture, showcases, rooms and storage area locations. Discharge value calculations may be required if requested.
    - b) Internal partitions or walls with indication of their height and material of dry wall and related construction. The partition shall be terminated with mullion instead of abutting at curtain wall glazing. A sufficient clearance shall be allowed for future maintenance and replacement of curtain wall glazing. The typical details of partitions to curtain wall mullion joint shall be submitted.
    - c) Type of floor and wall finishes with samples if requested.
    - d) Location of any heavy equipment and their sizes and weights.  
 NB: **Loading capacity of the floor slab is 3 kPa in general office areas or 5 kPa in retail areas.** A report from a qualified structural engineer may be required if necessary. Heavy equipment installation must be certified safe by a qualified structural engineer. The load spreading or improvement proposal, if applicable, shall be submitted.
    - e) Any plumbing, drainage system;
    - f) Any envisaged adaptation to the raised floor, and other floor, wall and ceiling of the Landlords.
    - g) Water proofing to wet pantry or kitchen as appropriate.
    - h) Requirements for internal staircase or access openings between floors occupied by the Tenant, if any.
    - i) Proposed alternations and additions to the under-floor trunking system (if any).
  - ii) Reflected Ceiling Plan showing clearly:
    - a) Partitioning penetrating into the ceiling void and details of work within the ceiling void, if any.

- b) Indication of ceiling level for both suspended and structural
  - c) Lighting Layout. The electrical wiring conduit positions and the type and layout of lighting.
  - d) Proposed modification and addition to main ceiling cable trunkings system; if any.
  - e) MVAC supply outlet and return air grill.
  - f) False ceiling pattern (if any) type, structure, color, materials and layout of your proposed suspended ceiling; (the suspended ceiling must be constructed from fire resisting materials).
  - g) Sprinkler heads and smoke detectors layout.
  - h) Other special features envisaged.
- iii) Fire Services Layout Plan showing clearly:
- a) Sprinkler System layout including pipework
  - b) Location of sprinkler heads in upper and lower layers
  - c) Fire shutter with control (if any)
  - d) Fire detection and fire alarm system
  - e) (Alteration of fire services system must be carried out by the nominated contractor)
  - f) Relocation or final positions of hand held fire extinguishers
  - g) Additional of FM200 or pre-action system (if any) shall be submitted.
  - h) Details of any equipment or facilities having high heat generation loads e.g copy machine.
- iv) Electrical Layout Plan / Schematic diagram showing clearly:
- a) Rating, type and location of main MCB/MCCB, main switch / isolator of power circuit;
  - b) Electrical schematic diagram complete with data identifying all major loads and equipment loads;
  - c) Interior office lighting circuits and catalogue of light fittings;
  - d) Location of all power, telephone and data communication outlets;
  - e) Interior power supply circuit for appliances;
  - f) Layout of any ceiling and under floor cable trunking or tray system;
  - g) Electrical maximum demand calculation.
  - h) Details for all major equipment connections and heavy electrical loads;
  - i) Details of circuits to be connected to the Landlord's emergency power system;
  - j) Location of the thermostat control units
  - k) Details of wiring to special system, including communications data, and special low voltage (LV) services.
  - l) Proposed routing and connection of emergency power system to be installed by Tenant at his cost.
  - m) Location and proposed connection of Uninterrupted Power Supply (UPS) system.
- v) MVAC Layout Plan showing clearly:
- a) Location of FCUs, CRAC units, return air grill and thermostats;
  - b) Location of access panels to equipment maintenance
  - c) Pipe and duct sizing
  - d) Fresh air duct connection to the air duct of the FCU
  - e) Return air grill details with type of filter
  - f) Sizes and types of FCUs, Fans, etc.
  - g) System control diagram
  - h) In case of exhaustion system, rate and location of discharge
- vi) Plumbing & Drainage Schematic and Layout Plan showing clearly:
- a) Control & Plumbing / Drain Line Schematic diagram;
  - b) Pipe material and sizes
  - c) Proposed pipe routing

- d) Locations of water meter and connection to communal drains for private supply
  - e) Connecting location of drainage pipe for wet pantry and grease trap (if any), as the case maybe
  - f) Sizes of components and fittings
  - g) Layout and details of high level water detection with alarm system and interlocking control for the water supply valve
- (all piping connection and installation work must be carried out by a registered plumber)
- vii) Extra Low Voltage Layouts and Details (eg: PA and Security)
    - a) Layout drawings and schematics
    - b) Proposed location of access control reader, the installation shall be conducted by nominated contractor or the installation work to be conducted by the Tenant's appointed contractor in the presence of nominated contractor
    - c) Interfaces with other services and Landlords systems
    - d) Technical manuals
    - e) Inter-floor wiring diagram shall be submitted.
  - viii) Sections showing clearly:
    - a) Structural ceiling level;
    - b) Proposed suspended ceiling levels (if any);
    - c) Height of fixed partitions and the like;
    - d) All relevant mechanical & electrical provisions, whether existing or proposed.
  - ix) Main Entrance Elevation Plan showing clearly:
    - a) Company name and logo design
    - b) Materials and color scheme
    - c) For sub-divided floors, elevation shall be complied with the standard design
  - x) Elevations showing clearly:
    - a) The front elevation of the premises viewed from outside including the office front signage. Coloured perspectives and material samples are required (where applicable).
    - b) Internal elevations of walls.
  - xi) Fitting out Program  
A detailed work program showing clearly the various stages of the fit-out work shall be submitted prior to the commencement of work and the Property Manager shall be informed of any further update of the program. The submission shall include any proposed suspension of public utilities.
  - xii) Detail Drawings  
Fixing details of Tenant's fixtures and fittings to the Landlord's wall, floor, ceiling, beams and columns shall be submitted. (NB: Direct fixing to the curtain wall and windows will not be permitted).
  - xiii) Others  
Any alteration to base building provisions in particular to the mechanical and electrical systems must be shown on the layout plans in complete detail and be accompanied by detailed technical information. Tenants are responsible for defining, preparing and making the submissions for the works that may require Government's approval. Tenants shall appoint any Authorized Person and/or Registered Structural Engineer nominated by the Landlord at the Tenant's cost, if such services are required.

It is important to note that any abortive works and subsequent rectification works resulting from insufficient or inaccurate technical information or unapproved plans shall be at the Tenant's own cost.

**The Tenant must also complete, sign and return section 7.0 of this document with the relevant appendices and the plans and drawings to be submitted.**

In approving the Tenant's fitting out proposals, the Landlord or Property Manager accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant's intended purpose; nor does this imply that the approved proposal will be acceptable to the relevant authorities. The Tenant is strongly advised to consult their own consultants to ensure the design is fit for the intended purpose and in compliance with all statutory requirements. The Tenant shall make separate submissions to the relevant government authorities where applicable.

### 3.3 Design Note to Office Tenants

#### 3.3.1 Lift Lobbies

The lift lobby is finished with white plasterboard ceiling and light-sanded glass cover fluorescent light, reconstituted stone tile floor, laminated crystal glass panel wall with shoji paper at intermediate layer, wallpaper on tenancy walls. The Landlord may allow whole floor Tenant to have own lift lobby design subject to the special terms mentioned in the Tenancy Agreement. Those individual lobby design shall be removed and make good according to the Landlord's standard design upon the expiration of lease. These shall not be perforated or damaged and no drill fixing of signage or logos will be permitted unless authorized in writing by the Property Manager. On the plans submitted to the Property Manager for approval, the Tenant shall indicate the proposed methods and locations for fixing the signage or logo. Any unauthorized installation of signage or logos will be removed and repairs made by the Landlord at the Tenant's expense.

#### 3.3.2 Doors

No smoke doors shall be removed, replaced or damaged by the Tenant.

Whole floor Tenants may install its own security smart card sensors which to be connected with the smoke doors at the back of house. The cost of the security card system and installation of card sensors are to be borne by the Tenant.

#### 3.3.3 Directory Strip

Each Tenant will be provided one directory strip on the Main Lobby and one name slat on the floor rented (as appropriate). The design of the slat; colour and fonts on the slat shall be unique as the design provided by the Landlord or the Property Manager. With the approval of the Property Manager, additional name slats or subsequent amendments to the name slats maybe arranged by the Property Manager at the expense of the Tenant. Please fill in the form of "Application for Directory Strip" as attached on **Appendix H**.

The cost for the provision of directory strip shall be borne by the Tenant, at a cost of (1) HK\$3,000.00 for Main Lobby and (2) HK\$1,200.00 for Floor rented (as appropriate) for a Chinese company name, an English company name and the unit number altogether.

### **3.4 Design Note to Retail Tenants**

#### **3.4.1 Shop Front Design**

- (i) All shop front designs shall be subject to approval by the Landlord or Property Manager, who may take into consideration Tenant's business and operation.
- (ii) All shop front or window displays that form part of the interior of the Premises which are visible from outside of the Building shall be subject to the Landlord or Property Manager's approval in respect of their display, presentation and appearance. Display of advertisement, which can be seen from the face of the curtain wall / exterior shall be subject to the Landlord / Property Manager's prior approval.
- (iii) Neon light shop front signage and/or logo are not allowed unless otherwise approved by the Landlord or Property Manager.
- (iv) Shop front designs including the shop identification sign may be rejected on the basis of not keeping with the design context of the development and also may require modification in the event that they are similar to a neighbouring store or if they are not to the entire satisfaction of the Landlord or Property Manager.
- (v) Shop front or partitioning work, display, etc. shall not extend beyond the shop boundary.
- (vi) Obstruction along shop front particularly installation of storeroom/changing room/blinds or the like along the shop front area so as to block or cover the same is strictly prohibited.
- (vii) Shop closure of vertical solid roller shutter is highly discouraged. In case if roller shutter is proposed, the shutter must be in high graded transparent acrylic type within the Premises with guide rail frame of natural stainless steel finish and shall be subject to approval by the Landlord or Property Manager. Open shop front design shall not be allowed.
- (viii) Any alternation of entrance of the shop front closure is subject to the Landlord or Property Manager's prior approval, which approval will not normally be granted.
- (ix) A minimum 600mm distance from all shop front and curtain wall shall be reserved as show case or shop front. Tenants shall not place any fixture or fitting to block the shop front.

#### **4.0 BUILDING PROVISIONS**

The description in this fit-out guide and the summary in **Appendix I** are for reference only and subject to the design and construction of the Building.

##### **4.1 General**

The Landlord will provide Grade A entrance and lift lobby finishes throughout, with lifts, escalators and all associated services for comfort, amenity and safety. The Tenant is reminded that all areas outside the premises as defined in the Lease shall not in anyway be damaged or changed. The Tenant is further reminded that they cannot change the Landlord's fixtures and fittings which are within their Leased area in any event, without prior approval from the Landlord or Property Manager.

##### **4.2 Ventilation, Air-Conditioning**

24 hrs chilled water can be provided for Tenant's own ancillary cooling units for computer or office areas requiring 24-hours air conditioning. The air conditioning system basically provides ventilations and chiller water as appropriate from 8:00 to 20:00 from Monday to Friday inclusive and from 8:00 to 14:00 on Saturday in each week exclude Sundays and public holidays. The air conditioning supply for the remaining hours will be supplied upon request.

Installation of any part of the air conditioning equipment outside or through the curtain wall or the Building envelope is strictly prohibited.

##### **4.3 Electrical Installation**

- i) Normal Power  
Landlord power distribution boards are provided by the Landlord in the electrical room on each floor. All outgoing circuits from the Landlord power distribution boards inside the meter room to the Tenant's premises including all switches, circuit breakers shall be arranged and paid by the Tenant.

The building power supply is designed to provide a power of 80VA per sq. m. The connection of a meter by the Hong Kong Electric Company Limited will be the responsibility of the Tenant.

No conduit or wiring is to be chased into any part of the Building.

- ii) Emergency Power  
An emergency generator providing emergency power to building essential equipment is available in the event of a power interruption. Emergency power supplies designed to cut-in within 15 seconds.

##### **4.4 Building Management System**

- i) Introduction  
A computer-based, automated building management system monitors and supervises all building, fire, health and safety services. The system also controls lighting in public areas and zoning of air-conditioning supply to ensure environmental comfort and safety at all times while maintaining energy efficiency.

- ii) **Public Address System**  
Speakers are installed in the lift lobbies, washrooms and common areas on each floor to enable emergency messages to be broadcast.
- iii) **Fire Services System**  
The Building is equipped with fire fighting installations and an addressable automatic fire detection system, comprising fire alarms, smoke and heat detectors, sprinklers, fire hydrants and hose reels.
- iv) **Security**  
The common areas of the Building are monitored on a 24-hour basis by a combined manual / automatic security surveillance which cover all the major access/ exit points, lift cars and other common areas.

A lift access card system is available to Tenants for after office hours entry, controlling access and recording details by computer.

#### **4.5 Communication, IT Systems and Shared Building**

- i) **Telecommunications**  
The development is pre-wired with Cat. 5 cabling  
  
Local TV channels in digital transmission will be available through the CABD system.
- ii) **Broadband Services**  
Broadband services shall be available by service providers. Capacity is subject to individual service provider.
- iii) **Computer & Telecom Earthing**  
Separate computer and telecommunication earthing system are provided on each floor inside equipment rooms.
- iv) **Mobile Phone Coverage**  
Mobile phone antennas have been installed for full reception of mobile phone services.



## **5.0 FITTING OUT BY THE TENANT**

### **5.1 Tenant's Work**

The Tenant shall comply as far as possible with the Environmental Guidelines for Nexus Building of fitting out work and not use specific materials (see **Appendix J**) where suggested.

### **5.2 Government Authorities**

The Tenant shall ensure that their designer/contractor is aware of all requirements and regulations of the relevant Governmental Authorities. He shall provide and maintain appropriately qualified full time site supervision for the duration of the works. Any part of the works that fail to comply with such regulations and requirements shall be altered or amended at Tenant's expense. The Tenant shall indemnify the Landlord and his agents on all costs, expenses and penalties associated with the enforcement of such regulations and requirements by the Authorities.

### **5.3 Plumbing and Drainage**

No specific provision has been made to Tenant's areas for plumbing and drainage.

- i) Shall a wet pantry be envisaged, careful consideration and consultation shall be held with the Property Manager for appropriate connections to the Landlord's facilities. The Tenant shall consider the need for water proofing, water detection system with alarm system, interlocking control for the water supply valve and other details at the time of submitting their drawings.
- ii) The Tenant shall take note and avoid damaging any Landlord drainage piping that may pass through the premises.

Electric valve shall be installed in the water supply side to suspend water supply in case of high water level in the grease/water interceptor.

### **5.4 Access To Landlord's Equipment**

The Tenant shall provide sufficient access to and from all Landlord's equipment in order that regular maintenance and replacement of such equipment can be carried out without detriment to both the Landlord's and the Tenant's fixtures and fittings. In particular, the Landlord's equipment within external wall LED lighting, false ceiling, pipe ducts, meter rooms and telephone rooms and mechanical rooms must be serviceable with suitable access.

### **5.5 Asbestos**

All materials used must be without any asbestos contents and the Landlord or its agent reserves the right to require the Tenant to remove any such material used according to the Code of Practice by the Environment Protection Department of Hong Kong Government.

### **5.6 Ceiling Void**

As the ceiling void is utilized as return air grille for the air conditioning system, only non-combustible materials in compliance with the latest F.S.D. Ventilation Regulations can be used above the false ceiling and any such use of materials is subject to the prior approval of the Landlord or agent

#### **5.7 Roller Shutters**

Roller shutters shall not be used at office areas.

#### **5.8 Common Facilities**

Alteration to common area facilities is not permitted.

#### **5.9 Curtain Wall**

No fixing, chasing or painting to the glass area, mullion, sill, blind pocket or frame of the curtain wall is permitted.

All curtain wall ventilators shall be accessible and kept uncovered.

Partitions ending at the curtain wall shall be in line with the aluminum mullion, not the glass panel and the joints shall be so designed to allow thermal movement. A clearance of 3mm between the partition and mullion is mandatory and no direct fixing and bolting against curtain wall mullion is allowed.

Furniture or fixture such as filing cabinet within 600 mm distance from the curtain wall shall not be higher than 800 mm. As the same, no luminary is allowed to be installed at the ceiling from this 600 mm curtain wall zone. Tenant is also required to reserve access panel or a 600mm maintenance zones for all LED control boxes installed.

#### **5.10 Blinds**

Tenants are restricted to use off white colour vertical roller blind. Design of blinds shall be approved by the Property Manager. Sample of the proposed blinds may be requested if necessary. The Landlord or the Property Manager shall have the right to remove any non-approved blinds at the cost of the tenants.

#### **5.11 Disposal of Debris**

Tenants are responsible to ensure that their contractors dispose all debris out of the development at their own account in an environmentally friendly order and proper way every evening or when called upon to do so. Debris and builders materials and equipment shall be kept within the Tenant's leased premises and shall at no time obstruct the public corridors or any part of the public areas. Accumulation of any refuse/debris in the corridors, or on the landings or staircase is not permitted. After every removal, all corridors and common areas must be left in a clean condition.

If any refuse/debris is found dumped in the common areas, the Property Manager will arrange for its disposal at the expense of the Tenant.

#### **5.12 Welding or Melting of Bitumen**

Welding or heating of bitumen is prohibited anywhere in the Building without the Property Manager prior approval. Tenant may use the 'Application for Welding or Melting of Bitumen Work' as attached in **Appendix L**.

**5.13 Painting**

All furniture other than those fixed to the premises shall be prefabricated and painted in the Tenant's contractor's workshop and any painting in the tenanted premises which in the opinion of the Landlord or the Property Manager may cause irritation to other Tenants must be carried out after normal office hours or other hours as specified by the Landlord or the Property Manager from time to time and no claim whatsoever for the resultant overtime works or delay will be entertained.

**5.14 Clogging of Air Conditioning**

Preventive actions shall be taken to avoid undesirable clogging of air conditioning units during the fit-out process.

**5.15 Clogging of Drainage Pipes**

Preventive actions shall be taken to avoid undesirable clogging of drainpipes during the fit-out process.

**5.16 Suspension and Tapping into of Landlord's Systems**

Shall the Tenant need to temporarily suspend the central system, or switch off the main supply for the connection to private section (e.g. discharging water from fire services system, taping of cable, water piping, etc.), the Tenant must submit the application form as provided (**Appendix M**) 7 days prior to the work commencement to the Property Manager for consideration and arrangement.

In case of damage to the fresh water, flush water, fire service supply pipes, chilled water pipes or any drainage pipes, causing damage to the other parts or equipment of the Building, the Tenant shall be responsible for the repairs / damages / liabilities so caused by the suspension and consequential losses.

**5.17 Fire Hose Reels, Extinguishers & Safety Precautions**

It is PROHIBITED to use the fire hose reels for water supply during the fit-out period. ANY MISUSE OF HOSE REELS SHALL RESULT IN INTERRUPTION OF WORKS UNTIL THE LANDLORD'S ENTIRE SYSTEM IS CHECKED. ANY TENANT WHO PERMITS MISUSE WILL BE RESPONSIBLE FOR ALL THE CONSEQUENCES.

All smoke lobby doors must be kept closed and unobstructed at all times while the fitting out works are in progress. Proper safety precautions must be taken when using any power tools and equipment. Temporary cabling must be properly connected, terminated, and supported which must be removed upon completion of works.

Fire exit routes must be maintained and be kept free of obstructions at all times.

The contractor shall provide at least one carbon dioxide type portable fire extinguisher on site for every 100s.m. during the fitting out period.

**5.18 External Appearance and Common Building**

All alteration/fitting out works must not affect the external appearance or cause damage directly or indirectly to the common Building and/or building services of the Building. Tenant shall not construct, erect, affix, install, place, attach or display any structure, fitting, addition or other thing whatsoever at, on or upon the common area or any part thereof.

**5.19 Smoking Free Building**

According to the Smoking (Public Health) Ordinance, the Building including the Tenant's and all common area is designated no smoking area. Smoking is NOT permitted anywhere on the fitting out site or within the Building. Any person found to be violating this rule would immediately be asked to leave.

**5.20 Not to Cause Liability**

The Tenant shall not cause or permit any works, which may become a liability to the Building, any such claims and/or actions will be solely the Tenant's responsibility. Furthermore, the Tenant shall not carry out works, which may affect the insurance coverage for the Building and other users. The Tenant shall keep the Property Manager fully indemnified from and against all actions, suits, expenses, claims demands and liabilities, in respect of injury including fatal injury or damage to person or property due to or arising from the act, neglect or default of the Tenant, the Property Managers or servants, contractors.

**5.21 Chasing**

Chasing and cutting of structural members of the Building of such nature will not be allowed, or chasing, cutting or drilling to common wall, without the prior written approval of the Property Manager.

**5.22 Provide Adequate Access**

Provide adequate access to the ducting or other services on or within the ceiling area to enable future maintenance without undue disturbance to the other services.

**5.23 Electrical**

The Tenant is responsible for the following:

- Isolator switches inside Tenant's premises and MCB/ MCCB;
- Power supply to the office lighting
- Light fittings (other than those provided). For shop Tenants, lighting during non-operating hours shall be specified.
- Arrangement for electrical testing by Hong Kong Electric Co. and installation of electricity meters
- Compliance with E.M.S.D and F.S.D requirements.

Note:

- All electrical works are to be carried out by registered electrical workers under the employment of a registered electrical contractor.

#### **5.24 Partitions**

Only dry wall construction will be permitted. No wet trades are permitted on the site. All works to be done by Tenants shall not cause any permanent effect or damage to tenancy wall and corridor wall of sub-divided floors and lift lobby finishes of any floors.

***Due to the limited thickness of the R.C. slab, the maximum drill hole depth for drywall shall be 50mm max (2 inch approx.). Please be reminded to use cover meter prior to the drilling operation to avoid crashing with the existing steel bar for the slab.***

#### **5.25 Communications, Telephone, IT and Systems**

Telephone and PABX; Local Area Network; horizontal block wiring to be connected by the office Tenant. The Tenant is responsible for firewalls and protection of data held on equipment in his tenancy.

#### **5.26 Materials and Equipment Exit Form**

An approved exit form must be obtained from the Customer Service Centre prior to the removal of a large volume of materials and equipment from the site. The permit will only be valid as endorsed with the Tenant's rubber stamp. Multiple permits will not be granted. Please complete the Chattels / Goods Exit Form attached in Tenants' Manual and Rules.

#### **5.27 System Suspension**

Suspension of electricity and water supply, and any building services requires prior notice. The application and approval process will take 7 working days. Except in emergency, immediate suspension will not be granted. The Tenant shall be held accountable for any losses, damages and claims arising there from if suspension of the electricity was carried out without obtaining prior approval.

System suspension shall only be available outside normal office hours and affected areas shall be strictly confined to a minimum. In the case of electricity suspension, the Tenant's electrical contractor must completely test the isolation status again before the commencement of works.

Any losses, damages and claims caused by the system suspension shall be at the Tenant's company expense.

#### **5.28 Fire Services System Suspension**

To avoid false alarms during the fit-out process, application shall be made in writing to the Property Manager to disconnect the smoke detecting alarms and disconnection will be made once the application is approved. The approval may require additional temporary fire protection measures provided by the Tenant.

Fire services water has to be refilled to the sprinkler or hose reel system after fit-out of the sprinkler or hose reel system every day and at the cost of the Tenant.

Any losses, damages and claims arising from the system suspension shall be at the Tenant's expense.

## 5.29 Tenant's Work by Nominated Contractors

(See Section 2.12 & **Appendix F**):

Please note the following paragraphs for works to be carried out by the Nominated Contractors at Tenant's expense. The Property Manager may at their sole discretion alter the list of Nominated Contractors from time to time.

- i) **MVAC System -**
  - a) The part for connection to common system for fan coil units, chilled water pipes, and condensation drain pipes, together with all operation control devices and energy control devices thereof shall be carried by nominated contractor.
  - b) At the sole discretion of the Landlord or Property Manager, the Tenant may be required to appoint the nominated contractor to install insulated ducting from the FCU with supply and return air diffusers and the fresh air supply ducting must be extended to the FCU or fresh air make-up duct of smoke extraction system, where applicable. The return air duct must have a removable aluminum filter for easy maintenance. Hinged type construction is recommended.
  - c) Tenant has to carry out testing and commissioning to the existing air conditioning system if alteration, additions and reductions are made.
- ii) **Electrical System -**
  - a) The Landlord will provide a plug in unit from the feeder busduct inside the meter room. Incoming cables from the plug in unit shall be carried out by the Tenant's contractors. The electrical license of contractor shall be submitted to the Property Manager for prior approval.
  - b) On multi-Tenanted floors, the Landlord will provide a main isolator and main incoming cable leading to Tenant's premises.
  - c) Final connection of Landlord's emergency power supply to support Tenant's equipment shall be installed by nominated contractor at Tenant's cost.
  - d) Any approved additional, alteration or connection to common system shall be carried by nominated contractor at Tenant's cost.
- iii) **Fire Services System -**  
A fully automatic sprinkler system is provided by the Building. Hose reels and fire alarm system comprising break glass unit and fire alarms are provided on each floor.

The following works shall be carried out by Landlord's nominated contractors at Tenant's cost.

- a) Any alteration or additions to the Landlord's system;
  - b) Any alteration or additional sprinklers, smoke detectors, fire dampers, hose reels and smoke detectors to suit your layout, partition and false ceiling, all to comply with the requirements from the Fire Services Department;
- iv) **Security System / Public Address System -**  
The following works shall be carried out by Landlord's nominated contractors at Tenant's cost.
    - a) Any alteration to Public Address System
    - b) Addition automatic locking device at the smoke doors and toilet doors

Note:

- a) Installation of an audible alarm device is NOT allowed unless with prior consent in the Lease.
- b) No private alarm is allowed to be connected to the Landlord's BMS unless with prior consent in the Lease.

- v) Builders Work
  - a) For sub-divided units, any replacement/alternation of the entrance doors facing the common corridor shall have an approved FRP of not less than ½ hours; approval certificate from manufacturer and authorized department shall be submitted for record purpose.
  
- vi) Emergency Stoppage
  - In all circumstances especially during an emergency, the Property Manager reserves the right to suspend works carried out by a Tenant's contractors.

## 6.0 SITE PROCEDURE AND CONDUCT

### 6.1 Condition Schedule

Prior to commencing any work the Tenant will inspect the premises and note and/or photograph any items of damage and formally agree this with the Property Manager. Particular attention is drawn to the curtain wall and glass, and Landlord's building services.

### 6.2 Working Hours

Fitting out work can only be carried out at restricted periods specified by the Property Manager, who will exercise their discretion on application by the Tenant in allowing non-noisy or odorless work to be carried out at other agreed times. The principle is to avoid influence to completed and occupied premises in Nexus Building and other developments in the vicinity.

Carrying out of noisy work and works which generate vibration, irritating smell or cause nuisance to other Tenants must obtain the Property Manager's prior consent and be restricted to the **period before 08:00 or after 20:00 Monday to Friday, and after 14:00 on Saturday for Office Tenants (5/F – 25/F). No noisy work nor odor work are allowed before 24:00 and after 08:00 every day for Podium Tenants (LG/F – 3/F).** The Property Manager reserves the right to stop noisy or odorous work immediately if circumstances necessitate.

Notwithstanding the foregoing, noisy work allowed shall not be carried out in a manner that generates noise exceeding the noise limit as stated in the current laws and regulations including the Noise Control Ordinance.

The Tenant shall take all necessary precautions to restrict the nuisance of dust and noise and shall not cause any disturbance or inconvenience to other Tenants.

Important Note: Any legal action or fines arising from a breach in Government Noise controls will be the responsibility of the Tenant.

### 6.3 Delivery of Materials

Details of delivery of materials must be submitted to the Property Manager using the forms provided in **Appendix K**.

Materials shall only be delivered and taken away from the Tenant's premises by using the designated routing, service lift, service corridors and stairs.

The Tenant must inform the Landlord or Property Manager of any inflammable materials brought or stored in the Building. Such items are to be stored in accordance with Landlord's requirements and meet any statutory regulations.

The Tenant shall refer to the list of prohibited materials/ substances listed at **Appendix J**.

Proper protection must be taken to avoid damaging floors, finishes, ceiling, walls, joinery, lobbies and other common parts. Any damages as a result of delivery or removal of goods and/ or materials by the Tenants will be for the Tenants' account. The Property Manager reserves the right to deduct the cost of such damage from the Fit Out deposit.

Only rubber-wheeled carts and trolleys with rubber edges may be used to deliver goods and materials. STRICTLY NO METAL-WHEELED OR METAL EDGED CARTS.



#### 6.4 Service Lift

Only the service lift shall be used for the transportation of materials and debris to and from the floor concerned. The floor and finishes along the access way shall not be damaged or scratched. Any damage to the Landlord's property will be made good by the Landlord or the Property Manager at the Tenant's expense.

It is important to note that the Tenants contractors and workers shall **ONLY** use the service lifts to gain access to the office floors no matter if they are carrying materials or not.

Please inform the Property Manager at least two (2) working days in advance of the delivery of heavy or bulky equipment.

The normal operating hours of service lifts are:

**08:00 – 20:00 on weekdays**  
**08:00 – 14:00 on Saturdays**  
**Sundays and Public Holidays are excluded**

Extensions to the lift operating hours may be requested in advance.

#### 6.5 Working Area and Behavior

No work associated with fitting out is permitted outside of Tenant's premises. All materials and debris must be kept inside Tenant's premises and no obstruction caused in common areas.

No workman is allowed to stay overnight within the Building.

All workmen shall register at the Control Room daily before and after work.

No workman is allowed to be bare-footed or naked and all workmen shall wear tops and pants at all times when in the Building.

All workmen shall wear the working permit issued by the Control Room whenever they are staying in the Building.

The Tenant is responsible for maintaining good conduct and behavior of his contractors in the Building. Smoking, gambling, cooking, sleeping, drinking and eating in the Building including the fit-out site is strictly prohibited.

The door facing common corridor must keep closed at all time during the decoration period.

The operable windows (if any) shall only be operated by authorized personnel from the Property Manager.

## 6.6 Tenant Manual and Rules

The Tenant's contractors will be bound by and shall abide fully to the Tenancy Agreement or Lease, Tenant Fit-out Rules and Guidelines, Tenant Manual & Rules and relevant Government Regulations at all times. In acknowledgement the receipt of Tenant Fit-out Rules and Guidelines as well as the Tenant's Manual, Tenant is required to sign back the Undertaking For Fit Out Rules and Guidelines at **Appendix Q** and return to the Customer Service Centre before commencement of work.

## 6.7 Tenancy Document Prevails

The rules and procedures set out herein shall be without prejudice to other documents (i.e. Lease). Shall there be any conflict in the content or the terms of this fit-out rules & guidelines with the aforesaid documents the latter shall prevail. Please refer to the Lease for details.

## 6.8 Reinstatement Works

The Tenant shall reinstate the Premises to the "as-built" conditions in accordance with the plans enclosed with the Lease.

The Tenant is required to appoint the nominated consultant for the coordination of any building structural change reinstatement works.

The Tenant is required to appoint the nominated contractors to carry out the building services reinstatement works where specified in the Nominated Contractors List.

## 6.9 Upon Completion of Fitting Out Works:

- a) The Tenant **MUST** inform the Property Manager one week in advance of completion to arrange test and inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Property Manager.
- b) The Tenant shall submit **three (3) full sets of hard copies and one (1) set of soft copy in Auto-CAD format (to be burnt in a disc) of as fitted drawings** including floor layout plans, reflected ceiling plans, office elevation, all E&M installations, systems etc. to the Landlord together with a copy of the completion certificate of the Electrical works (i.e. form WR-1/A and Fire Services installation (i.e. Form 251) for reference and record.
- c) If the operation inside the Tenant's premises requires licensing or approval from any Governmental Authorities, a copy of such license or approval letter shall be submitted to the Landlord. The Tenant shall be responsible for obtaining such licenses.
- d) Application of refunding fitting out deposit shall be subjected to the completion of the above mentioned procedures.

## **7.0 GENERAL TERMS AND CONDITIONS**

- i) In approving the fitting out proposals, the Landlord accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant's purpose, nor does the Landlord and the Property Manager imply that the approved proposal will be acceptable to the relevant authorities. The Tenant shall always consult their own architect/designer to ensure the proposal is fit for the Tenant's purpose and in compliance with governmental and statutory requirements. The Tenant shall make separate submission to the relevant Government authorities.
- ii) The Landlord and Property Manager reserve the right to require the Tenant to make any alterations necessary.
- iii) Upon submission of the Tenant's fit-out plans to the Property Manager, the Tenant is required to sign and return this form to signify the Tenant's agreement with the terms and conditions contained in the Tenants' Fit-out Rules and Guidelines.
- iv) Commencement of the Tenant's fit-out work is deemed to be the Tenant's acceptance of the terms and conditions contained in this Fit-out Rules and Guidelines.
- v) Cutting, chasing or drilling into the structural floor, ceiling, columns and beams and blockwork is strictly prohibited. Any damage will be rectified by the Landlord and recovered as at Tenant's expense.
- vi) Any damage to the Landlord's finishes or fittings in the office premises or in public areas which occur during the fitting out works, whether by your contractors or employees, shall be repaired by the Landlord at the Tenant's expense.
- vii) The Tenant shall indemnify the Landlord and Property Manager against any claim for damages arising from the execution and subsequent use of the works carried out on behalf of the Tenant. Please refer to the Lease for details.
- viii) Upon completion of fit-out works, the Tenant is required to submit three (3) full sets of as-fitted drawings of builders and E&M drawings as mentioned in section 3 for record purposes together with the statutory forms, e.g. fire services and electrical works. The Tenant shall apply to Property Manager for refund of the fit-out deposits less any appropriate deductions.

## Appendix A Fit Out Application Form

Tenants shall submit this application form together with the deposits and copy of third party insurance to the Customer Service Centre 7 working days before the commencement of work. No work is allowed if any of the abovementioned items is not received by the Customer Service Centre

### Part A: Tenant's Information

Name of Tenant: \_\_\_\_\_ Premises : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ (in charge of this application for fitting out work)  
 Contact Tel No. \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)  
 Fax: \_\_\_\_\_ Email : \_\_\_\_\_

### Part B: Contractor's Information

Name of Contractor: \_\_\_\_\_ (Please enclose name card)  
 Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ (in charge of this fitting out project)  
 Contact Tel No. \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)  
 Fax: \_\_\_\_\_ Email : \_\_\_\_\_  
 Fitting-out Period: From \_\_\_\_\_ to \_\_\_\_\_

### Part C: Scope of Project Works (Must be completed)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Part D: Documents Attached

- Deposit for fit-out work of HK\$ \_\_\_\_\_  
 Bank draft/crossed cheque No. \_\_\_\_\_
- Vetting Fee of HK\$ \_\_\_\_\_ for drawings (non-refundable)  
 Bank draft/crossed cheque No. \_\_\_\_\_
- Copy of Third Party Insurance Policy
- A completed form known as "Contact During Fit-out Period"
- A completed form known as "Work Permit Application Form"

## Appendix A Fit Out Application Form

### Part E: Declaration

We hereby declare we have read and fully understood and undertake to follow the fit-out guidelines and rules and the following conditions of issue:-

- ◆ We fully responsible for any damage to all public facilities of the property caused by us or our appointed agent(s) during the fitting-out period and agree that the Customer Service Centre can deduct the relevant repair rectification cost from the above fitting-out deposit before it is refunded to me without interest. Should the deposit be insufficient to cover such cost. We agree settle any balance within 7 days of being informed to do so.
- ◆ We understand and agree that the fitting-out workers are required to wear working permit issued by the Customer Service Centre when they are working in the building. Working Permits are to be collected from Customer Service Centre before works commence and returned at the end of each day.
- ◆ We understand and agree that no unauthorized works are allowed to be carried out.
- ◆ We are fully responsible for any misconduct or carelessness of workers appointed by us or our agent(s) that result in damage, inconvenience, nuisance or injury to any person during the course of fitting-out work period.
- ◆ We have adequate Insurance for Public Liability in respect of the above fitting-out work and copy is attached/will be forward within the next 7 days. (Must be submitted for Commercial/Industrial Premises only)
- ◆ We understand and agree to observe and comply with all rules and regulations set by the Property Manager.

\_\_\_\_\_  
Signature of Tenant / Applicant  
Endorsement with Company Chop  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor  
Endorsement with Company Chop (if applicable)  
Date: \_\_\_\_\_

### For the Use of Customer Service Centre

- Cheques for fit-out deposit received
- Cheques for vetting fee received
- Copy of Third Party Insurance Policy received
- Work Permit Application Form received
- Contact During Fit-Out Period received
- Issuance of Fit-out Work Approval Permit
- Checking and Inspection of protection work

Document Checked By: \_\_\_\_\_ On: \_\_\_\_\_

## Appendix B Information Submission

### Part A: Tenant's Information

Name of Tenant: \_\_\_\_\_ Premises : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ (in charge of this application for fitting out work)  
 Contact Tel No. \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)  
 Fax: \_\_\_\_\_ Email : \_\_\_\_\_

### Part B: Information Submitted

Information Submitted	Drawing No./ Description	Nos. of Copy
<input type="checkbox"/> General floor plan	_____	_____
<input type="checkbox"/> Reflected ceiling plan	_____	_____
<input type="checkbox"/> Fire services layout plan	_____	_____
<input type="checkbox"/> Electrical schematic and layout plan	_____	_____
<input type="checkbox"/> Mechanical ventilation / air-conditioning layout plan	_____	_____
<input type="checkbox"/> Plumbing & Drainage schematic and layout plan	_____	_____
<input type="checkbox"/> Plans for Extra Low Voltage (ELV)	_____	_____
<input type="checkbox"/> Sections	_____	_____
<input type="checkbox"/> Main entrance elevation	_____	_____
<input type="checkbox"/> Explanatory elevations	_____	_____
<input type="checkbox"/> Fitting out program	_____	_____
<input type="checkbox"/> Details drawings	_____	_____
<input type="checkbox"/> Technical Questionnaire	_____	_____
<input type="checkbox"/> Other : (Please specify)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
 Signature of Tenant / Applicant  
 Endorsement with Company Chop  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Received by Customer Service Centre  
 Date: \_\_\_\_\_

## Appendix C Technical Questionnaire

### Part A: Tenant's Information

Name of Tenant: \_\_\_\_\_ Premises : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ (in charge of filling in the below information)  
 Contact Tel No. \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)  
 Fax: \_\_\_\_\_ Email : \_\_\_\_\_

### Part B: Technical Specification of the Premises

The information requested below is IMPORTANT. Please provide sufficient details to speed up the vetting process.

- |      |   |          |
|------|---|----------|
| I.   | Air Conditioning supply hours requirement   | _____    |
|      | a) Extra cooling capacity (normal supply), if any                                       | _____    |
|      | b) 24 hours AC supply to Tenant's computer room   | Yes / No |
| II.  | Power Requirement   | _____    |
|      | a) Maximum electrical consumption   | _____    |
|      | b) Main isolator rating   | _____    |
|      | c) In-coming cable size   | _____    |
|      | d) Main switch board rating   | _____    |
|      | e) Location of MCCB, to be marked on layout   | _____    |
|      | f) Schematic drawing to be submitted  | _____    |
| III. | Additional Security Alarm System  | _____    |
|      | a) Extension of Landlord's System   | Yes / No |
|      | Tenant's independent Security System  | Yes / No |
|      | b) Door contacts  | Yes / No |
|      | c) Break glass sensors  | _____    |
|      | Note:<br>Locations of Landlord-Tenant signal interface points, to be specified on plan. |          |
| IV   | Building connection requests:   | Yes / No |
|      | a) Smart Card Services  | Yes / No |
|      | b) Fire Services Signal   | Yes / No |
|      | c) Security system  | Yes / No |
|      | d) Other (Please specify) _____   | Yes / No |
| V    | CABD System requirement:  | _____    |
|      | a) Type and model of equipment, please specify  | _____    |
|      | _____   | _____    |
|      | Signal strength required  | _____ dB |
|      | No(s). of connection point(s) from Landlord's system:                                   | _____    |
|      | Note:<br>Location(s) of connection point(s) to be indicated on plan.                    | _____    |

Remarks: Request for additional/ special provisions must be submitted along with details and calculations at the earliest stage to allow time for the Property Manager's assessment and approval. The availability is subject to pro-rata entitlement of each tenancy.

\_\_\_\_\_  
 Signature of Tenant / Applicant  
 Endorsement with Company Chop  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Contractor  
 Endorsement with Company Chop (if applicable)  
 Date: \_\_\_\_\_

## Appendix D Contacts During Fit Out Period

Please complete and return the required details to the Customer Service Centre within 3 days from receiving this fit-out guidelines and rules or 14 DAYS BEFORE WORK COMMENCES ON SITE, whichever is the earliest. The information may be passed to the relevant parties responsible for servicing and security of tenants. Inspection and amendment of information submitted may be submitted to the Property Manager for processing.

### Part A: General Information

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

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

Trading Name : (English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

### Part B: Tenant Contacts

Name	Phone	Mobile	Fax	e-mail
1st Contact	_____	_____	_____	_____
2nd Contact	_____	_____	_____	_____
Emergency 1 <sup>st</sup> Contact (If different from above)	_____	_____	_____	_____
Emergency 2 <sup>nd</sup> Contact (If different from above)	_____	_____	_____	_____
Payment/Refund Issues (If different from above)	_____	_____	_____	_____

### Part C: Architect / Interior Designer

Name	Phone	Mobile	Fax	e-mail
1st Contact	_____	_____	_____	_____
2nd Contact	_____	_____	_____	_____



## Appendix D Contacts During Fit Out Period

### Part D: Contractor Contacts

Name	Phone	Mobile	Fax	e-mail
_____	_____	_____	_____	_____
1st Contact				
_____	_____	_____	_____	_____
2nd Contact				
_____	_____	_____	_____	_____
Emergency 1 <sup>st</sup> Contact (If different from above)				
_____	_____	_____	_____	_____
Emergency 2 <sup>nd</sup> Contact (If different from above)				
_____	_____	_____	_____	_____
Payment/Refund Issues (If different from above)				

### Part E: E & M Consultant (if any)

Name	Phone	Mobile	Fax	e-mail
_____	_____	_____	_____	_____
1st Contact				
_____	_____	_____	_____	_____
2nd Contact				

### Part F: IT / Server Room Consultant (if any)

Name	Phone	Mobile	Fax	e-mail
_____	_____	_____	_____	_____
1st Contact				
_____	_____	_____	_____	_____
2nd Contact				

\_\_\_\_\_  
Signature of Tenant  
Endorsement with Company Chop  
Date: \_\_\_\_\_

## Appendix E Application for Temporary Power Supply

### Part A: General Information

This form is used to apply for temporary power supply. Please complete this form and together with a **cheque of HK\$12,000.00 as the deposit** and relevant service charge, return to Customer Service Centre seven (7) working days before the commencement of connection works. All cheque payment shall be made payable to **"ISS EastPoint Property Management Limited"**

The charge for temporary electricity is as follows:

<b>30A SPN</b>	-	<b>HK\$ 50.00 per day</b>
<b>60A SPN</b>	-	<b>HK\$100.00 per day</b>
<b>30A TPN</b>	-	<b>HK\$150.00 per day</b>
<b>60A TPN</b>	-	<b>HK\$300.00 per day</b>

Provision of temporary electricity supply is starting from 08:30 to 18:00 daily during the agreed period. Temporary electricity supply to be provided on continuity basis. Tenants and/or their contractors shall reapply for the service if the agreed period is lapsed.

### Part B: Tenant Information

Premises: \_\_\_\_\_ Name of Tenant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ (in charge of this application)

Contact No.: \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Part C: Contractor Information

Name of Electrical Contractor: \_\_\_\_\_

Name of Licensed Electrician: \_\_\_\_\_ License No: \_\_\_\_\_ (Please attach copy)

Contact No (Project In Charge): \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact No (Licensed Electrician): \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Duration of Temp. Power Supply: Form: \_\_\_\_\_ To : \_\_\_\_\_

Requested Loading : 30A SPN / 60A SPN / 30A TPN / 60A TPN (Please delete as appropriate)

### Part D: Document Attached

- Deposit for Temp. Electricity Supply of HK\$ \_\_\_\_\_  
Bank draft/crossed cheque No. \_\_\_\_\_
- Service Charge for Temp. Electricity Supply of HK\$ \_\_\_\_\_  
Bank draft/crossed cheque No. \_\_\_\_\_
- Copy of Licence of the Licenced Electrician mentioned in Part C.

\_\_\_\_\_  
Signature of Tenant  
Endorsement with Company Chop  
Date: \_\_\_\_\_

## Appendix F Nominated Contractors List

	Company Name	Contact Person	Contacts
MVAC*	Skyforce Engineering Ltd.	Mr. Angus Wong	Tel: 2885 1620 Fax: 2886 9935 <a href="mailto:info@skyforce.com.hk">info@skyforce.com.hk</a>
Electrical*	Chun Ning Engineering Ltd.	Mr. C.K. Fung	Tel: 2464 8883 Fax: 2454 1370 Mobile: 6108 1820
Fire Services	Suen Tat Metal Machine Factory Ltd.	Mr. W.C. Wong	Tel: 3122 9300 Fax: 3122 9333 <a href="mailto:wcwong@suentat.com">wcwong@suentat.com</a>
BMS*	Skyforce Engineering Ltd.	Mr. Angus Wong	Tel: 2885 1620 Fax: 2886 9935 <a href="mailto:info@skyforce.com.hk">info@skyforce.com.hk</a>
Security & Access Control	Johnson Controls Hong Kong Ltd.	Mr. Ringo Lam	Tel: 2911 7212 Fax: 3641 8212 <a href="mailto:ringco.fh.lam@jci.com">ringco.fh.lam@jci.com</a>
Mobile Antenna	SmarTone-Vodafone	Mr. Jason Lo	Tel: 2168 3051 Fax: 2597 6560 <a href="mailto:kf_lo@smartone-vodafone.com">kf_lo@smartone-vodafone.com</a>
LED Curtain Wall	Laservision	Mr. Robert McRostie	Tel: 2377 4447 Fax: 2377 4446 <a href="mailto:robertmc@laservision.com.hk">robertmc@laservision.com.hk</a>
Common Antenna	Johnson Controls Hong Kong Ltd.	Mr. Ringo Lam	Tel: 2911 7212 Fax: 3641 8212 <a href="mailto:ringco.fh.lam@jci.com">ringco.fh.lam@jci.com</a>

\* Any approved additional, alteration or connection to common system shall be carried out by nominated contractor only at Tenant's cost.

## Appendix G Fit-out Work Approval Permit

Unit 單位: \_\_\_\_\_

This unit has completed all the applications with The Customer Service Centre and agreed to adhere to the laid down regulations.

本單位已向管理處辦妥所有申請手續，並同意遵守客戶服務中心所定之所有裝修守則。

Name of Contractor 承辦商名稱 \_\_\_\_\_

No. of Working Permit Applied  
已申請工作証數量 \_\_\_\_\_

Affected Area 受影響範圍 \_\_\_\_\_

Works Duration 施工日期: From 由 \_\_\_\_\_ To 至 \_\_\_\_\_

**REMARKS: 備註:**

- 1) **THE CONTRACTOR IS REQUIRED TO GIVE 3 DAYS NOTICE PRIOR TO STARTING THEIR WORKS.**  
承辦商須在工作前 3 天預先申請
- 2) **FOR HIGH RISK WORK SUCH AS WELDING, NOISY, CHEMICAL, HIGH LEVEL WORKS, WORKING IN CONFINED SPACE ETC. PRIOR APPROVAL MUST BE SOUGHT SEPARATELY FROM CUSTOMER SERVICE CENTRE.**  
如需進行高風險工作，例如燒焊、噪音、化學品、高空工作、密閉場地等工作。須另外再作申請並由管理處批核。
- 3) **THIS FORM NEEDS TO BE POSTED ON THE DOOR OF THE UNIT FOR INSPECTION PURPOSES.**  
此表格須於裝修期間張貼於單位玻璃門上，以便客戶服務中心查閱。

Applied By

Approved By

\_\_\_\_\_  
Contractor 承造商  
(Please affix company chop)

\_\_\_\_\_  
Customer Service Centre  
客戶服務中心

\_\_\_\_\_  
Date 日期

\_\_\_\_\_  
Date 日期

## Appendix H Application for Directory Strip

Please complete this form together with a cheque of (1) HK\$3,000.00 for Main Lobby and (2) HK\$1,200.00 for Floor rented (as appropriate) for a Chinese company name, an English company name and the unit number altogether) and return to Customer Service Centre. Cheque shall be made payable to “**ISS EastPoint Property Management Limited**”.

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

Name of Tenant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Office No : \_\_\_\_\_ Mobile : \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Trading Name (if any) in Lease:

English: \_\_\_\_\_

Chinese: \_\_\_\_\_

\*Directory Applied for:

English: \_\_\_\_\_

Chinese: \_\_\_\_\_

\* Approval from the Landlord is required if directory applied for is different from the one stated in the Lease.

Signature and Company Chop

\_\_\_\_\_  
Name in Block Letter: \_\_\_\_\_ Date: \_\_\_\_\_

### For the Use of Customer Service Centre

i) Cheque No. \_\_\_\_\_ Amount : \_\_\_\_\_

ii) Date of notifying the Contractor \_\_\_\_\_

iii) Date of Directory Strip in placed \_\_\_\_\_

## Appendix I Building Provision

The following is prepared for reference only and subject to contract, change of design/provisions and on-site construction.

### SPECIFICATIONS

Number of office floors	18 storeys
Mullion to mullion distance	1.5 meters
Typical floor to ceiling height	2.4 meters to 2.6 meters
Floor loading	3 kPa in general office areas or 5 kPa in retail areas
Lift (passenger)	7 High speed passenger lifts for 2 office zones Speed : High Zone 3.5 m/s ; Low Zone 2.5m/s Loading : 1136kg
Lifts (service)	905kg
After office hours access	Access Card Control System
Curtain wall	Full height double glazing with low e-curtain wall system
Air-conditioning	Chilled water <i>Service subject to mutual agreement between Landlord and Tenant.</i>
Ceiling	<i>Subject to mutual agreement between Landlord and Tenant.</i>
Fire Services	Automatic sprinkler system and smoke detectors
Standby electrical provision	250kVA for whole building
Telecommunication provision	Pre-wired with CAT 5 cabling
Electrical loading design provision	80 VA/sq.m.

# Appendix J

## Guidelines on HK-BEAM for Nexxus Building

### 1 INTRODUCTION

The design of the Building has adapted and complied with the HK-BEAM's requirement and recommends Tenants to extend the environmental friendly and energy efficient systems' concept to tenancy areas as follows as per HK-BEAM:

### 2 SELECTION OF MATERIAL

- 2.1 To specify the use of solid timber and plywoods originating from sustainable or certified sources in fitting out works involving permanent solid timber (such as doors and door frames) and plywoods (including door lippings). The use of timber panel products originating from temperate or certified sources in fitting out works involving timber panel products (such as wall panel veneers) shall also be specified.
- 2.2 The dedicated exhaust air duct in the form of general exhaust riser duct is provided to allow for the setting up of a non-circulating exhaust system only. Hence, the Tenant must run extracts from fully portioned air pollutant generating areas, such as printing rooms and pantries etc, through the said riser duct as part of an extraction system independent from the Base Building ventilation system.
- 2.3 To specify the use of timber, particleboards, and fibreboards to comply with "European Standard EN 321-1: 1997, Particleboards – Specification, Part 1" or "British Standard BS 1142: 1989, Specification for Fibre Building Boards" or alternative equivalent standards for the control of formaldehyde emissions.
- 2.4 The application of wood preservative fluids shall be limited to essential operations such as protective decorative finishing and treatments to cut ends.
- 2.5 To specify the use of lead-free paints and primers, and the application water based paints as far as possible and the specified painting systems must comply with "British Standard BS 245:1992, Mineral Solvents (White Spirit and Related Hydrocarbon Solvents) for Paints and Other Purposes", "British Standard BS 5082: 1993, Water-borne Priming Paints for Woodwork", or "British Standard BS5358: 1993, Solvent-borne Priming Paints for Woodwork" for the control of volatile organic compounds.
- 2.6 Fluorescent luminaire installed by the Tenant in all office areas to be fitted with high frequency ballast, and have a CIE colour rendering index not less than 80 (i.e. colour rendering groups 1A or 1B)
- 2.7 To ensure that its lighting design and installation conform with the guidelines detailed in "CIBSE Code for Interior Lighting, 1994" for maintained illuminance, illuminance variation and limiting glare index for typical open office layouts.

### 3 INDOOR AIR QUALITY (IAQ)

Inside workplaces, you may in the past have suffered from poor indoor air quality. We have highlighted some of the ways but you can ensure the better air quality as Nexxus Building is maintained.

### 3.1 Use and Layout of Premises

Effective planning of premises uses and layout:

- ◆ Areas where pollutants are actively emitted shall be separated from areas susceptible to pollution. Activities such as bulk photocopying shall be enclosed and separated from densely occupied working space to reduce the impact of dust and ozone.
- ◆ Internal partitioning, and stacking of materials, may affect the effectiveness of air distribution and result in stagnant zones of poor air quality.

### 3.2 Works Areas Management

- ◆ Major fit-out works shall be undertaken with consideration to the fit-out regulations, and consideration to others.
- ◆ Work areas shall be properly isolated with temporary partitions or plastic sheeting so that cross contamination by dust and other nuisance/toxic substances are minimized.
- ◆ Supply of fresh air to the work areas and occupied areas shall be effectively separated (if practical).

### 3.3 Ventilation

Nexus Building has a good supply of fresh air in the ventilation system. Care shall be taken to know where and how it is supplied. Ask the Property Manager to make you familiar with:

- ◆ Air filters and cleaners
- ◆ Fresh air intake locations
- ◆ Setting of ventilation equipment
- ◆ Recirculation
- ◆ Insulation
- ◆ Air distribution system
- ◆ Variable air volume system controls
- ◆ Ventilation controls
- ◆ Humid climate conditions
- ◆ Ventilation of pollution emitting activities
- ◆ Ventilation rates

This list is not exhaustive, and in addition you shall consult the relevant contractors and engineers for designing an appropriate mechanical ventilation system as part of the fit-out of your premises.

### 3.4 Volatile Organic Compounds and Solvents

Solvents are present in many materials used in fitting out premises. These materials can dispense a wide range of volatile organic compounds (VOCs) that can contribute to photochemical smog, global warming and ozone depletion and can be harmful to other occupiers. Consider the following:

- ◆ Paints and Tinner Treatments  
As different finishes have different levels of solvent, we recommend that water-based alternatives shall be used. You shall avoid using paints that



contain mercury, lead, hexavalent chromium or cadmium compounds in their formulation or tints, as these components may be hazardous to health.

- ◆ **Glues, Adhesives, Sealants and Fixatives**  
Adhesives and sealants typically contain solvents such as toluene and xylene. We recommend that water-based adhesives shall be used wherever possible.
- ◆ **Carpeting**  
Carpet or carpet tiles that have a US-EPA registered code (or similar) have had no solvent or VOCs used in their manufacture. Carpet tile adhesives also carry the same guarantee. You are encouraged to use these products in your fit-out.

### **3.5 Tobacco Smoke**

- ◆ Under current legislation, smoking is strictly prohibited in Nexxus Building. Individual companies are positively encouraged to promote smoke free policies for their own health issues and risk policies.
- ◆ Advise your fit-out and their workers they shall not smoke within the Building. All Building internal areas MUST BE NO Smoke Zones. The contractors, employees, and visitors shall be advised not to smoke near doorways or lift lobbies which would allow the smoke to be drawn back into the Building. They shall also not use the fire staircases or public toilets (if any) as smoking areas.

### **3.6 Hazardous Materials**

- ◆ To reduce the formaldehyde emissions, particle board, fibreboard, and similar composite boards conforming to international standards such as EN321-1 is encouraged to be used.
- ◆ Are preserved timber shall be industrially pre-treated ready for finishing on site.

## **4 WOOD AND TIMBER PRODUCTS**

Deforestation through logging is now an imminent environmental issue. To protect and conserve this valuable resource we encourage you to:

- 4.1 Use timber and wood products obtained from sustainable managed forests. Suppliers shall provide written evidence and copies of any relevant certificates in order to ensure that the wood comes from such a source. Rainforest hardwoods such as Teak, Mahogany, Rosewood, Angre Sapele, Iroko, Meranti and Ramin would be considered coming from unsustainable sources unless the following information can be provided:
  - a) the species and country of origin
  - b) the name of the originating concessions or plantations
  - c) copies of the forestry policy pursued in that area

d) copy of the certification such as the Forest Stewardship Council (FSC) certification

e) Shipping document which demonstrates that the timber is obtained from the concessions or plantations stated in (b).

OR

#### 4.2 Use recycle timber

During fit-out and renovation activities, it is preferable that plywood or other such woods used to protect finishes, is used more than once. Wherever possible, the protective barrier shall continue to be used until it is no longer practical to do so. In addition, if practical, we encourage you to separate waste timber from fit-out activities for material recovery.

## 5 ENERGY SAVINGS

With a continuously rising demand for electricity, Hong Kong has become one of the cities with the highest per capital electricity consumption levels. Power stations become the largest source of sulphur dioxide and nitrogen dioxide. Planning for lower electricity consumption for your tenancy and the fit-out helps reduce these air pollutants indirectly but effectively.

### 5.1 Air Conditioning

- ◆ Make effective use of the blinds on windows and use the blinds to minimize solar heat penetration.
- ◆ Allow our management team access to regularly balance, check and replace air conditioning systems and filters.
- ◆ Report areas of sudden or extended low temperatures, especially where not necessary

### 5.2 Lighting and Power

- ◆ Make effective use of the zoned lighting areas that lighting controlling individual areas where possible.
- ◆ Use interior design to achieve optimal use of natural daylight. For example, to specify light coloured surfaces for walls, ceilings and furniture, place living/working space near windows, allocate open plan wherever possible; use open shelves to reflect light into internal zones of the premises and position adjustments to screen brightness or contrast.
- ◆ Use energy-efficient lighting and electronic ballasts for fluorescent lights.

## 6 WATER

Most of our water comes from Mainland China. By conserving water you are also relieving Mainland China from the pressure of water supply as well as saving money. Measures help to plan for lower consumption include:

- ◆ Installing flow restrictors and automatic shut off systems to taps in your pantries.

- ◆ Always completely turn off taps during fit-out period
- ◆ Ensure all pipes are in good working condition.
- ◆ Report any pipe leakage immediately to the Help Desk.

## 7 WASTE MANAGEMENT

Most of our waste goes to landfills which are a finite resource in Hong Kong. We are committed to managing the waste produced from Nexxus Building in an environmentally acceptable manner. Your assistance in helping us to achieve this through the avoidance, minimization, separation and recycling of fit-out debris.

### 7.1 Designing for Resources Recovery

With proper design techniques you can greatly reduce the amount of waste generated in fit-out activities. Request your architect / interior designer to consider the following:

- ◆ Design for ease of disassembly. For example, use mechanical fastenings rather than adhesives and demountable partitions.
- ◆ Be careful in space measurement. This reduces the need for off-cuts
- ◆ Use a modular design that allows you to change your premises layout with relative ease.
- ◆ Design in such a way that long-life components will not be damaged when elements with shorter lift spans need to be replaced. By this you do not have to replace both at the same time.
- ◆ Reduce the mixture of material types, allowing ease of separation for recycling.

### 7.2 Waste Avoidance and Minimization

Waste shall not be produced unless unavoidable. Fit-out –products/materials are often wrapped and packaged and waste is created thereupon. Ask the suppliers to reduce as much as packing material possible or offer your unused boxes back to the suppliers for reuse.

### 7.3 Waste Recycling and Reuse

Waster materials for office suppliers and fit-out works often include cardboard and aluminum that can be recycled. Please segregate them properly such that our cleaning contractors can collect them for recycling.

### 7.4 Handling of Waste

All chemical wastes generated through fit-out or your general business shall be collected and treated by an appropriate registered chemical waste collector/disposer, and not disposed of to the drainage of to the drainage system or dump in any place you like.

Your fit-out contractors shall be required to manage the collection and disposal of concrete, cement blocks, & bricks generated from works that could use for land

reclamation so as to reduce burden on the landfills. You shall first secure and proper outlet before disposing of these waste materials. The Hong Kong SAR Government's Environment's Environmental Protection Department shall be able to provide assistance.

Your fit-out contractors shall not be permitted to discharge waste water and effluent containing sand, cement, silt or other suspended or dissolved materials arising from the works into any adjoining drains without the installation of appropriate sediment traps within an approved drainage system.

## **8 HUMAN COMFORT**

To improve the level of visual comfort produced by the lighting of the office, you are encouraged to design the lighting according to the "CIBSE code of Interior Lighting". We have highlighted some of the points as follows:

- ◆ Use lamps of general colour rendering index 80 or above.
- ◆ Use fluorescent and other lamps with modulating output fitted with high frequency ballasts.
- ◆ Consider the maintained illuminance, illuminance variation and the limiting glare index.

## Appendix K

# Application for Large Quantity Delivery of Materials and Heavy Equipment

This form is used for delivery of large quantity of materials or furniture. Heavy equipment may require dismantling into smaller units before delivery. Tenants shall submit this form 2 working days before delivery and shall contact the Customer Service Centre for discussion before making an application.

### PART I : TENANT INFORMATION

Name of Tenant: \_\_\_\_\_ Premises : \_\_\_\_\_

Contact Person : \_\_\_\_\_ (in charge of this application)

Contact Tel No. \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)

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

### PART II : DETAILED INFORMATION

Name of Logistic Agent : \_\_\_\_\_

Contact Person of Logistic Agent : \_\_\_\_\_ (in charge of this application)

Contact Tel No. \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)

Delivery Date : \_\_\_\_\_ Delivery Time : \_\_\_\_\_

Brief Description of Material / Heavy Equipment : \_\_\_\_\_

Quantity of Goods : \_\_\_\_\_

Nos. of worker responsible for the Delivery : \_\_\_\_\_

#### Note:

- ✧ The Property Manager is not liable for checking and/or providing any security service to the chattels/goods to be transported.
- ✧ The Property Manager is not liable to compensate to tenant for any damage/loss which incurred during the delivery of chattels/goods.
- ✧ The Property Manager may contact the respective tenant if suspicious activity is aware.
- ✧ The Property Manager reserves the right to deduct the cost of damage which incurred during the delivery of chattels/goods.

\_\_\_\_\_  
Signature of Tenant

Endorsement with Company Chop

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

## Appendix L Application for Welding or Melting of Bitumen Work

Welding may require extra temporary electricity supply and melting of bitumen may cause disturbance to fire services system and other Tenants. Tenants are advised to contact the Customer Service Centre for discussion before making an application.

### Part A: Tenant Information

Premises 單位: \_\_\_\_\_  
 Name of Tenant 租戶名稱: \_\_\_\_\_  
 Contact Person 聯絡人: \_\_\_\_\_ (in charge of this project 工程負責人)  
 Office Phone 辦公室電話: \_\_\_\_\_ Mobile 手提電話: \_\_\_\_\_  
 Fax 傳真: \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_

### Part B: Contractor Information

Name of Applicant Contractor 承辦商名稱: \_\_\_\_\_  
 Contact Person 聯絡人: \_\_\_\_\_ (in charge of this project 工程裝修負責人)  
 Office Phone 辦公室電話: \_\_\_\_\_ Mobile 手提電話: \_\_\_\_\_  
 Fax 傳真: \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_  
 Work Period 工作時期: From 由 \_\_\_\_\_ to 至 \_\_\_\_\_  
 Nature of Work : \_\_\_\_\_

#### Remarks:

- ✧ For conduction of the captioned work, suspension of smoke detector system is requested. Therefore, Customer Service Centre must be informed **2 (two) working days in advance** or the tenant shall be responsible for any consequence and damage/loss/costs incurred.
- ✧ Fire extinguisher shall be placed at the working place for safety reason.
- ✧ No water should be found on the ground at the working place for safety reason.
- ✧ Representative from Customer Service Centre will conduct inspection before and during the captioned work. If any misconduct action is found or complaint is received, the worker will be requested to stop the work and leave Nexxus Building.

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_  
 Name in Block Letter:

### For the Use of Customer Service Centre

- Acknowledgement on \_\_\_\_\_ By \_\_\_\_\_
- Suspension of smoke detector system at \_\_\_\_\_ on \_\_\_\_\_
- Inspection on \_\_\_\_\_ By \_\_\_\_\_

## Appendix M Application for Suspension & Connection to Public System

This form shall be submitted **7 (seven) working days** before suspension or connection. Tenants are advised to discuss with the Management Office before making an application.

### Part A: Tenant Information

Premises 單位: \_\_\_\_\_  
 Name of Tenant 租戶名稱: \_\_\_\_\_  
 Contact Person 聯絡人: \_\_\_\_\_ (in charge of this project 工程負責人)  
 Office Phone 辦公室電話: \_\_\_\_\_ Mobile 手提電話: \_\_\_\_\_  
 Fax 傳真: \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_

### Part B: Contractor Information

Name of Applicant Contractor 承辦商名稱: \_\_\_\_\_  
 Contact Person 聯絡人: \_\_\_\_\_ (in charge of this project 工程裝修負責人)  
 Office Phone 辦公室電話: \_\_\_\_\_ Mobile 手提電話: \_\_\_\_\_  
 Fax 傳真: \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_  
 Service to be Suspended :  Fresh Water  Flush Water  FS System  Chiller Water Supply  
 Work Period 工作時期: From 由 \_\_\_\_\_ to 至 \_\_\_\_\_  
 Nature of Work : \_\_\_\_\_

#### Remarks:

- ✧ As the suspension of services will affect other tenants, please serve sufficient notice to Customer Service Centre.
- ✧ Tenant shall bear the cost if special arrangement is requested by the tenant and additional charge is incurred

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_  
 Name in Block Letter:

### For the Use of Customer Service Centre

- Acknowledgement on \_\_\_\_\_ By \_\_\_\_\_
- Notice served on \_\_\_\_\_ By \_\_\_\_\_
- Inspection on \_\_\_\_\_ By \_\_\_\_\_

## **Appendix N**

### **Useful Information**

#### **List 1: Useful Contacts**

##### **ISS EastPoint Property Management Limited (Head Office)**

Address: 18/F Warwick House West, Taikoo Place, Quarry Bay, Hong Kong  
24 Hours Customer Services Hotline : 2869 8189

##### **Nexus Building – On-site Management c/o ISS EastPoint Property Management Limited**

Concierge Desk, Ground Floor,  
41 Connaught Road Central  
Hong Kong

Customer Service Centre  
Unit 703, Nexus Building,  
41 Connaught Road Central  
Hong Kong

24 Hours Customer Services Hotline :	2522 2586
Concierge Desk :	2537 1891
Fax Number :	2869 6886
Email :	cs@nexusbuilding.com
<b>Nexus Building Web Site :</b>	<b>www.nexusbuilding.com</b>



## Useful Information

### List 2: Useful Telephone Nos.

#### Emergency and Utility Companies

Hong Kong Police Force & Emergency	999
Water Front Police Station	2857 1555
Ambulance Service	2735 3355
Hong Kong Electric Co Ltd	2887 3411
China Towngas (General Enquiry)	2963 3300
Water Supplies Department	2824 5000

#### Government Departments

Rating & Valuation Department	2152 2152
Water Supplies Department	2824 5000

#### Telecommunication

Telephone Number Enquiries	1083
PCCW (Customer Services Hotline)	1083
Wharf T & T (Customer Enquiry)	121 000
Hutchison Global Crossing (Customer Services Hotline)	1220
HKNet (Customer Services Hotline)	3793 0388
Netvigator (Customer Services Hotline)	1833 833
IDD International Calls Enquiry	10013

#### Transportation

Golden Link Taxi	2571 2929
Taxi Operators Association	2362 2337
HK KIn Taxi & Lorry Owner's Assn	2574 7311
Kowloon Taxi Owners Assn	2760 0411
Kowloon Motor Bus	2745 4466
New World First Bus	2136 8888
City Bus	2873 0818
Mass Transit Railway (MTRC)	2750 0170
Hong Kong Ferry	2542 3081
Star Ferry	2366 2576
Far East Jetfoils	2859 3333

# Appendix O - Work Permit Application Form

## 工作證申請表

### Part A: Tenant Information

Premises 單位: \_\_\_\_\_  
 Name of Tenant 租戶名稱: \_\_\_\_\_  
 Contact Person 聯絡人: \_\_\_\_\_ (in charge of this project 工程負責人)  
 Office Phone 辦公室電話: \_\_\_\_\_ Mobile 手提電話: \_\_\_\_\_  
 Fax 傳真: \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_

### Part B: Contractor Information

Name of Applicant Contractor 承辦商名稱: \_\_\_\_\_  
 Contact Person 聯絡人: \_\_\_\_\_ (in charge of this project 工程裝修負責人)  
 Office Phone 辦公室電話: \_\_\_\_\_ Mobile 手提電話: \_\_\_\_\_  
 Fax 傳真: \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_  
 Work Period 工作時期: From 由 \_\_\_\_\_ to 至 \_\_\_\_\_

### Part C: Worker Information

Name of Worker 工人姓名	Work Trade 工種	Licence No. 牌照號碼	Name of Worker 工人姓名	Work Trade 工種	Licence No. 牌照號碼
1 _____	_____	_____	2 _____	_____	_____
3 _____	_____	_____	4 _____	_____	_____
5 _____	_____	_____	6 _____	_____	_____
7 _____	_____	_____	8 _____	_____	_____
9 _____	_____	_____	10 _____	_____	_____
11 _____	_____	_____	12 _____	_____	_____

Please use separate paper to state the information if there is insufficient space  
 如位置不足填寫，請使用白紙補充有關資料。

**Total no. of Working Permit applied for 申請工作證總數:** \_\_\_\_\_  
**Total Deposit (每張工作證按金\$100.00), 按金共 =** \_\_\_\_\_

Note :

- Each worker shall bear a valid permit at all times in the building under the control of Customer Service Centre  
 在管理處管轄範圍內，所有工作人員於大廈任何地方均需配帶有效工作證及受管理處之監管。
- All applications must be submitted at least 3 working days in advance subject to the final approval from Customer Service Centre  
 所有申請必須預先在工作前三個工作天遞交，以客戶服務中心批核為實。
- An amount of \$100.00 will be forfeited in case of loss of a working permit  
 如遺失工作證，管理處將有權沒收收取工作證按金(每張港幣一百元)作為賠償。
- Permits are not transferable.  
 不可將工作證轉讓他人使用。

#### Declaration 聲明:

Principal contractor is legally liable to any claim for damage, loss and legal responsibilities that made by his employees and sub-contractors during the work period in the Building.  
 主承辦商必須承擔其僱員及其外判承辦商工作期間所引致的任何損毀賠償，損失及法律責任。

#### Signature and Company Chop 簽署及公司蓋章

\_\_\_\_\_ Date 日期: \_\_\_\_\_

Name in Block Letter 姓名 (請以正楷填寫):

## Appendix O - Work Permit Application Form 工作證申請表

### Part D: For Customer Service Use Only 只供客戶服務中心使用

No. of Working Permit Applied : \_\_\_\_\_ Nos.

Assigned Working Permit Nos. From \_\_\_\_\_ to \_\_\_\_\_

Handled By : \_\_\_\_\_ Date: \_\_\_\_\_

### Part E: Upon Completion - Refund Deposit for Working Permit 工程竣工 - 退還工作證按金

No. of Working Permit Returned : \_\_\_\_\_ Nos.

交還工作證數量

Returned Working Permit Nos. From \_\_\_\_\_ to \_\_\_\_\_

交還工作證號碼

Any Deduction \_\_\_\_\_ Refunded Amount \_\_\_\_\_

扣減金額

退還金額

Cheque payable to \_\_\_\_\_ being the refund of deposit

退還按金支票抬頭請寫

**Signature and Company Chop 簽署及公司蓋章**

\_\_\_\_\_ Date 日期: \_\_\_\_\_

**Name in Block Letter 姓名 (請以正楷填寫)**

### Part F: Acknowledgement of Refund Deposit 確認退回工作證按金

Cheque No. \_\_\_\_\_ Cheque Amount \_\_\_\_\_

**Acknowledged By 確認收妥**

**Signature and Company Chop 簽署及公司蓋章**

\_\_\_\_\_ Date 日期: \_\_\_\_\_

**Name in Block Letter 姓名 (請以正楷填寫)**

## Appendix P Application For Refunding Fit Out Deposit

Tenants shall inform the Customer Service Centre for joint inspection one week before completion of fit out work. Tenant shall submit **three (3) complete sets of hard copies and one (1) set of soft copy in Auto-CAD format (in a compact disc) and copies of all statutory certificates.**

### Part A: Tenant's Information

Name of Tenant: \_\_\_\_\_ Premises : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ (in charge of this application for fitting out work)  
 Contact Tel No. \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)  
 Fax: \_\_\_\_\_ Email : \_\_\_\_\_  
 Any Deduction \_\_\_\_\_ Refunded Amount \_\_\_\_\_  
 扣減金額 退還金額  
 Cheque payable to \_\_\_\_\_ being the refund of deposit  
 退還按金支票抬頭請寫

**Signature and Company Chop 簽署及公司蓋章**

\_\_\_\_\_ Date 日期: \_\_\_\_\_  
**Name in Block Letter 姓名 (請以正楷填寫)**

### Part B: Contractor's Information

Name of Contractor: \_\_\_\_\_ (Please enclose name card)  
 Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ (in charge of this fitting out project)  
 Contact Tel No. \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)  
 Fax: \_\_\_\_\_ Email : \_\_\_\_\_

### Part C: Acknowledgement of Refund Deposit 確認退回工作証按金

Cheque No. \_\_\_\_\_ Cheque Amount \_\_\_\_\_

**Acknowledged By 確認收妥**  
**Signature and Company Chop 簽署及公司蓋章**

\_\_\_\_\_ Date 日期: \_\_\_\_\_  
**Name in Block Letter 姓名 (請以正楷填寫)**

## Appendix P Application For Refunding Fit Out Deposit

For the Use of Customer Service Centre

### JOINT INSPECTION

1. Joint inspection carried out \_\_\_\_\_ By \_\_\_\_\_
2. Any requested rectification works : YES / NO (if yes, please list out the items)  
\_\_\_\_\_  
\_\_\_\_\_
3. Deadline to rectify the captioned rectification works \_\_\_\_\_

Work Verified By : \_\_\_\_\_ Date : \_\_\_\_\_  
(TO/TM)

### DOCUMENT SUBMISSION

- 3 copies of as-built drawing (hard copy)
  - 1 copy of as-built drawing (to be burnt in a disc)
  - Statutory Certificates :
- 
- \_\_\_\_\_
- 
- \_\_\_\_\_

Document Checked By : \_\_\_\_\_ Date : \_\_\_\_\_  
(BO/SBO)

Refund Deposit Approved By : \_\_\_\_\_ Date : \_\_\_\_\_  
(BM)

## Appendix Q Undertaking For Fit-Out Rules and Guidelines

To: The Property Manager, Nexus Building

I/We wish to apply for commencement of fit-out works to the premises in accordance with the following conditions:

- I. I/We understand that no commencement of works shall be allowed unless prior written approval has been granted;
- II. I/We agreed that all fit-out works shall be subject to the terms and conditions mentioned in the fitting out guidelines and tenant's manual and final fit out comment from the Property Manager. We fully understand that it is at our own risk to commence the fit out works pending the vetting of the fit out drawings by the Property Manager and we undertake to make all necessary addition/alteration/rectification at our own cost to comply with the final fit out comment from the Property Manager.
- III. I/We understand that the approval as mentioned above from the Landlord and/or the Property Manager does not exempt me/us from seeking the required approval from relevant government authorities or public utilities;
- IV. I/We agreed that the Landlord and the Property Manager reserve the right to stop or to remove any unauthorized fixtures and structures or any fit-out works that constitute nuisance to the neighbouring shops / units or the general public and all costs incurred by the Landlord and the Property Manager in such proceeding works shall be indemnified by us;
- V. I/We undertake to indemnify the Landlord and the Property Manager for any claim of loss and damages arising from our fit-out works;
- VI. I/We agreed that all our workers should go to the Customer Service Centre to register daily before carrying out fit-out works and should wear work permits during the fit-out works;
- VII. I/We acknowledge receipt of Fitting Out Guidelines and Tenant's Manual.

Tenant name :

Signature :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Company Chop (if applicable)  
公司蓋章 (如適用)

Unit/Shop no. \_\_\_\_\_, \_\_\_\_\_/F, Nexus Building \*

\*(Delete if inappropriate 刪除不適用者)