

## A9a – Tenants Fit-out & Reinstatement Guide (For Phase 3)

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### 1.0 Preliminaries

- 1.1 The tenants' premises form part of the Hong Kong Science Park ("HKSP") managed by Urban Property Management Limited ("UPML") as Facilities Manager.
- 1.2 This section is intended to provide the sustainable design criteria and guides to tenants, designers and/or contractors for the purpose of expediting the fit-out works. Tenants are advised to review this guide with their Architect/Interior Designer & E&M consultants prior to the preparation and submissions of their fit-out proposals. This guide should be read in conjunction with the Tenants Handbook for other information, rules and regulations of HKSP.
- 1.3 Fit-out works of the tenants' premises in HKSP will be monitored by UMPL who is being appointed as the Fit-Out Controller. If tenants have any query regarding the submission details required or procedures to be followed, please contact the Fit-Out Controller.
- 1.4 The following will be provided to tenants in supplement to this Guide upon request:
  - a) Layout Plans
    - i) Floor Plan
    - ii) MVAC Layout
    - iii) Fire Services Layout
    - iv) Electrical Layout

(Note: The above drawings are extracted from information supplied by the landlord's consultants. While the information contained therein generally reflects the base building condition, Facilities Management Office ("FMO") and Fit-Out Controller will not be held responsible for any deviation of the information as shown therein from existing site condition. Tenants' consultants/contractors must verify all dimensions and building services on site before commencing detail design).

- b) A Comprehensive Fit-out Check List. (Annex A)
- c) A Directory Order Form. (Annex B)
- d) An Authorization & Emergency Contact Form (Annex C)
- e) A Fit-out Works Commencement Notification Form (Annex D)
- f) A Temporary Power Supply Application Form. (Annex E)
- g) A Temporary Power Supply Termination Form (Annex F)
- h) A Fit-out Works Completion Notification Form (Annex G)
- i) A Facility Check Form (Annex H, H1 and H2)

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- j) Electronic Lock Key Change Application Form – Small Tenant Office only (Annex I)
- k) A Premises Reinstatement Facility Check Form (Annex J, J1 and J2)
- l) A Fit-out & Reinstatement Rules and Guideline with Photos Reference (Annex K)
- m) Landlord’s Nominated Contractors List (Annex L)
- n) Application for Copy of Building Plans (Annex M)
- o) Work Permit Application Form (Annex N)
- p) Design Guidelines for Fit-out Works at Phase 3 (Annex O)
- q) Energy Performance Management System (EPMS) Account Application Form (Annex P)

### 2.0 Design Procedures

#### 2.1 Programme

- 2.1.1 Tenants or their Consultants/Contractors are required to submit the plans specified hereunder to the Fit-Out Controller. Hardcopy submission and Softcopy in AutoCAD format should be addressed to Facilities Management Office, Unit 213-215, Core Building 1, No. 1 Science Park East Avenue, Hong Kong Science Park, Pak Shek Kok, Shatin, N.T. and attention to “Urban Property Management Limited – Hong Kong Science Park Fit-Out Controller”. Tenants may be requested to attend a coordination meeting with the Fit-Out Controller.
- 2.1.2 Within **14 working days** of the date of receipt of the submission, tenants will be advised by the Fit-Out Controller after consideration of their plans either of their acceptance or alterations which are required to meet with comment or approval. Any re-submission will also be processed within **14 working days** of receipt.
- 2.1.3 Fit-Out Works can only be commenced when tenants have been advised in writing by the Fit-Out Controller. Otherwise, Tenants are not allowed to commence the fit-out works and all fit-out deposit would be forfeited for penalty.
- 2.1.4 Plans must be submitted as soon as possible. Tenants have to ensure that their plans are clear, with dimension, in-scale and detailed as far as possible for vetting in order to avoid delays.

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2.1.5 **No extra rent-free period** will be allowed in account of plans not being ready for approval or failure to comply with the statutory requirements.

### 2.2 **Submission of Documents**

The following documents must be submitted for approval prior to commencement of any site works:

For Office Unit - One (1) set of Softcopy in AutoCAD format and PDF format for the following items a to h.

For Laboratory / Retail / Restaurant - One (1) set of Softcopy in AutoCAD format and PDF format for the following items a to h.

- a) **Floor Plans**, in not less than 1:100 metric in scale, marked with:
  - i) The proposed internal layout of the premises including fixtures and fittings and loose furniture;
  - ii) Any wall or partition will be built or dismantled with indication of the height and material of construction;
  - iii) The location of any unusual heavy load, e.g. fish tank, computer equipment, safe, etc.;
  - iv) Area of raised flooring for computer installations or the like, if any;
  - v) The exact location of the main entrance door; and
  - vi) Direct distance and Travel distance calculation in accordance to the Code of Practice for Fire Safety in Building 2011 and other current statutory requirements.
  
- b) **Ceiling Plans** in not less than 1:100 metric in scale, marked with: -
  - i) Details and location of proposed light fittings, air diffusers, air ducts and level of false ceiling; and
  - ii) Any partitions that penetrate into ceiling void and details of works inside the ceiling void.
  - iii) Existing layout of fire services sprinklers and the proposed modifications.
  
- c) **Electrical Layout Plans** in not less than 1:100 metric in scale, marked with:
  - i) The location of tenants' Miniature Circuit Breaker Board
  - ii) The routing of incoming power cable.

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- ii) The layout of all switches, power points and other electrical fittings including ‘EXIT’ sign location and any special electrical appliances
  - iii) Electrical schematic diagram endorsed by an appropriate graded Registered Electrical Worker (REW)
  - iv) The Lighting Layout with indicating of Emergency Lighting location that comply with the government statutory.
  - v) The lux level and lighting power density (LPD) calculation to demonstrate compliance with the Tenant fit-out requirement
- d) Drawings indicating the proposed works required to spread the loading of heavy equipment or the like, if any, with calculations prepared and signed by a Registered Structural Engineer (RSE), in 1:20 metric scale.
- e) Elevation drawings, section drawings, and construction details showing the profile, material, and colours of the main entrance door including any proposed signage to be put on the door.
- f) Drawings for Air-Conditioning works showing the changes or modifications to existing installations, scale 1:100 metric, to be prepared by a qualified E & M Engineer. The plan should show clearly the technical data to substantiate the sizing of air ducts, FCU and pipe work and proposed additional A/C equipment.
- g) Drawings for Fire Services work showing the changes or modifications to existing installations, scale 1:100 metric to be prepared by a qualified E&M Engineer. Any changes or modification should comply with FSD’s requirement.
- h) Plumbing and Drainage Layout plan with at least 1:100 metric scale and schematic diagrams showing the connection works to building’s tee-off points.
- i) Directory Order Form (Annex B)  
Indicate all requirements for display on the form provided. (This form may be submitted at a later date directly to the Facilities Management Office). **A charge will be made for the entry on the Directory Boards and the amount will be deducted from the fit-out deposit.**
- j) Construction Indoor Air Quality Management Plan
- k) Environmental Management Plan
- l) Construction Waste Management Plan
- m) Completed Authorization & Emergency Contact Form (Annex C)
- n) Completed Fit-out Works Commencement Notification Form (Annex D)

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- o) Completed Temporary Power Supply Application Form (Annex E)
- p) Countersigned Fit-out & Reinstatement Rules and Guideline with Company Chop (Annex K)
- q) Countersigned Work Permit Application Form with Company Chop (Annex N)

### 2.3 **Plan Reviewing Fee for Fit-out proposal**

The Plan Reviewing Fee for Laboratory / Office / Restaurant/ Retail is charged at HK\$0.70 per sq ft. for area below 50,000 sq ft or a lump sum of \$40,000.00 for area of 50,000 sq ft or above in the same building, based on lettable area of individual tenant in respect of the involvement of the Fit-Out Controller in the vetting and approval of fit-out plans as follows:

The Plan Reviewing Fee should be paid directly to Urban Property Management Limited, Unit 213-215, Core Building 1, No. 1 Science Park East Avenue, Hong Kong Science Park, Pak Shek Kok, Shatin, N.T. together with the hardcopy submissions and softcopy in AutoCAD format of the fit-out plans. Cheques should be crossed and made payable to “Urban Property Management Limited”. Tenant’s fit-out proposals will not be processed unless and until the required plan reviewing fee is paid.

**Please be reminded that the Plan Reviewing Fee is not refundable once submitted to the Fit-Out Controller for plan reviewing process.**

### 2.4 **Fit-Out Deposit for Fit-out works**

Tenants are required to pay a fit-out deposit in respect of the temporary supply of electricity, and removal of debris and against damages that may be incurred during the course of carrying out the fit-out works at their premises. The Fit-Out Controller 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 Laboratory / Office / Restaurant is charged at **HK\$2.50** per sq. ft. based on lettable area and SHOP UNIT is charged at a lump sum amount of **HK\$5,000**.

The Fit-Out Deposit for other project is subject to the scale of works and is charged at a lump sum amount in case by case.

The Fit-Out Deposit should be delivered directly to the Facilities Management Office, Unit 213-215, Core Building 1, No. 1 Science Park East Avenue, Hong Kong Science Park, Pak Shek Kok, Shatin, N.T. before commencement of the fit-out works. Cheques should be crossed and made payable to “Hong Kong Science and Technology Parks Corporation”.

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The charge for temporary electricity is in the sum of **HK\$150** per day (Max. 30A TPN connection) on the leased area per tenant. The loading of temporary power supply is subject to Facilities Management Office's discretion. Besides, the connection charge will be **HK\$1,500** (to the maximum of 30A TPN panel) for connecting the power supply from Switch Room to tenants' premises. The connection includes the supply of labour and necessary equipments and materials. (Annex E)

After deduction of the above outgoings, balance of the tenants' fit-out deposit (without interest) will be refunded to tenants by the Facilities Management Office upon written confirmation of satisfactory completion of the fit-out works issued by the Fit-Out Controller.

Tenants are required to submit application of refund of fit-out deposit (Annex G) within 6 months from the move-in date or completion date of the fit-out works (the latest) to the Fit-Out Controller. Otherwise, tenants will be assumed to surrender the right of application of refund of fit-out deposit without further notice.

### 2.5 Approvals from Government Authorities

In approving the tenants' fitting-out proposal, Fit-Out Controller accepts no responsibility for ensuring that the approved proposal is suitable for the tenants' purposes, nor does the Fit-Out Controller imply that the approved proposals or suggested amendments will be acceptable to relevant Authorities. Tenants are therefore advised to make separate submission to the Authorities where appropriate.

### 2.6 External Consultants

The Fit-Out Controller reserves the right to engage other consultants such as Registered Structural Engineer (RSE), M & E Consultant or Authorized Persons (AP) etc. at tenants' cost to scrutinise particular structural and services proposals submitted by the tenant such as addition of staircase, installation of heavy equipment, additional plumbing and drainage installation, air-conditioning system, computer equipment or other data communication system, special layout design, etc.

**The notional corridor was constructed based on the original approved building plan. Any addition and alteration work which is different from the original approved building plan, including door location and direction, should be certified by an Authorized Person registered under Buildings Ordinance before commencement of work and should be reinstated at tenant's expenses upon lease expiry. In addition, tenants are advised to consult relevant professionals during the fit-out process.**

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### **2.7 Approval of Submissions**

Tenants are advised that the review of their submissions by the Fit-Out Controller is made only on the basis that such proposals do not affect the overall design criteria or the efficient running of the building and its services. The approval of submissions does not in any way imply the Fit-Out Controller's and Facilities Management Office's endorsement of the layouts proposed by the tenants and should not be construed as confirmation that the proposals are in themselves correct and efficient insofar as the tenants' own requirements are concerned.

### **2.8 Buildings Energy Efficiency Ordinance (Cap. 610)**

Under the Buildings Energy Efficiency Ordinance (Cap. 610), any major retrofitting or fit-out works involving addition or replacement any of the following items should be carried out in compliance with the Building Energy Code. Tenants are required to engage a Registered Energy Assessor to certify his/her installation and issue a Form of Compliance (FOC) to EMSD in respect of the installation within 2 months after the completion of works. Copy of completed FOC should be submitted to Facilities Management Office for record:

- i) a building services installation with total floor area covered by the work not less than 500m<sup>2</sup> ; or
- ii) a complete electrical circuit at rating of 400A or above; or
- iii) an air-conditioner of a cooling or heating rating at or exceeding 350KW

### **2.10 Periodic Inspection, Testing and Certification (PITC) for Fixed Electrical Installations**

Pursuant to the Electricity (Wiring) Regulations, owners of electrical installations (the tenants) shall have their installations been inspected, tested and certified periodically. Failure to comply with the requirements would present safety hazards resulting in fire or power outage, and the offenders will be prosecuted. Tenants should arrange registered electrical contractors to inspect, test, repair and certify their electrical installations at least once every five years if the approved electricity loading exceeding 100 amperes. The Periodic Test Certificate (Form WR2) shall be submitted to EMSD for endorsement. Copy of EMSD endorsed Form WR2 shall be submitted to Facilities Management Office for record.

## **3.0 Fit-Out Restrictions**

The following fit-out restrictions must be observed: -

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### 3.1 Statutory Requirements and Internal Layout

Tenants should ensure that their designers/technical consultants are aware of the necessity for their installations and designs to comply with all statutory requirements of Government Authorities such as the Buildings Department, Lands Department, Fire Services Department, Electrical Mechanical Services Department, Water Supplies Department, Labour Department and Environmental Protection Department etc. as well as the Utility Companies. Any part of the tenants' works which fails to comply is required to be modified or replaced at tenants' cost. Tenants are also liable to all costs and/or expenses whatsoever in connection of the enforcement of such compliance by the Facilities Management Office.

In case of the fitting-out works involving addition or replacement of a building services installation that covers one or more places with a floor area of not less than 500m<sup>2</sup> under the same series of works within 12 months in a unit or a common area, it would be considered as "Major Retrofitting Works". Tenant should obtain a "Form of Compliance" (certified by a Registered Energy Assessor) issued in respect of the installation to fulfill the requirements of the Building Energy Efficiency Ordinance (Cap 610) and the latest version of Code of Practice for Energy Efficiency of Building Services Installation issued by the Electrical and Mechanical Services Department (EMSD). Tenant should submit the copy of signed Form of Compliance (EE4) with the relevant information to FMO.

Generally in the tenants' design, tenants should try to avoid conflicts with the location of services in their premises. THE COST OF EACH RELOCATION OR ALTERATION IS AT TENANTS' ACCOUNT.

Tenants' consultants should inspect the existing air-conditioning and fire service installations within the premises on site prior to their designing works. If modification of existing air-conditioning and fire services installations is required, the cost will be borne by the tenants.

For small tenant's offices, i.e. the units are furnished with finishing and decoration before leasing, no erection and/or removal of full height partition inside the units is allowed.

### 3.2 Alteration and Addition Works and/or Change of GFA

Tenants should obtain the written approval from Landlord if their fit-out works involve the building alteration and addition works. THE COST OF ALTERATION AND ADDITIONAL WORKS IS AT TENANTS' ACCOUNT. Any tenant's fit-out work involves change in GFA of the Lease will not be allowed.

Unless Landlord's written consent and approval letter from Government Departments are submitted together with the proposed layout plans, all the

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fit-out proposal/works would not be considered. Upon expiry of tenancy period, tenant should reinstate the premises to its original form and standard.

### 3.3 Use of Landlord's Nominated Contractors/ Maintenance Contractors for fit-out and reinstatement work (Annex L)

Tenants should employ Landlord's Nominated Contractors/Maintenance Contractors to carry out the interfacing works including but not limited to the following:

#### A. Electrical Work

1. For Normal Power Supply (From building's MCCB to the CLP meter)  
(由大廈總掣至中電錶前)
2. For Essential Power Supply (Whole system to tenant changeover switch)

#### B. Fire Services Work

1. Any addition and modification work for the sprinkler system and fire hydrant/hose reel system
2. Any work affecting building's AFA System and associated modification and additional work for Dry system and AFA panel as well as re-programming and resume the system

#### C. BMS Work for HVAC System

1. Relocation/ Addition/ Demolition of control elements including VAV box, thermostat, CO2 Sensor including the control and power cabling.
2. Integration of existing Building Management System (BMS) Control, Point Setting, Graphic Control, supervising, monitoring and Re-programming of BMS
3. Interlocking of Air Damper and other Default General Ventilation and Air Conditioning Equipment with existing HVAC, Fire Services System
4. VAC Fire trip of additional enhanced general ventilation and Air Conditioning Equipment to interlock with base building's F.S. System

#### D. TV Signal Connection Work

1. Cable connection work to the splitter inside the ELV Room of each floor. A fine TV signal should be distributed into the tenants' area.

#### E. Plumbing Work

1. No scope of work to be done by nominated contractor but the tenant is required to make a tee-off from the existing pipework system for tenant's potable water supply or drainage propose
2. Water Meter Application & Connection should be done by tenant at tenants' cost

#### F. Lighting Sensor and Control Work

1. Relocation/Addition/Demolition of control elements of Lighting Sensor, Motion Sensor Control and LCM Box

#### G. HVAC Work

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1. Additional Tee-off point on existing chilled water pipe of base building system.
2. Additional electric duct heaters for VAV boxes of base building system.

### **Advices to Tenants:-**

1. Tenants are advised to request their contractor to provide 1 year warranty and technical support to the installed E&M system which will be done by the contractor.
2. Tenants are requested to appoint registered/competent contractors to carry out any fit-out work in order to sustain the work quality and statutory requirements.
3. Tenants are advised to appoint competent/registered contractors to carry out the HVAC works, air-balancing and programming of BMS to suit their layout and usage. **Appropriate HVAC works are needed to be carried out by the tenants.**
4. The temperature for provision of 24hr chilled water should be supplied as below on a daily basis:

Chilled water inlet temperature = 8 deg.°C ± 2 deg.°C

5. Tenants have to conduct deep cleaning works to the premises after the fit-out/ reinstatement works. Visual inspection by Facilities Management Office (FMO) is required before permission of normal operation of air conditioning to the premises. Otherwise, any cost incurred for cleaning of A/C unit, pre-filters, ductwork and bag filters replacing works etc. should be charged by related contractor/party and deduct from the fit-out deposit.
6. All air-diffusers and return air louvers shall be properly sealed-up throughout the fit-out works period until the deep cleaning work has been inspected to the satisfaction of the FMO.
7. FS drawings submitted by the tenants should comply with current statutory requirements. Tenants are required to submit FS 251 after completion of any modification of Fire Services work.
8. Tenants are required to submit WR1 and/or WR1A after completion of any modification of Electrical Services work. (submit copy to FMO for record?)
9. Tenants are required to appoint license plumbers for plumbing installation/alternation works.
10. Tenants are advised to employ Landlord's Nominated Contractors/Maintenance Contractors to install, modify, disable and

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remove the smartcard reader from the building's security system. Besides, tenants are advised not to cut or damage any cable installed.

11. Tenants are advised to appoint consultants such as Authorized Person (AP), Architects, Interior Designer, M&E Consultant or Registered Structural Engineer (RSE), etc. to carry out the design of layout and particular structural and services proposals in order to ascertain the layout and the proposals are complied with the latest statutory requirements.
12. Tenants are required to provide the power source from their own MCB Board to energise all 'EXIT' signs inside the premises. Moreover, tenants are also required to disconnect the power source from all 'EXIT' signs while move-out.
13. Tenants are required to use **NO VOC (Volatile Organic Compounds)** and **odourless** decoration materials such as water-base wall paints, water-base adhesive for wallpaper and carpet, etc., during their fit-out/reinstatement works in order to minimize the nuisance to other tenants. The material catalogue for wall paints and adhesive should be submitted for FMO's approval.
14. Tenants are advised to appoint a representative to monitor and ensure their contractors' works are complying with the tenant fit-out & reinstatement guideline requirements.

### 3.4 **Chasing of Floor**

- a) Any chasing of the floor/structural slab should be applied to the Facilities Management Office. Such application and detail of the works should be submitted 5 working days in advance.
- b) Minor Works Ordinance compliance and prior approval should be sought from Fit-Out Controller before commencement of works.
- c) In the case of any unapproved penetration or chasing of the structural floors, slabs, walls, beams, columns, etc. and damage of concealed services inside the structural slabs and walls, remedial works will be carried out at the tenants' cost.

### 3.5 **Plumbing and Drainage System**

- a) Only pump-driven drainage system is allowed to be installed subject to practicality of the routing of the related pipe works on the tenant's floor. Exact routing of plumbing and drainage work together with connection details to the existing plumbing and drainage system including type and details of the pump-driven system, etc. should be submitted (upon agreement with the tenant and/or their designers) for approval in writing by the Fit-Out Controller before commencement of work.

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- b) Tenants are not allowed to change any of the sanitary ware and fitting, nor partition inside the lavatories without approval in writing by the Fit-Out Controller.
- c) Tenants are not allowed to make connection to any existing water supply/drainage pipe without approval in writing by the Fit-Out Controller.
- d) Tenants are not allowed to make any opening on existing floor for drainage system without approval in writing by the Fit-Out Controller.
- e) Tenants are required to install a motorized on-off valve at wet pantry plumbing pipework for cut-out function when using sump tank for drainage and provide waterproofing system inside the pantry to prevent any flooding and water seepage.

### 3.6 Air-conditioning

**The air-conditioning system related to the area of the tenants' premises is designed to provide sufficient cooling capacity to maintain temperatures within the premises for normal office activities on open-plan basis. Tenants will be responsible for addition/ alteration of the air-conditioning system should the air-conditioning be affected by the internal partitioning erected therein.**

Tenants are advised to appoint M&E consultants to carry out the design of services proposals in order to ascertain the services proposals are complied with the latest statutory requirements and suit their use.

Excessive numbers of spot lamps or other appliances which generate heat will reduce the cooling efficiency within the premises. If tenants' design calls for large numbers of such fittings, the effect on the total heat load generated should be considered. If the heat load of tenants' proposed is too great, additional air-conditioning installations may be required to maintain balanced conditions and the cost will be at the tenant's account. Testing and commissioning report of the modified MVAC system should be done by tenants' contractors.

Tenants are required to appoint and co-ordinate with competent/ registered/ qualified air conditioning contractors to provide air balancing working record and re-programming of air-conditioning control record must be submitted to FMO for filing and fine tuning of the daily operation. The above must be included in air-conditioning works for perfect control and a comfortable air-conditioning environment once the tenants moved in.

When the fit-out/ reinstatement works are completed, tenants are required to conduct clean-up works (e.g. mop the floor till no dust on the slab, no smell and take away all un-used instrument, tools, equipment and materials etc. from site) for their premises. Inspection by FMO is required before permission of supplying and serving of air conditioning to tenants' premises.

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Otherwise, any cost incurred for cleaning of A/C unit, pre-filters, ductwork and bag filters replacing works etc. will be deducted from the fit-out deposit.

### **3.6.1 Heating (Office Area)**

If tenants' fit-out designs require perimeter heating control, electric duct heaters may be added to the VAV boxes.

Tenants are advised to appoint M&E consultants to carry out the design of services proposals in order to ascertain the services proposals are complied with the latest statutory requirements and suit for tenants' use.

Tenants are required to appoint and co-ordinate with competent/registered/qualified air conditioning contractors to provide air balancing working record and re-programming of air-conditioning control record must be submitted to FMO for filing and fine tuning of the daily operation. The above must be included in air-conditioning works for perfect control and a comfortable air-conditioning environment once the tenants moved in.

Tenants are required to submit and comply with the following requirements for the addition of electric heaters to the VAV box:-

- a) Full set of electric heater catalogue with indication of type of heating element and capacity should be submitted for assessment;
- b) The Contractors shall provide the control test report and overheat protection test report before operation of air-conditioning system for the premises.

### **3.6.2 24 hours chilled water (Office Area)**

Tenants are required to submit and comply with the following requirements for the connection of 24 hours chiller water:-

- a) Regulating valve installation before the spare of tee-off connection for water balancing purpose is required;
- b) Modulating control system shall be installed for chilled water supply for FCUs, CRAC unit, heat exchanger and /or downstream chiller system;
- c) No bypass line will be allowed to be built in the water side pipeline or inside equipment to bypass the chilled water;
- d) Tenant shall use min. 8°C design chilled water supply temperature and 16°C design chilled water return temperature for selection of FCU, CRAC unit, heat exchanger or downstream equipment;
- e) Hydraulic / water pressure test inspection and testing record shall be provided when installed of additional chilled water pipe;
- f) Chilled water adjustment inspection and adjustment equipment shall be provided before supply the additional 24hr A/C water;
- g) Water analysis record for all of new pipework shall be provided before supply the additional 24hr A/C water;
- f) Chiller water flow rate adjustment inspection (Adjustment Equipment

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- provided by contractor) is required before supply of chiller water;
- g) All A/C pipes running inside plant room shall be installed 50mm thk and 80kg/m<sup>3</sup> density insulation with aluminum cladding or equal to existing designed;
  - h) Brand and labeling for C.H.W & C.D pipe should be provided after completion of work;
  - i) Seal up and making good work shall be provided after all wall opening works;
  - j) Full set of Air Conditioning Equipment Catalogue with Chilled Water Flow rate used should be submitted for assessment;
  - k) 24 hours chiller water / condensing water application form;
  - l) The Contractor shall provide the hydraulic / water test report, water treatment analysis report, endorsed 24hr chilled water application form and chilled water flow adjustment inspection before supply the chilled water to the tenant's premise.

### 3.6.3 24 hours chilled water (Computer Room)

Computer rooms (in operation) temperature setpoints shall be set to 25-27°C and relative humidity at a range between 20% and 80% to optimise energy efficiency.

The design shall be in accordance with ASHRAE TC 9.9 2011 Thermal Guidelines for Data Processing Environments – Expanded Data Center Classes and Usage Guidance

### 3.7 False Ceiling / Raised Floor

There are false ceiling and raised floor provided at the common corridor. Tenants shall ensure that the void below the raised floor and above the false ceiling is clean and out of debris after the fit-out/ reinstatement period. Tenants will be responsible for the relevant expense of reinstatement.

### 3.8 Curtain Wall/Window

No work, including fixing, chasing, etching, adhering and painting, etc. is permitted to the curtain wall/ window (glazed area and frame inclusive) and tenants will be liable to reinstate, at their expense, all damages caused. Also no alteration to any part of the shop front including door handle is allowed unless otherwise approved by the Fit-Out Controller in writing. Tenants are also required to do all necessary work to protect the curtain wall/window (glazed area, transom, mullion and frame inclusive) against any damage. If any damage is made, the Fit-Out Controller may stop the fit-out/ reinstatement works at the tenants' premises until full assessment of the damaged is made.

No damage shall also be made to the fire-resisting material in front of the curtain wall. All damage shall be rectified by the Tenants to the satisfaction of the Fit-Out Controller immediately.

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### **3.9 Structural Elements of the Building**

No work, including chasing and forming of openings, etc. is permitted to structural wall, column, beam and slab and tenants will be liable to reinstate, at their expense, all damages. Should tenants intend to make any opening or impose excessive superimposed load to the structural members, same submission procedures as per clause 2.5 and 2.6 for approval by Structural Consultant/ Engineer is required. Structural Consultant's fees involved will be borne by tenants. If any contravention is noted, the Fit-Out Controller may stop all fit-out/ reinstatement works in the premises until full assessment of the damage is made.

### **3.10 Notional Corridor and Common Partition Wall**

No fixing, drilling, alteration or opening etc. is allowed to be constructed at the notional corridor and common partition wall. Tenants will be liable for any re-instatement cost arising due to the said damages.

### **3.11 Floor Loading**

Maximum allowable superimposed live load (uniform distributed load – UDL) on office floors is generally 5 kPa whilst 1kPa should be allowed for partition load. Should any heavy equipment such as safe, etc. is intended to be installed, Tenants are required to submit 3 copies of catalogues on the type, size and weight of the heavy equipment concerned and appoint a Structural Engineer for submission of 5 sets of drawings for structural work required for spreading the load within the allowable limit (together with construction details and structural calculation etc.) for approval by our Structural Consultant and the Fit-Out Controller before commencement of such work. The Structural Consultant fee involved will be borne by tenants.

Loading inside laboratory building may be different but tenants are required to engage structural engineer at their own cost in case of any heavy weighted equipment inside the laboratory unit(s).

### **3.12 Automatic Refuse Collection System (ARCS)**

No bulky items, construction materials and any debris produced during fit-out/ reinstatement period are allowed to be disposed in the disposal inlets of the ARCS or store at the Refuse Room. Any debris found in Refuse Room will be removed by FMO's Contractors/Maintenance Contractors and the incurred cost will be to tenants' account. In case of suspension or damage to the ARCS by tenants' works, Fit-out Controller may stop all fit-out/ reinstatement works in the premises until full assessment of the damage is made.

Please refer to section A10a for general practices on ARCS and waste recycling facilities.

## **A9a – Tenants Fit-out & Reinstatement Guide (For Phase 3)**

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### **3.13 Access for Maintenance**

Access for maintenance purposes to all building services including the air-conditioning and fire services installations should not be restricted by any fixtures and fittings. Tenants are required to remove/relocate any of their fixtures and fittings which obstructed access for maintenance of building services installations within the ceiling void at tenants' cost. In addition, Tenants should provide adequate access to ceiling void for maintenance of electrical and mechanical installations if non-demountable type false ceiling is installed.

### **3.14 Advertising Matter**

No fluorescent light box, signboard, sign, name-plate, decoration, advertising matter or other device whatsoever shall be affixed, adhered, or otherwise displayed to, on or at any part of the common corridor, entrance door, and curtain wall.

### **3.15 Other Regulations**

- a) Construction and material for any internal walls must strictly comply with the Building's standard which is generally as follows: -
  - (i) Internal partitions shall not be constructed over the false ceiling level.
  - (ii) Internal brick wall partitions shall not be allowed.
- b) No fit-out work should be commenced before receipt of approval in writing of the fit-out drawings by Fit-Out Controller, full payment of fit-out deposit and secure of proper insurance cover.
- c) Facilities Management Office and Fit-out Controller will not be responsible for security of tenants' material, furniture, fitting, etc. on site.
- d) All fittings and finishes of the building must be carefully and properly protected during course of fit-out/ reinstatement works as any damage thus caused will have to be made good at tenants' cost.
- e) Tenants are required to indemnify the Facilities Management Office and others against any claim of damage due to the installation of the fit-out works.
- f) Should tenants intend to alter, delete or add any fixed partitioning, fixture and fittings including any display units and E & M installations etc., tenants are required to make full re-submissions of their fit-out proposal as per clause 2.2 for approval by the Fit-Out Controller prior to execution of such change(s). Tenants are required to pay the prevailing plan reviewing fee as per clause 2.3 of the latest edition of this Guide for each re-submission.

## **A9a – Tenants Fit-out & Reinstatement Guide (For Phase 3)**

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- g) Tenants are required to provide the retail and F&B shop front lighting from 09:00am to 08:00pm daily during the operation of shop. (This required for retail and F&B shop only).
- h) Tenants are required to use **NO VOC (Volatile Organic Compounds)** and **odourless** decoration materials such as water-base wall paints, water-base adhesive for wallpaper and carpet, etc., during their fitting-out works in order to minimize the nuisance to other tenants.
- i) Please refer to section A10a environmental guidelines for general sustainable practices

### **3.16 Landlord’s Nominated / Maintenance Contractors**

Relevant contractors (Annex L) will be revised on regular basis. Please contact Fit-Out Controller for the updated version.

## **4.0 Execution of Fit-Out/ Reinstatement Work**

### **4.1 Commencement of Fit-Out/ Reinstatement Works**

The fit-out/ reinstatement works may be commenced after: -

- a) The proposed fit-out/ reinstatement works have been approved by the Fit-Out Controller.
- b) Any structural alterations have been approved by the Building Authority and Landlord, where appropriate.
- c) Tenants have notified the Facilities Management Office of the name of their contractor and the date of commencement of work.
- d) Tenants have paid the plan-reviewing fee as per clause 2.3 of this Guide.
- e) Tenants have paid the fit-out deposit as per clause 2.4 of this Guide.
- f) Tenants’ contractor must have a valid cover note of Third (3<sup>rd</sup>) Party Insurance & Contractor’s All Risk Insurance for the sum of **HK\$30 million** per claim for unlimited claim during the fit-out/ reinstatement period and all external work involved, otherwise they will not be allowed on site. The insurance shall be in joint name of Urban Property Management Limited as the Facilities Managing Agent as well as Hong Kong Science & Technology Parks Corporation as the Owner and the Contractor / its Sub-contractor. The cross liability clause, indemnity to principal clause and waiver of subrogation clause should be included on the said insurance certificates (applicable to all tenants). The Third (3<sup>rd</sup>) Party Insurance & Contractor’s All Risk Insurance policy of the contractor shall include a clause to the same effect as ‘The Insurer shall inform Hong Kong Science and Technology Parks Corporation and the

## A9a – Tenants Fit-out & Reinstatement Guide (For Phase 3)

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Facilities Management Office within 60 days advance notice in the event of cancellation of insurance or any change in the coverage provided under the Policy.

- g) Tenants' contractor has collected the necessary "CONTRACTORS PERMIT" from the Facilities Management Office.
- h) Adequate protection must be provided to prevent damage to any of the fixtures, fittings and finishes of the building especially in the common corridor.
- i) Tenants' contractor shall provide in the working site adequate first aid items required under the Factories and Industrial Undertakings Ordinance (Chapter 59) and the Occupational Safety and Health Ordinance (Chapter 509) and their subsidiary regulations.
- j) Tenants' contractor shall provide sufficient fire extinguisher(s) on site. These extinguishers shall be always placed in the vicinity of work.
- k) Tenants obtained the written approval from Landlord and relevant Government Departments if the proposed fit-out/ reinstatement works involved change of Gross Floor Area and/or alteration and addition works.
- l) The responsible contractor is required to appoint Landlord's nominated Fire Services Contractor to fix all relevant fire services works at the agreed rates. The rates can be obtained from FMO for reference.
- m) If false fire alarm is activated or water flooding occurred due to the fit-out/ reinstatement works, an administration fee of **HK\$2,500.00** per case shall be charged to the responsible contractor/party for the administration services provided by FMO in addition to the actual cost incurred for rectification (if any). FMO has the right to deduct the aforesaid administration fee together with any associated cost directly from the fit-out deposit and to charge any additional sum in the event that the deposit being insufficient to cover the cost incurred. FMO also has the right to stop all the fit-out/ reinstatement works immediately until further notice. In addition, the concerned contractors will be denied to access the premises for fit-out/ reinstatement works in case of continued misbehaviour and FMO will accept no liability on any delay of the work so arising.
- n) If using of volatile and/or odour materials are found by the FMO or complained by other tenants during the fit-out/ reinstatement period, an administration fee of **HK\$1,000.00** per case will be charged to the responsible contractor/party directly for the administration services provided by FMO in addition to the actual cost incurred for rectification (if any). FMO has the right to deduct the aforesaid administration fee together with any associated cost directly from the fit-out deposit and to charge any additional sum in the event that the deposit being insufficient

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to cover the cost incurred. FMO also has the right to stop all the fit-out/reinstatement works immediately until further notice. In addition, the concerned contractors will be denied to access the premises for fit-out/reinstatement works in case of continued misbehaviour and FMO will accept no liability on any delay of the work so arising.

- o) The administration charge in case of violation of the fit-out & reinstatement rules and guideline in Annex K in fit-out & reinstatement guideline.

In case of violation of the fit-out out & reinstatement rules and guideline, an administration fee of **HK\$1,000.00** per case shall be charged to the responsible contractor/party for the administration services provided by the FMO. FMO also reserves the right to claim for any damages and/or loss caused by misbehaviour of the contractor. FMO also has the right to stop all the fit-out/ reinstatement works immediately until further notice. In addition, the concerned contractors will be denied to access the premises for fit-out/ reinstatement works in case of continued misbehaviour and FMO will accept no liability on any delay of the work so arising.

### Highlights of Specific Violations:

Insufficient protection at common area;

Smoking inside the building;

Unauthorised isolation and damage of fire system;

Unauthorised dismantle of any parts of base building;

Insufficient safety measurements to workers;

Unauthorised welding and hot work;

Untidy housekeeping and unauthorised temporary storage;

Disposal of rubbish at public area;

Working without permit;

Misuse and / or unauthorised connection of electricity at common area;

Uncover to air-return for isolation of air exchanges during the fit-out/reinstatement period;

Unauthorised dumping of debris at common area;

Unauthorised noisy works.

- p) Diffusers and return air louvers are to be properly covered-up.

## 4.2 Security

Once the premises have been handed over to tenants, tenants are fully responsible for the security. This will be particularly important during the fit-out/ reinstatement period and tenants' contractors should be instructed accordingly.

FMO and Fit-Out Controller will not be held liable for any losses in respect of materials and finished works as well as the fittings of the building after the handing over of the premises.

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### 4.3 Completion of Fitting-Out Works

- a) Tenants shall complete and submit the Notification of Completion to FMO up on completion of their fit-out works.
- b) FMO will inspect the premises upon completion of the fit-out/reinstatement works. All works proposed on approved drawings must be carried out to the satisfaction of FMO.

Should the fit-out/ reinstatement works of the premises differ fundamentally from the approved drawings or the works being carried out are not of sufficient standard, the Fit-Out Controller will serve written notice to the tenants to have the same rectified.

- c) FMO reserves the right to require tenants to make any alteration deem fit, even after the completion of the proposed/approved works. Any such requirement must be complied with within one month from the date on which tenants are notified in writing by the Fit-Out Controller.
- d) Tenants shall submit, within **1 month** of completion, as-fit floor layout plans, reflected ceiling plans, all as-fitted electrical, fire services, air-conditioning and plumbing & drainage drawings, and within **2 weeks** of completion, copy of WR1A/WR1 with copy of registered electrical works certificate and registered electrical services installation certificate, copy of FS 251, copy of AP certified plan and cover letter, copy of fire resistant door certificates, copy of test and commissioning report of the modified HVAC systems and Annex G Refund of balance of the fit-out deposit will not be made until such submission is done.

### 4.4 Building Rules

Tenants should ensure that their contractors are fully instructed on the fit-out/reinstatement procedures and restrictions as detailed in clauses 3.1 to 3.16 and clauses 4.1 to 4.7 and all contractors must follow the rules set out thereof. FMO will provide tenants with a list of Building Rules to be observed by tenants/contractors/site workers, but, in particular, tenants/contractors/site workers should observe the following Building Rules as outlined but not limited to as follows: -

- a) No fixation should be made to any part of the curtain wall and no damage should be made to the fire-resisting partition.
- b) No combustible material is allowed to be installed in the ceiling void.
- c) The structural wall, column, beam and floor slab must not be disturbed in any way.
- d) In general, no partition shall be built above the false ceiling.
- e) All workers/contractors/tenants must strictly follow the arrangements and requirements set down by FMO and Fit-Out Controller during the fit-out/

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reinstatement period. For nuisance works (e.g. noisy works, dust works, odour works, etc.), they can only be carried out from 7:00 p.m. to 7:00 a.m. on Monday to Friday and/or after 2:00 p.m. on Saturday and whole Sunday and Public Holiday. Written approval from FMO and Fit-Out Controller will be required for extension of the fit-out/ reinstatement hours. Tenants are required to submit separate work permit for the nuisance work, night work and working at common area.

- f) No air-conditioning will be supplied during the fit-out/ reinstatement period. All diffusers and return air louvers should be properly covered-up before commencement of works.
- g) FMO and Fit-Out Controller will not accept any responsibility for any loss of tools, equipment or building materials.
- h) No worker/contractor is allowed to carry out any work in the corridor or in any other common area unless approval is granted by the FMO and Fit-Out Controller. The work area must be confined within tenants' premises.
- i) No building material should be placed outside the premises, or in the corridor, or in any other common area.
- j) No contractor is allowed to use the fire hose reel for getting water to mix cement, or for any other purpose whatsoever.
- k) All contractors in/out of the building must obtain a permit from the FMO. No workman will be allowed to enter the building without this permit. Contractors permits will be issued free of charge upon receipt of application (Annex N). FMO reserves the rights to levy a penalty or fine against the tenants whose contractors lose the permit.

Contractors' employees must carry "CONTRACTORS PERMIT" issued to them when working within Hong Kong Science Park. FMO has absolute authority to evict anyone without such a permit.

- l) All machines, tools, equipment, parcel or building materials leaving the building, should have a written "gate pass" issued by FMO. Otherwise, no one will be allowed to take away any material from the building.
- m) No worker is allowed to be bare-footed or naked when walking around outside the works area.
- n) All workers and contractors should only use access, service lifts, etc. designated by FMO or Fit-Out Controller.
- o) FMO must be notified of any inflammable material brought onto site and such item is to be stored in accordance with the requirements set by FMO and FSD.
- p) Adequate protection must be provided to prevent damage to any of the fixtures, fittings and finishes of the building especially in common corridor.

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- q) Designated toilet facilities, water and waste disposal points are provided for the use of contractors' employees.
- r) No waste materials should be discharged into water closet or wash hand basins, and contractors shall be fully liable for any damage caused to the sanitary fittings and drainage system of the building.
- s) Contractors should comply with all relevant environmental protection and pollution control ordinance, implement good pollution control practices on site to reduce environmental pollution and waste, conduct regular monitoring on site
- t) No noisy work, such as drilling, is allowed to be carried out during office/business hours in order to avoid creating undesirable nuisance or annoyance to other tenants.
- u) In case tenants' works affected other tenants or outer environment considerably, e.g. in the aspect of sound, pollution, vibration, dirt etc, proper hoarding must be erected by tenants' contractors prior to works commencement.
- v) Tenants' site representative should be available full time on site for liaison during the fit-out/ reinstatement works and be responsible for all works going on within tenants' premises & other area.
- w) Tenants' contractors must observe strictly the building rules (Annex K) issued by the FMO from time to time and also the requests and instructions from Facilities Management Staffs. Any damage to Landlord's property arising from any misuse will be made good by FMO and the expenses thereof will be charged to the tenants. No gambling, smoking, fire, overnight stay or disturbance is allowed within the premises. In addition, tenants shall be responsible for the good conduct of their contractors while they are in the building.
- y) All workers should be under the control of tenants' site representative who will sign in daily at the FMO stating the number of workers working on that day. FMO has the right to stop the works that generate noise, vibration, irritation smell, etc. which causes nuisance to other tenants. This disturbance work should be carried out after normal office hours or other hours as specified by the FMO.
- z) All fire exit doors must remain closed at all times. Tenants are requested to supervise their contractors and to ensure that they adhere to such statutory requirement.
- aa) Tenants shall ensure that designated workers take every safety precaution in using electrical equipment, including the use of suitably insulated cables from power sockets. All temporary cabling should be suitably supported above the floor, and finally removed upon completion.
- ab) Tenants' attention is especially drawn to the risk of fire during fit-out/ reinstatement period. Tenants are requested to avoid accumulating

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- debris/combustible refuse inside the premises. Regular removal via the service lift for disposal should be arranged and handled by tenants' contractors at tenants' costs.
- ac) Under no circumstances shall any fire services isolating valve be closed/blanked off without the prior consent from FMO. Tenants shall inform FMO at least one working day in advance for the commencement of any fire services' modification work.
  - ad) All electrical installations shall be installed in accordance with the latest edition of BS7671 (I.E.E. Regulations), the supply rules of the China Light & Power Co Ltd and Code of Practice of Electrical Mechanical Services Department (EMSD) and approval from that company/authority should be obtained. All concealed wiring is to be enclosed in galvanised steel conduits and no wiring is to be chased into any part of the Building without prior approval from FMO.
  - ae) Whenever tenants' proposals require that works to be carried out in service ducts, tenants shall provide and install good and substantial protective structures to prevent any materials, debris and the like causing damage to any part of the buildings' installation.
  - af) Tenants will, at their own expense, reinstate the premises to original condition, unless otherwise required by FMO at the end or sooner determination of the Lease.
  - ag) It is the tenants' responsibility to apply for an individual temporary meter for fit-out works, if needed.
  - ah) All materials used for the fit-out/ reinstatement works should be **NO VOC** and **odourless** materials.
  - ak) FMO reserves the right to impose any rules that may consider necessary at any time.
  - ah) The design and installation details of the shopfront and main entrance facing the shopping arcade or public corridor shall be in line with the existing design and colour tone of the base building installations. The Contractor/designer shall submit the colour perspective drawings and material samples of the design for approval prior to actual site works.

**4.5** Tenants should also instruct their contractors to contact the FMO and advise the date(s) of commencement of works and upon which goods and materials are to be delivered. Contractors should agree with the FMO on the following matters: -

- a) Time of deliveries.
- b) Allocation of loading/unloading area.
- c) Allocation of goods lift.
- d) Date for the connection and disconnection of temporary electricity supply.

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- e) Date for installation of Electrical Meter by CLP
- f) Date for installation of Water Check Meter by WSD

- 4.6 Tenants' contractors **must** ensure that all waste and rubbish are removed from the premises as and when required or as directed by the FMO.
- 4.7 Delivery vehicles must leave the building immediately after loading/unloading of materials. All passenger lifts are prohibited for transporting materials and debris unless otherwise directed by the FMO.

### 5.0 Tenant's Work

- 5.1 All works of fit-out/ reinstatement and sub-division, including alterations or addition to the building's base finishes or services within and/or outside the premises are to be conducted by the tenants. These include, but not limited to: -

- Floor – to provide floor finishing as necessary
- Walls – to provide the necessary wall finishes to suit tenants' decoration
- Ceiling – to collect and install the acoustic tiles or as the case may be as agreed with the Park
- Door – non-standard door if such is approved by the FMO
- The notional corridor was constructed based on the original approved building plan. All addition and alteration work which is different from the original approved building plan, including door location and direction, should be certified by Authorized Person registered under Buildings Ordinance before commencement of work and should be reinstated at tenants' expenses upon lease expiry. In addition, tenants are advised to consult relevant professionals during their fit-out/ reinstatement process.
- Directory – Confirmation of Company name
- Electricity supply – to provide MCB box, sub-circuit wiring and fittings & application to utility companies/authorities for meter and connection; any upgrading of standard power supply will be at the tenants' cost. Tenants shall at their own cost to install a separate power meter and current transformer including current transformer chamber to house the power meter and current transformer and the related wiring works for their units in the meter room for the purpose of utilities compatible with the central energy monitoring system(s) of the Building in its units. The power meter and current transformer will be provided by the landlord. The installation and provision of current transformer chamber are at tenant's cost.
- Lighting – to provide conduits, wiring and light switches to suit tenants' requirements
- Telephone – application to relevant authorities for telephone connections, etc.
- SMATV system – to provide conduits, wiring and loudspeakers to connect up premises to the system; landlord's nominated/maintenance contractors would undertake the work at tenants' cost.

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- Window Curtain Blind – to be installed by the tenants and at tenants’ cost in Phase 3’s Buildings. The specification of window curtain blind for Phase 3 are as follows:-
  - a. Colour of fabric facing curtain wall must match with that of either Versol Silverscreen or Luxaflex Panama White Pearl
  - b. Openness Factor: 4% - 5%
- 5.2 Facilities Management Office can offer assistance to test the non-essential power supply from the non-essential generator (tenant back up power) of the building. Tenant shall recruit their own contractor for the electrical power changeover & related accessories inside tenant’s unit and check for the situation throughout the work. The attendance for non-essential emergency generator at extra charges is upon the application of tenant. Please refer to the Annex L for the contact of non-essential generator maintenance contractor.

### 6.0 Reinstatement Guide

#### 6.1 General

To yield up the premises with all Landlord’s fixtures fitting and additions therein as list out in the Tenancy Agreement in good clean tenantable substantial and proper repair and condition together with all keys giving access to all parts of the premises to the landlord provisions and satisfaction.

#### 6.2 Reinstatement Restriction

All contractors are required to contact the FMO before work commencement and loading and unloading of materials and debris.

For nuisance works (e.g. noisy works, dust works, odor works, etc.), they can only be carried out from 7:00 p.m. to 7:00 a.m. on Monday to Friday and/or after 2:00 p.m. on Saturday and whole Sunday and Public Holiday.

Tenants’ contractors should remove all waste material and rubbish from the premises by DAILY. All contractors should comply with relevant government regulations.

**All reinstatement works shall be strictly complied with Clauses 3.0 & 4.0 of this Guide.**

#### 6.3 Insurance

Tenants’ contractors must have a valid cover note of Third (3<sup>rd</sup>) Party Insurance & Contractor’s All Risk Insurance for the sum of **HK\$30 million** per claim for unlimited claim during the fit-out/ reinstatement period and all external work involved, otherwise they will not be allowed on site. The insurance shall be in joint name of Urban Property Management Limited as the Facilities Managing Agent as well as Hong Kong Science & Technology Parks Corporation as the

## **A9a – Tenants Fit-out & Reinstatement Guide (For Phase 3)**

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Owner and the Contractor/its Sub-contractor. The cross liability clause, indemnity to principal clause and waiver of subrogation clause should be included on the said insurance certificates (applicable to all tenants). The Third (3<sup>rd</sup>) Party Insurance & Contractor's All Risk Insurance policy of contractors shall include a clause to the same effect as 'The Insurer shall inform Hong Kong Science and Technology Parks Corporation and the Facilities Management Office within 60 days advance notice in the event of cancellation of insurance or any change in the coverage provided under the Policy.

### **6.4 Standard of Workmanship**

In the event that the standard of workmanship could not compromise, FMO will appoint professional consultant for inspecting standards of workmanship and materials at your own costs.

### **6.5 Nominated / Maintenance Contractors**

Tenants are required to employ Landlord's Nominated Contractors/Maintenance Contractors (electrical) for disconnection of main power from the building (i.e. for Normal Power Supply (由大廈總掣至中電錶前) & for Essential Power Supply (Whole system to tenant changeover switch)).

Tenants are required to employ Landlord's Nominated Contractors/Maintenance Contractors (Fire Services) for any FS installation modification work, any work affecting building's AFA System and associated modification and additional work for dry system and AFA panel as well as re-programming and resuming the system and drain-off and re-fill sprinkler system including system isolation and system resume.

For scope of work, please refer to item 3.16 of this Fit-out & Reinstatement Guide. For contact information, please refer to Annex L of this Fit-out & Reinstatement Guide.

## Fit-out & Reinstatement Guide

### Annex A – Comprehensive Fit-out Check List (for Tenant's use)

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- Receipt of Fit-Out Guide, questionnaire, record plans etc.
- Arrange meeting with the Fit-Out Controller, Urban Property Management Limited, and your designer/contractor.
- Return proposed fit-out plans and completed Annex Forms together with the required Plan Reviewing Fee (clause 2.3) to Urban Property Management Limited.
- Receipt of approval of proposed fit-out work from Fit-Out Controller.
- Possession of premises, payment of fit-out deposit (clause 2.4) and provision of copy of insurance cover note (clause 4.1.f) to Facilities Management Office before carrying out of the fit-out works.
- Complete the Facility Check Form (Annex H) and agree with Facilities Management Office before commencement of fit-out work.
- Commencement of fit-out work and brief to contractor on:-
  - a) Insurance requirements.
  - b) Taking of possession.
  - c) Supply of temporary power.
  - d) Delivery of materials.
  - e) Rubbish removal.
  - f) Liaison with Facilities Management Office.
- Complete and return Fit-Out Works Commencement Notification Form (Annex D) to Urban Property Management Limited.
- Complete and return Fit-Out Works Completion Notification Form (Annex G) to Facilities Management Office for arrangement of a final inspection.
- Final inspection of completed fit-out work by Facilities Management Office. If the fit-out works are in order and all as-fit drawings, certificates, approvals, licenses from Government departments required are submitted, refund of balance of the fit-out deposit will be arranged by the Facilities Management Office accordingly.
- Endorsed Air-Conditioning Service (Water Side and/or Air Side) Application Form (if necessary).

**Hong Kong Science Park  
Fit-out & Reinstatement Guide  
Annex B – Directory Order Form**

**Hong Kong Science Park  
Facilities Management Office**

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

<b>For Official Use Only</b>
Ref No:
Confirmation Date:
Payment:
Handled by:

Attn: Hong Kong Science Park – Fit-Out Controller

From: **Tenant's Name:** \_\_\_\_\_

**Premises Unit No:** \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Person in Charge : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Please proceed with the Tenant nameplates with installation as follows:

- a) Company Directory  (mark “√” if applicable)
- b) Standard Name Plate at Entrance of Tenant's Office  (mark “√” if applicable)
- c) Digital Directory for Company Logo Display  (mark “√” if applicable)

Required Entry  
(English): \_\_\_\_\_

Required Entry  
(Chinese): \_\_\_\_\_

Company  
Chop: \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_

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

- Note:
- 1. The trade name shown shall be aligned with the Tenancy (Lease) Agreement which mutually signed by Landlord and Tenant.
  - 2. Only one entry per directory per tenant will be permitted.
  - 3. The cost will be deducted from the fit-out deposit or by a separated debit note, if applicable. All prices are subjected to change without prior notice.
  - 4. The production lead time for item a-b is around 14 days upon receipt of this completed order form while for item c is around 2 days upon receipt of this completed order form and tenant's company logo in either one of the following format: AI., PSD., or PDF.

**Personal Information Collection Statement**

The Department will use the information provided for handling directory application matter only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 3 months of the date stated above.

**Hong Kong Science Park**  
**Fit-out & Reinstatement Guide**  
**Annex C – Authorization & Emergency Contact Form**

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

<b>For Official Use Only</b>
Ref No:
Confirmation Date:
Payment:
Handled by:

This Authorization Form serves as a formal record of tenant's appointed contractors involved in the fit-out works of its premises. This form must be completed in every respect and returned, by fax or hand, to Facilities Management Office together with fit-out drawings and plans for vetting.

**Tenant's Details**

Tenant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Building: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mobile No. ( For Emergency ): \_\_\_\_\_

**Authorized Consultants and Contractors' Details**

*Name of Tenant's Architect or Interior Designer:*

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

Person in Charge: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mobile No. ( For Emergency ): \_\_\_\_\_

*Name of Tenant's M&E Engineer:*

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

Person in Charge: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mobile No. ( For Emergency ): \_\_\_\_\_

*Name of Tenant's Fit-Out Contractor:*

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

Person in Charge: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mobile No. ( For Emergency ): \_\_\_\_\_

**Emergency Contact**

Emergency Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Site Representatives: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Personal Information Collection Statement**

The Department will use the information provided for handling emergency contact during fitting-out works only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 3 months of the date stated above.

# Hong Kong Science Park

## Fit-out & Reinstatement Guide

### Annex D – Fit-out Works Commencement Notification Form

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Hong Kong Science Park  
Facilities Management Office

To: Facilities Management Office

Unit 213-215, Core Building 1, No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

For Official Use Only
Ref No:
Confirmation Date:
Payment:
Handled by:

Attn: Hong Kong Science Park – Fit-Out Controller

Please be advised that the fit-out works at Unit (s), \_\_\_\_\_ Building \_\_\_\_\_, Hong Kong Science Park will be commenced on \_\_\_\_\_ and is expected to be completed on \_\_\_\_\_ according to your approved plans.

Signed: \_\_\_\_\_  
(Tenant's representative)

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

---

#### For Use by Fit-Out Controller Only

We would like to inform the Tenant shall submit, within 1 month of completion, 2 sets of as-fit floor plans and reflected ceiling plans, and all as-fit electrical, fire services, air-conditioning, and plumbing & drainage drawings including the respective tests completed, etc. Refund of the balance of the fit out deposit will not be made until such submission is done.

Signed : \_\_\_\_\_

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

**Hong Kong Science Park  
Fit-out & Reinstatement Guide  
Annex E – Temporary Power Supply Application  
Form**

Hong Kong Science Park  
Facilities Management Office

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

<b>For Official Use Only</b>
Ref No:
Confirmation Date:
Payment:
Handled by:

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

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

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

We would like to apply for \_\_\_\_\_no(s). of 30A TPN the temporary electricity supply with the connection to the captioned premises with effect from \_\_\_\_\_. Such temporary supply will be terminated upon the successful connection of the electricity meter by the public utility company (CLP).

\_\_\_\_\_  
Signature and Company Chop

Date:

- Remarks:**
1. The charge for temporary electricity is HK\$150 per day per one 30A (three phase) the connection charge of the power supply will be HK\$1,500 for both tenants offices and retail shops.
  2. Tenants shall notify the Facilities Management Office 7 working days in advance for the connection of temporary electricity supply and make the necessary endorsement.

**For Office Use Only**

Connection Record:-

Temporary Electricity Supply period starting from: \_\_\_\_\_

Handled by: \_\_\_\_\_

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

**Personal Information Collection Statement**

The Department will use the information provided for handling temporary power supply application matter only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 3 months of the date stated above.

## Fit-out & Reinstatement Guide

### Annex F – Temporary Power Supply Termination Form

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To: Facilities Management Office

Unit 213-215, Core Building 1, No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

<b>For Official Use Only</b>
Ref No:
Confirmation Date:
Payment:
Handled by:

From:

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

Name of contractor: \_\_\_\_\_

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

Termination Date of Temporary Electricity Supply: \_\_\_\_\_

Connection Date of Electrical Meter by CLP: \_\_\_\_\_

We are writing to inform the temporary electricity supply for the captioned premises should be terminated on \_\_\_\_\_. This Termination is upon our prior notice from and/or the successful connection of the electricity meter by the public utility company (CLP).

\_\_\_\_\_  
Signature and Company Chop

Date:

**Remarks:** 1. The charge for temporary electricity is HK\$150 per day per one 30A (three phase) the connection charge of the power supply will be HK\$1,500 for both tenants offices and retail shops.

2. Tenants shall notify the Facilities Management Office 2 working days in advance for the termination of temporary electricity supply and make the necessary endorsement.

---

#### **For Office Use Only**

Connection Record-

Temporary Electricity Supply period from \_\_\_\_\_ to \_\_\_\_\_

Number of Days: \_\_\_\_\_

Total Amount to be deducted from the fit out deposit: \_\_\_\_\_

Handled by: \_\_\_\_\_

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

---

#### **Personal Information Collection Statement**

The Department will use the information provided for handling termination of temporary power supply application matter only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 3 months of the date stated above.

# Hong Kong Science Park

## Fit-out & Reinstatement Guide

### Annex G – Fit-out Works Completion Notification Form

Hong Kong Science Park  
Facilities Management Office

To: Facilities Management Office

Unit 213-215, Core Building 1, No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

For Official Use Only
Ref No:
Confirmation Date:
Payment:
Handled by:

Attn: Hong Kong Science Park – Fit Out Controller

We, \_\_\_\_\_, would like to notify the Facilities Management Office that the fit-out works at Unit(s) \_\_\_\_\_, Building \_\_\_\_\_, Hong Kong Science Park have now been completed according to your approved plans and we submit herewith the following documents for your record.

1.	<input type="checkbox"/>	As-fit floor layout plans
2.	<input type="checkbox"/>	As-fit MVAC layout plans
3.	<input type="checkbox"/>	Copy of WR1A / WR1 with copy of registered electrical works certificate and registered electrical services installation certificate
4.	<input type="checkbox"/>	Copy of FS251
5.	<input type="checkbox"/>	Copy of fire resistant door certificates
6.	<input type="checkbox"/>	Copy of test and commissioning report of the modified MVAC system
7.	<input type="checkbox"/>	Others (e.g. license, etc.) _____

We would be obliged if you could arrange for a final inspection.

Signed/Name/Company Chop: \_\_\_\_\_

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

Remarks:

\* Final inspection will not be arranged unless record drawings and all necessary certificates are submitted.

---

#### For Use by Fit-Out Controller Only

We confirm that the fit-out works of subject premises have now been completed to our satisfaction. Therefore, the Accounts Office is requested to releasing the fit-out deposit of HK\$\_\_\_\_\_ for subject tenant after all necessary deductions.

Fit-Out Controller: \_\_\_\_\_

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

# Hong Kong Science Park Fit-out & Reinstatement Guide Annex H – Facility Check Form

Hong Kong Science Park  
Facilities Management Office

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

From:

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

Address: Unit \_\_\_\_\_, Floor \_\_\_\_\_, Building \_\_\_\_\_, Hong Kong Science Park

Hand-over Date: \_\_\_\_\_

Landlord Provisions (Premises to be handed over in “As-is” condition:  Yes  No)

<b>For Official Use Only</b>
Ref No:
Confirmation Date:
Payment:
Handled by:

Provisions	Material & Quantity		Condition	Remark
Floor	<input type="checkbox"/>	Raised floor panel	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Cement sand screeding	<input type="checkbox"/>	Others _____
Wall	<input type="checkbox"/>	Dry partition	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Concrete wall	<input type="checkbox"/>	Others _____
False ceiling	<input type="checkbox"/>	Ceiling tiles	<input type="checkbox"/>	Accepted
Door	<input type="checkbox"/>	Fire resistant wooden door: Single leaf ____ nos. Double leaves ____ nos.	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Other : Single leaf ____ nos. Double leaves ____ nos.	<input type="checkbox"/>	
Exit sign	<input type="checkbox"/>	Provided _____ nos	<input type="checkbox"/>	Accepted
Signage	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Windows	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Window Blind	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Electrical Window Button	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
CO <sup>2</sup> Sensor	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Lighting panel with diffuser	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Lighting panel without diffuser	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Lighting Sensors/LCM	<input type="checkbox"/>	Provided _____ nos. /	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
FS-sprinkler	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Fire hose reel with alarm bell and control module	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
MVAC	<input type="checkbox"/>	Provided - <u>Central</u>	<input type="checkbox"/>	Accepted
VAV Box	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Thermostat	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
P & D	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Others	<input type="checkbox"/>			

Signature with Company Chop: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

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

# Hong Kong Science Park

## Fit-out & Reinstatement Guide

### Annex H – Facility Check Form

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Hong Kong Science Park  
Facilities Management Office

Remark:

1. **The tenant confirms to reinstate the alteration works upon the expiry of tenancy agreement or / and move out from the premises.**
2. The tenant is allowed to report any defect(s) of the above premise within 7 days from the date hereof or before the commencement of fit-out works.
3. The tenant is reminded to submit the application of the refund of fit-out deposit (Annex G) within 6 months of the move-in date or completion date of the fit-out works (the latest) to the Fit-Out Controller. Otherwise, the tenant will be assumed to surrender the right of the application of the refund of fit-out deposit without further notice.

# Hong Kong Science Park Fit-out & Reinstatement Guide

Hong Kong Science Park  
Facilities Management Office

## Annex H1 – Facility Check Form (SME Office only)

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

From:

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

Address: Unit \_\_\_\_\_, Floor \_\_\_\_\_, Building \_\_\_\_\_, Hong Kong Science Park

Hand-over Date: \_\_\_\_\_

Landlord Provision (Premises to be returned in “As-is” condition:  Yes  No)

For Official Use Only
Ref No:
Confirmation Date:
Payment:
Handled by:

Provisions	Material & Quantity		Condition	Remark
Floor	<input type="checkbox"/>	Raised floor panel	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Cement sand screeding	<input type="checkbox"/>	Others _____
Wall	<input type="checkbox"/>	Dry partition	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Wall Paper	<input type="checkbox"/>	Others _____
False ceiling	<input type="checkbox"/>	Ceiling tiles	<input type="checkbox"/>	Accepted
Door	<input type="checkbox"/>	Fire resistant wooden door: Single leaf ____ nos. Double leaves ____ nos.	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Others	<input type="checkbox"/>	Other : Single leaf ____ nos. Double leaves ____ nos.
Exit sign	<input type="checkbox"/>	Provided ____ nos	<input type="checkbox"/>	Accepted
Signage	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Windows	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Accepted
Window Blind	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Electrical Window Button	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
CO <sup>2</sup> Sensor	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Timber skirting	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Accepted
Ceiling cornice boards junction	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Accepted
____A SPN MCB	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Floor Box (twin 13A power socket, data & telephone outlet)	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Wall Electrical Socket	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Door release button	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
TV Outlet	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Lighting Switch	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Digital Lock & Door Bell	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Lighting panel with diffuser	<input type="checkbox"/>	Provided _____ nos	<input type="checkbox"/>	Accepted
Lighting panel without diffuser	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Lighting Sensors/LCM	<input type="checkbox"/>	Provided _____ nos. /	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted

# Hong Kong Science Park Fit-out & Reinstatement Guide

Hong Kong Science Park  
Facilities Management Office

## Annex H1 – Facility Check Form (SME Office only)

FS-sprinkler	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted	
MVAC	<input type="checkbox"/>	Provided - <u>Central</u>	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted	
VAV Box/ Fancoil Unit	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Accepted	
Thermostat	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Accepted	
P & D	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted	
Others	<input type="checkbox"/>						

Signature with Company Chop:

Name of Signatory: \_\_\_\_\_

Date :

Remark:

- The tenant confirms to reinstate the alteration works upon the expiry of tenancy agreement or / and move out from the premises.**
- The tenant is allowed to report any defect(s) of the above premise within 7 days from the date hereof or before the commencement of fit-out works.
- The tenant is reminded to submit the application of the refund of fit-out deposit (Annex G) within 6 months of the move-in date or completion date of the fit-out works (the latest) to the Fit-Out Controller. Otherwise, the tenant will be assumed to surrender the right of the application of the refund of fit-out deposit without further notice.

# Hong Kong Science Park

## Fit-out & Reinstatement Guide

### Annex H2 – Facility Check Form (Laboratory Tenant)

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

From:

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

Address: Unit \_\_\_\_\_, Floor \_\_\_\_\_, Building \_\_\_\_\_, Hong Kong Science Park

Hand-over Date: \_\_\_\_\_

Landlord Provisions (Premises to be handed over in “As-is” condition:  Yes  No)

<b>For Official Use Only</b>
Ref No:
Confirmation Date:
Payment:
Handled by:

Provisions	Material & Quantity		Condition	Remark
Floor	<input type="checkbox"/>	Raised floor panel	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Cement sand screeding	<input type="checkbox"/>	Others _____
Wall	<input type="checkbox"/>	Dry partition	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Wall Paper	<input type="checkbox"/>	Others _____
False ceiling	<input type="checkbox"/>	Concrete Waffle Slab	<input type="checkbox"/>	Accepted
Door	<input type="checkbox"/>	Fire resistant Steel door: Single leaf ____ nos. Double leaves ____ nos.	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Others _____	<input type="checkbox"/>	Accepted
Exit sign	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Signage	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Metal Cladding	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Windows	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Electrical Window Button	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
CO <sup>2</sup> Sensor	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Chemical Drainage Point	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Emergency Drainage Point	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Technical Gas (N <sub>2</sub> , CO <sub>2</sub> , Vacuum, compressed air, DI water)	<input type="checkbox"/>	Provided ____ set.	<input type="checkbox"/>	Accepted
Electrical & ELV Trucking	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Fluorescent tube	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
FS-sprinkler	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Fire hose reel with alarm bell and control module	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Supply Air Duct	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Exhaust Air Duct	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Fume Exhaust	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted

# Hong Kong Science Park Fit-out & Reinstatement Guide

Hong Kong Science Park  
Facilities Management Office

## Annex H2 – Facility Check Form (Laboratory Tenant)

Duct	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
AHU	<input type="checkbox"/>	Provided - <u>Central</u>	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted
Pressure Sensor	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Accepted
Emergency Exhaust Switch	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Accepted
P & D	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted
Others	<input type="checkbox"/>					

Signature with Company Chop:

\_\_\_\_\_

Name of Signatory:

Date :

Remark:

- The tenant confirms to reinstate the alteration works upon the expiry of tenancy agreement or / and move out from the premises.**
- The tenant is allowed to report any defect(s) of the above premise within 7 days from the date hereof or before the commencement of fit-out works.
- The tenant is reminded to submit the application of the refund of fit-out deposit (Annex G) within 6 months of the move-in date or completion date of the fit-out works (the latest) to the Fit-Out Controller. Otherwise, the tenant will be assumed to surrender the right of the application of the refund of fit-out deposit without further notice.

**Hong Kong Science Park**  
**Fit-out & Reinstatement Guide**  
**Annex I – Electronic Lock Key Change Application**  
**Form (SME Office only)**

Hong Kong Science Park  
Facilities Management Office

To: Facilities Management Office

Unit 213-215, Core Building 1, No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

<b>For Official Use Only</b>
Ref No:
Confirmation Date:
Payment:
Handled by:

From:

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

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

Person in Charge : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Signature and  
Company Chop \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement after Changing Password**

Signature and  
Company Chop \_\_\_\_\_ Date: \_\_\_\_\_

- Remarks:**
1. Free of charge will be the first time of password change for tenant move-in. The charge for password change is HK\$50 per one application after tenant's move-in.
  2. We will notify the Facilities Management Office 7 working days in advance of the day of password change.
  3. Please contact the Customer Services Hotline on Tel: 2639 8008 for more information.

**For Office Use Only**

Change Record:- (First Time / Subsequent Change)

Handled by: \_\_\_\_\_

Completed on: \_\_\_\_\_

**Personal Information Collection Statement**

The Department will use the information provided for handling change of electronic keypad application matter only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 3 months of the date stated above.

## Fit-out & Reinstatement Guide

### Annex J – Premise Reinstatement Facility Check Form

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

From:

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

Address: Unit \_\_\_\_\_, Floor \_\_\_\_\_, Building \_\_\_\_\_, Hong Kong Science Park

Landlord Provision (Premises to be returned in “As-is” condition:  Yes  No)

<b>For Official Use Only</b>
Ref No:
Confirmation Date:
Payment:
Handled by:

Provisions	Material & Quantity		Condition	Remark
Floor	<input type="checkbox"/> Raised floor panel	<input type="checkbox"/> Carpet	<input type="checkbox"/> Accepted	
	<input type="checkbox"/> Cement sand screeding	<input type="checkbox"/> Others _____		
Wall	<input type="checkbox"/> Dry partition	<input type="checkbox"/> Marble	<input type="checkbox"/> Accepted	
	<input type="checkbox"/> Concrete wall	<input type="checkbox"/> Others _____		
False Ceiling	<input type="checkbox"/> Ceiling Tiles	<input type="checkbox"/> Aluminium panel / strip	<input type="checkbox"/> Accepted	
Door	<input type="checkbox"/> Fire resistant wooden door: Single leaf ____ nos. Double leaves ____ nos.	<input type="checkbox"/> Other : Single leaf ____ nos. Double leaves ____ nos.	<input type="checkbox"/> Accepted	
Exit sign	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Signage	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Windows	<input type="checkbox"/> Provided	<input type="checkbox"/> Other _____	<input type="checkbox"/> Accepted	
Window Blind	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Electrical Window Button	<input type="checkbox"/> Provided _____	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
CO <sup>2</sup> Sensor	<input type="checkbox"/> Provided _____	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Lighting panel with diffuser	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Other _____	<input type="checkbox"/> Accepted	
Lighting panel without diffuser	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Lighting Sensors/LCM	<input type="checkbox"/> Provided _____ nos. / <input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
FS-sprinkler	<input type="checkbox"/> Provided	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Fire hose reel with alarm bell and control module	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
MVAC	<input type="checkbox"/> Provided - <u>Central</u>	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
VAV Box	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Other _____	<input type="checkbox"/> Accepted	
Thermostat	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Other _____	<input type="checkbox"/> Accepted	
P & D	<input type="checkbox"/> Provided	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Other	<input type="checkbox"/>			

Signature with Company Chop: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

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

#### For Office Use Only

Checked By : \_\_\_\_\_ (Name: \_\_\_\_\_) Date: \_\_\_\_\_

## Fit-out & Reinstatement Guide

### Annex J – Premise Reinstatement Facility Check Form

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Approved By : \_\_\_\_\_ (Name: \_\_\_\_\_ ) Date: \_\_\_\_\_

- To: HKSTP This is to confirm that the premises has been reinstated by the Tenant to its original state and up to our satisfaction.

Regular Billing

- Smart Card (\_\_\_\_\_)
- Additional Air-conditioning (\_\_\_\_\_)
- Others: \_\_\_\_\_

Facility

- \_\_\_\_\_
- \_\_\_\_\_
- Others: \_\_\_\_\_

Received By HKSTP FM	Date Received	Received By HKSTP Finance	Date Received

## Fit-out & Reinstatement Guide

### Annex J1 - Premise Reinstatement Facility Check Form

(SME Office only)

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

From:

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

Address: Unit \_\_\_\_\_, Floor \_\_\_\_\_, Building \_\_\_\_\_, Hong Kong Science Park

Landlord Provision (Premises to be returned in "As-is" condition:  Yes  No)

For Official Use Only
Ref No:
Confirmation Date:
Payment:
Handled by:

Provisions	Material & Quantity		Condition	Remark
Floor	<input type="checkbox"/>	Raised floor panel	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Cement sand screeding	<input type="checkbox"/>	Others _____
Wall	<input type="checkbox"/>	Dry partition	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Wall Paper	<input type="checkbox"/>	Others _____
False ceiling	<input type="checkbox"/>	Ceiling tiles	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Aluminium panel / strip	<input type="checkbox"/>	Accepted
Door	<input type="checkbox"/>	Fire resistant wooden door: Single leaf ____ nos. Double leaves ____ nos.	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Single leaf ____ nos. Inter-unit door	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Others _____		
Exit sign	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Signage	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Windows	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Accepted
Window Blind	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Electrical Window Button	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
CO <sup>2</sup> Sensor	<input type="checkbox"/>	Provided _____	<input type="checkbox"/>	Accepted
Timber skirting	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Accepted
Ceiling cornice boards junction	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Accepted
_____A SPN MCB	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Floor Box (twin 13A power socket, data & telephone outlet)	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Wall Electrical Socket	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Door release button	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
TV Outlet	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Lighting Switch	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Digital Lock & Door Bell	<input type="checkbox"/>	Provided ____ nos.	<input type="checkbox"/>	Accepted
Lighting panel with diffuser	<input type="checkbox"/>	Provided _____ nos	<input type="checkbox"/>	Accepted
Lighting panel without diffuser	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted
Lighting Sensors/LCM	<input type="checkbox"/>	Provided _____ nos. /	<input type="checkbox"/>	Accepted
	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Accepted

## Fit-out & Reinstatement Guide

### Annex J1 - Premise Reinstatement Facility Check Form

(SME Office only)

FS-sprinkler	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted	
MVAC	<input type="checkbox"/>	Provided - <u>Central</u>	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted	
VAV Box	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Accepted	
Thermostat	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Accepted	
P & D	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted	
Others	<input type="checkbox"/>						

Signature with Company Chop: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

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

#### For Office Use Only

Checked By : \_\_\_\_\_ (Name: \_\_\_\_\_ ) Date: \_\_\_\_\_

Approved By : \_\_\_\_\_ (Name: \_\_\_\_\_ ) Date: \_\_\_\_\_

To: HKSTP This is to confirm that the premises has been reinstated by the Tenant to its original state and up to our satisfaction.

#### Regular Billing

- Smart Card (\_\_\_\_\_)
- Additional Air-conditioning (\_\_\_\_\_)
- Others: \_\_\_\_\_

#### Facility

- \_\_\_\_\_
- Others: \_\_\_\_\_

Received By HKSTP FM	Date Received	Received By HKSTP Finance	Date Received

## Fit-out & Reinstatement Guide

### Annex J2 – Premise Reinstatement Facility Check Form (Laboratory Tenant)

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

For Official Use Only	
Ref No:	
Confirmation Date:	
Payment:	
Handled by:	

From:

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

Address: Unit \_\_\_\_\_, Floor \_\_\_\_\_, Building \_\_\_\_\_, Hong Kong Science Park

Landlord Provision (Premises to be returned in “As-is” condition:  Yes  No)

Provisions	Material & Quantity		Condition	Remark
Floor	<input type="checkbox"/> Raised floor panel	<input type="checkbox"/> Carpet	<input type="checkbox"/> Accepted	
	<input type="checkbox"/> Cement sand screeding	<input type="checkbox"/> Others _____		
Wall	<input type="checkbox"/> Dry partition	<input type="checkbox"/> Concrete Wall	<input type="checkbox"/> Accepted	
	<input type="checkbox"/> Wall Paper	<input type="checkbox"/> Others _____		
False ceiling	<input type="checkbox"/> Concrete Waffle Slab	<input type="checkbox"/> Aluminium panel / strip	<input type="checkbox"/> Accepted	
Door	<input type="checkbox"/> Fire resistant Steel door: Single leaf ____ nos. Double leaves ____ nos.	<input type="checkbox"/> Timber Door Single leaf ____ nos. Double leaf ____ nos.	<input type="checkbox"/> Accepted	
	<input type="checkbox"/> Others _____			
Exit sign	<input type="checkbox"/> Provided ____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Signage	<input type="checkbox"/> Provided ____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Metal Cladding	<input type="checkbox"/> Provided _____	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Windows	<input type="checkbox"/> Provided _____	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Electrical Window Button	<input type="checkbox"/> Provided _____	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
CO <sup>2</sup> Sensor	<input type="checkbox"/> Provided _____	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Chemical Drainage Point	<input type="checkbox"/> Provided ____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Emergency Drainage Point	<input type="checkbox"/> Provided ____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Technical Gas (N <sub>2</sub> , CO <sub>2</sub> , Vacuum, compressed air, DI water)	<input type="checkbox"/> Provided ____ set.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Electrical & ELV Trucking	<input type="checkbox"/> Provided ____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Fluorescent tube	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
FS-sprinkler	<input type="checkbox"/> Provided _____	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Fire hose reel with alarm bell and control module	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Supply Air Duct	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Exhaust Air Duct	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	
Fume Exhaust	<input type="checkbox"/> Provided _____ nos.	<input type="checkbox"/> Nil	<input type="checkbox"/> Accepted	

## Fit-out & Reinstatement Guide

### Annex J2 – Premise Reinstatement Facility Check Form

#### (Laboratory Tenant)

Duct	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
AHU	<input type="checkbox"/>	Provided - <u>Central</u>	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted
Pressure Sensor	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Accepted
Emergency Exhaust Switch	<input type="checkbox"/>	Provided _____ nos.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Accepted
P & D	<input type="checkbox"/>	Provided	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Accepted
Others	<input type="checkbox"/>					

Signature with Company Chop: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

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

#### For Office Use Only

Checked By : \_\_\_\_\_ (Name: \_\_\_\_\_ ) Date: \_\_\_\_\_

Approved By : \_\_\_\_\_ (Name: \_\_\_\_\_ ) Date: \_\_\_\_\_

To: HKSTP This is to confirm that the premises has been reinstated by the Tenant to its original state and up to our satisfaction.

#### Regular Billing

- Smart Card (\_\_\_\_\_)
- Additional Air-conditioning (\_\_\_\_\_)
- Others: \_\_\_\_\_

#### Facility

- \_\_\_\_\_
- Others: \_\_\_\_\_

Received By HKSTP FM	Date Received	Received By HKSTP Finance	Date Received

## Fit-out & Reinstatement Guide

### Annex K – Fit-out & Reinstatement Works Rules and Guidelines (裝修及還原工程守則)

1. 裝修承辦商必須在工程進行前兩個工作天，前往設施管理處申請裝修許可証。
2. 裝修工程人員在每天進行工程前，必須到該大廈地下大堂的服務處登記。
3. 在工程進行前必須在公眾走廊之牆身、地面以及載貨升降機位置鋪放合規格的保護木板，並需符合管理處之要求方可進行有關工程。
4. 所有空調系統之出風及回風位置必需在工程進行前妥善封好。
5. 任何產生噪音或氣味的裝修工序，只能在星期一至五下午七時至上午七時、星期六下午二時後、星期日及公眾假期全日才可進行。如設施管理處職員發現裝修工程人員在非指定時間內進行上述工序，管理處有權即時終止裝修工程。
6. 裝修承辦商必須在裝修期間，於單位內設置抽風系統“筒扇”將裝修氣味抽走。
7. 嚴禁在大廈及裝修單位內吸煙。
8. 於香港科學園範圍內必須穿著衣服，不可脫去上衣。
9. 不准使用揮發性的溶劑或“稀釋”劑進行油漆或地毯鋪砌工程（只准使用水溶性溶劑）。
10. 不准在公眾地方存放物料或進行任何裝修工序。
11. 不准在單位內存放過量裝修廢料，管理處有權要求裝修承辦商將廢料按環保署指引即時清走。
12. 不准在單位內存放過量易燃物料（存放量必須需符合消防處及香港政府之有關法例規定）。
13. 設施管理處職員有權每天進入裝修單位內進行檢查，如發現有任何違規行為，管理處職員有權即時終止其工作，並根據 A9 裝修守則 4.1 內項目(m), (n) & (o) 向租戶收取相關之行政費用及一切損失所引致的費用。而相關之行政費用將於租戶之裝修保證金中扣除。
14. 所有燒焊工程必須在工程進行前兩個工作天，前往設施管理處申請燒焊許可証。燒焊期間必需有最少兩名工人在場，其中一人負責從旁監察，並必須備有滅火筒。

本人 \_\_\_\_\_ 代表 \_\_\_\_\_ 明白及承諾嚴守以上所有裝修守則。  
(租戶公司名稱)

本人 \_\_\_\_\_ 代表 \_\_\_\_\_ 明白及承諾嚴守以上所有裝修守則。  
(裝修承辦商名稱)

租戶代表簽署及蓋章	裝修承辦商代表簽署及蓋章	設施管理處職員簽署

## Fit-out & Reinstatement Guide

### Annex K – Fit-out & Reinstatement Works Rules and Guidelines (裝修及還原工程守則)

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1. Contractor should submit work permit application to FMO for any fit-out works in advance of 2 working days.
2. Fit-out workers have to register at the building service counter every day before starting the work.
3. Proper protection work is required at both the floor and wall of corridor (from the premises to the cargo lift) up to FMO's satisfaction before fit-out works.
4. Diffuser and return air louver of air-conditioning system should be covered-up before the commencement of fit-out works.
5. Nuisance works, e.g. noisy, dusty, etc., can only be proceeded from 7:00pm to 7:00am on Monday to Friday, after 2:00pm on Saturday or whole day on Sunday and Public Holiday. FMO will suspend the work if non-standard practice is noted.
6. Exhaust fan with ducting for extraction of indoor to outdoor should be installed during the whole fit-out period.
7. Smoking is prohibited inside the building and the premises.
8. Worker must work with proper dressing.
9. NO VOC (Volatile Organic Compounds) material (such as painting, adhesive, etc.) should be used in fit-out works to minimize the emission of the smell/ contamination to indoor air.
10. Fit-out work is not allowed and material should not be stored at common area.
11. Debris should be disposed regularly. FMO would request the contractor to clear the waste immediately if necessary with reference to EPD's requirements.
12. Inflammable material should be stored in accordance with FSD's and statutory requirements.
13. FMO has the right to inspect the fit-out unit regularly. According to Terms (m), (n) & (o) of Clause 4.1 of A9a Fit-out Guide, FMO would proceed regulatory actions such as charging of administration fee, which will be deducted from the fit-out deposit and work suspension if any violation.
14. For welding work, separate work permit is required in advance of 2 working days. At least 2 workers with one supervisor are required. Fire extinguisher should be placed at the working site.

I \_\_\_\_\_, on behalf of \_\_\_\_\_ (Tenant's Company Name) fully understand and promise to strictly follow the above rules and regulations.

I \_\_\_\_\_, on behalf of \_\_\_\_\_ (Contractor's Company Name) fully understand and promise to strictly follow the above rules and regulations.

Tenant Representative		Contractor Representative	FMO Representative

## Fit-out & Reinstatement Guide

### Annex K - Fit-out & Reinstatement Works Rules and Guidelines (裝修及還原工程守則)

附件一

在該單位之門口或當眼位置張貼已簽發的科學園工作申請表及裝修守則



Photo 1

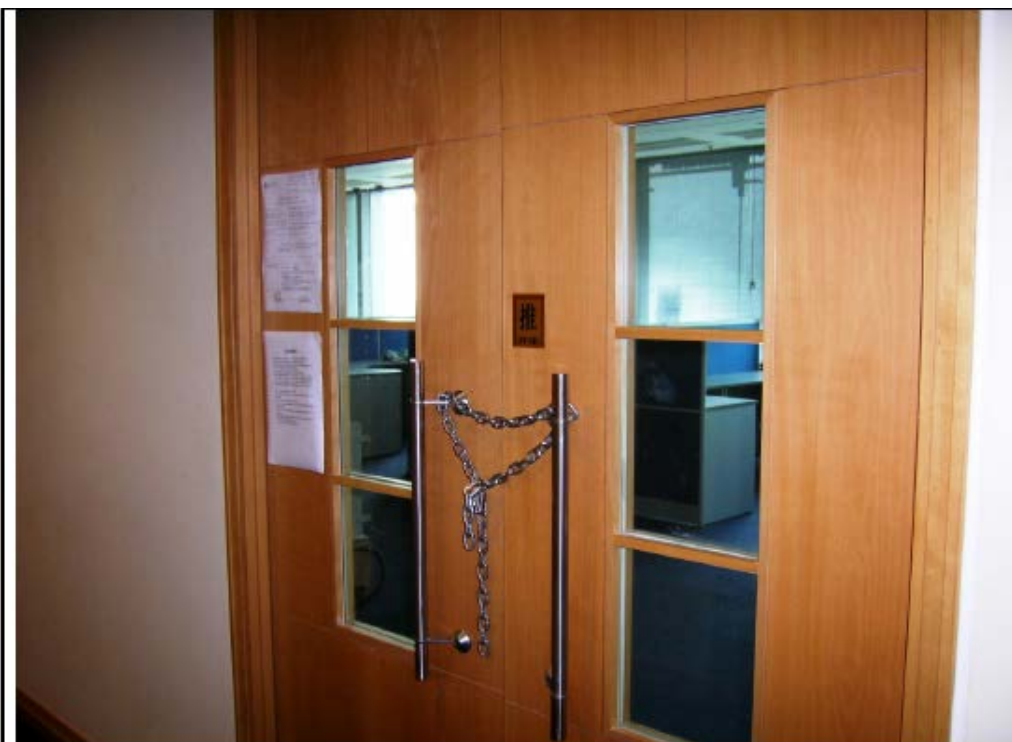


Photo 2

## Fit-out & Reinstatement Guide

### Annex K - Fit-out & Reinstatement Works Rules and Guidelines (裝修及還原工程守則)

附件二

公眾走廊至貨梯位置須加上保護地面及牆身保護之物料



Photo 3



Photo 4

## Fit-out & Reinstatement Guide

### Annex K - Fit-out & Reinstatement Works Rules and Guidelines (裝修及還原工程守則)

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#### 附件三

將單位內之冷氣出風及回風口用膠紙蓋上，以免裝修所產生之灰塵及裝修氣味從裝修單位傳到其他租戶單位



Photo 5



Photo 6

## Fit-out & Reinstatement Guide

### Annex K - Fit-out & Reinstatement Works Rules and Guidelines (裝修及還原工程守則)

附件四

卅

在該單位安裝臨時抽風系統 - “豬籠扇”，盡量將裝修所產生之灰塵及氣味從窗戶/單位內的露台門抽走



Photo 7



Photo 8

## Fit-out & Reinstatement Guide

### Annex L – Landlord’s Nominated Contractors List

---

#### Landlord’s Nominated / Maintenance Contractors and Suppliers

##### Electrical Work

Company : Hsin Chong Aster Building Services Ltd.  
Address : 6/F, 133 Wai Yip Street, Kwun Tong, Kowloon  
Tel. No. : 2675 3322 / 9411 0850  
Fax. No. : 2564 0793  
Contact-Person : Mr. KK Lam  
Email Address : kklam@aster.hk.com

Company : Hang King (H.K.) Engineering Co. Ltd  
Address : 3/F, Unit B, Tai Chaip Factory Bldg, 17 Yuk Yat Street, Tokwawan, Kowloon HK.  
Tel. No. : 2334 4888 / 9274 1118  
Fax. No. : 2334 4101  
Contact-Person : Mr. Mo Kwan Ling  
Email Address : hangkingengmo@yahoo.com.hk

Company : M & V Engineering (E&M) Ltd  
Address : Unit B1, 6/F., Galaxy Factory Building, 25-27 Luk Hop Street, San Po Kong, Kowloon  
Tel. No. : 2242 2841 / 9481 7663  
Fax. No. : 2643 5283  
Contact-Person : Mr. Mathew Chang

Company : Viewco Building Services & Engineering Co. Ltd  
Address : Rm 1007-8, Nan Fung Tower, 173 Des Voeux Road, Central, Hong Kong  
Tel. No. : 2543 0610 / 9093 2883; 3529 8916 / 6279 7050  
Fax. No. : 2815 3681  
Contact-Person : Mr. Keith Ng / Mr. Kenneth Ho  
Email Address : viewco@yahoo.com.hk / kenneth@viewco.com.hk

Company : Sky Zone Engineering Ltd.  
Address : Unit 1305, 13/F., Chai Wan Industrial City, Phase 2, 70 Wing Tai Road, Chai Wan, Hong Kong  
Tel. No. : 2976 5771 / 9027 8187  
Fax. No. : 2976 5531  
Contact-Person : Mr. Eric Chan

##### Generator Set Testing (tenant back up power) (Maintenance Contractor)

Company : Wing Sang Electrical Engineering Company Limited  
Address : Room 3902, Level 39, Metroplaza Tower II, 223 Hing Fong Road, Kwai Fong, N.T., Hong Kong  
Company Tel. No. : 2429 9389  
Mobile Tel. No. : 9166 1429 / 6151 9899  
Fax. No. : 2431 1392  
Contact-Person : Mr. Terry Yip / Mr. Henry Lo

## Fit-out & Reinstatement Guide

### Annex L – Landlord’s Nominated Contractors List

---

#### Air Conditioning System (Hardware)

Company : Hsin Chong Aster Building Services Ltd.  
Address : 6/F, Hsin Chong Centre, 107-109 Wai Yip Street, Kwun Tong, Kowloon  
Tel. No. : 2579 8184 / 9215 5764  
Fax. No. : 2564 0793  
Contact-Person : Kenneth Tsang  
Email Address : kennetht@hcg.com.hk

Company : Johnson Controls Hong Kong Limited  
Address : 11/F & 12/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong  
Tel. No. : 2963 6218 / 9658 5613  
Fax. No. : 3641 8209  
Contact-Person : Mr. Ho Chi Leung Ho

Company : Goodwill E&M Engineering Limited  
Address : Flat B, 14/F, King Wing Factory Building, 65-67 King Yip Street, Kwun Tong, Kowloon, Hong Kong  
Tel. No. : 2951 9225  
Fax. No. : 2951 9566  
Contact-Person : Mr. Anson H.C. Sze  
Email Address : goodwill.em@hotmail.com

Company : Viewco Building Services & Engineering Co. Ltd  
Address : Rm 1007-8, Nan Fung Tower, 173 Des Voeux Road, Central, Hong Kong  
Tel. No. : 2543 0610 / 9093 2883; 3529 8916 / 6279 7050  
Fax. No. : 2815 3681  
Contact-Person : Mr. Keith Ng / Mr. Kenneth Ho  
Email Address : viewco@yahoo.com.hk / kenneth@viewco.com.hk

Company : BYME Engineering (HK) Ltd.  
Address : Unit 2101, 21/F, Island Place Tower, 510 King’s Road, North Point, Hong Kong  
Tel. No. : 2881 6690 / 9222 8313  
Fax. No. : 2753 8660  
Contact-Person : Mr. Ng Kwok Lun, Alan  
Email Address : Kwoklun.ng@byme.hk

#### Plumbing & Drainage Work

Company : Chi Fung Pumping Works Co. Ltd.  
Address : 9/F Wang Fai Ind. Bldg., 29 Luk Hop St., San Po Kong, Kln., HK.  
Tel. No. : 2320 9914 / 2323 6670  
Fax. No. : 2351 1694 / 2350 1694  
Contact-Person : Mr. John Cheng  
Email Address : info@chifung.com.hk / johncheng@chifung-group.com.hk

## Fit-out & Reinstatement Guide

### Annex L – Landlord’s Nominated Contractors List

---

Company : Hang King (H.K.) Engineering Co. Ltd  
Address : 3/F, Unit B, Tai Chaip Factory Bldg, 17 Yuk Yat Street, Tokwawan,  
Kowloon HK.  
Tel. No. : 2334 4888 / 9274 1118  
Fax. No. : 2334 4101  
Contact-Person : Mr. Mo Kwan Ling  
Email Address : hangkingengmo@yahoo.com.hk

Company : Eastco Engineering Ltd.  
Address : Room 1002-3, Federal Building, 369 Lockhart Road,  
Wanchai, HK.  
Tel. No. : 2575 6286 / 9181 8118  
Fax. No. : 2575 6680  
Contact-Person : Mr. Karven Chan

#### Fire Services System (Maintenance Contractor)

Company : Johnson Controls Hong Kong Limited  
Address : 11/F & 12/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong,  
Kowloon, Hong Kong  
Tel. No. : 9127 1577  
Fax. No. : 2516 5648  
Contact-Person : Ms. Lilian Li Pui Ling  
Email Address : lilian.pl.li@jci.com

#### Building Management System (BMS) and HVAC Control System (Maintenance Contractor)

Company : Hensen System Engineering Ltd.  
Address : Room A, 21/F Chiap King Industrial Building, No. 1114 King Fuk Street,  
San Po Kong, Kowloon, Hong Kong.  
Tel. No. : 2884 9001 / 6778 6096  
Fax. No. : 2884 9003  
Contact-Person : K.L Ng  
Email Address : lanng@hensen.com.hk

#### Security & Smart Card System (SSCS) (Maintenance Contractor)

Company : ADT Hong Kong Limited  
Address : Units 905-923, 9/F, Trade Square, 681 Cheung Sha Wan Rd, Cheung Sha  
Wan, Kowloon  
Tel. No. : 2758 0020 / 6012 0218  
Fax. No. : 2753 0456  
Contact-Person : Mr. Eric Ma  
Email : ema@tycoint.com

## Fit-out & Reinstatement Guide

### Annex L – Landlord’s Nominated Contractors List

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#### I.T. Network Cabling Service (For inter- & intra- building only)

Company : Wing On Engineering Co.  
Address : Flat A, 16/F, Wing Cheong Commercial Building, 19-25 Jervois St, Sheung Wan, H.K.  
Tel. No. : 2547 2467 / 9015 1764  
Fax. No. : 2546 8729  
Contact-Person : Mr. Ronald Li  
Email : sales@wingoneng.com

#### Science Park I.T. Service (Refer to A5 of Tenant’s Handbook only)

Company : IT Helpdesk  
Tel. No. : 2639 8242  
Email : it.helpdesk@hksciencepark.org

#### Automated Refuse Collection System (ARCS)

Company : Envac Far East Ltd.  
Address : Room 606A, 6/F, Island Place Tower, 510, King’s Road, North Point, Hong Kong  
Tel. No. : 2869 8838  
Fax. No. : 2739 7121  
Contact-Person : Mr. Conal Chan

#### Special Signage Works

Company : D.E. Sign Company  
Address : Flat B, 7/F, Kin Hing Industrial Building, 17-23 Shek Kin Street, Kwai Chung, N.T.  
Tel. No. : 2487 1441  
Fax. No. : 2427 0619  
Contact-Person : Mr. Adrian Chang

Company : King Wah Engineering Co Ltd.  
Address : Room 1106 & 08 Century Centre, 44-46 Hung To Road, Kwun Tong  
Tel. No. : 2342 3171 / 9088 9888  
Fax. No. : 2797 8285  
Contact-Person : Ms Winnie Cheung

#### Raised Floor – Supplier (For Building 12W, 15W and 16W)

Company : TopTech Co. Limited  
Address : 3/F., Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong.  
Tel. No. : 2828 4463  
Fax. No. : 2827 6132  
Contact-Person : Mr. Daniel Leung  
Email : daniel.leung@toptech.com.hk

## Fit-out & Reinstatement Guide

### Annex L – Landlord’s Nominated Contractors List

---

#### Raised Floor – Supplier (For Building 20E and 22E)

Company : GW Company S.r.l.  
Tel. No. : +39 06 85 35 42 78  
Fax. No. : +39 06 85 58 451  
Email: : info@gwaccessfloors.com

#### False Ceiling Tiles (Supplier)

Company : Durlum Asia Limited  
Address : 5/F., Shiu Fung Building., 51-53 Johnston Road, Wanchai, Hong Kong  
Tel. No. : 2891 5111  
Fax. No. : 2893 5111  
Contact-Person : Ms. Janus Tang  
Email : janustang@durlumasia.com

#### Wallpaper (For common corridor only)

Company : Tat Ming Wallpaper Company Limited  
Address : 18th floor, Kwan Chart Tower, 6 Tonnochy Road, Wanchai, Hong Kong  
Tel. No. : 2910 2208 / 9634 3337  
Contact-Person : Mr. Rico Yue  
Email : rico@tatming.com

#### Carpet Tile (For common corridor only)

Company : New Team Carpet Limited  
Address : Rm 04 12/F Eastern Harbour Ctr., Quarry Bay, Hong Kong, Hong Kong  
Tel. No. : 2866 0666 / 5547 7783  
Contact-Person : Ms. Cathleen Lui  
Email : Cathleen@newteam.com.hk

#### Lighting Box Supplier

Company : CREE Hong Kong Limited  
Address : 6/F., Green 18, 18 Science Park East Avenue, Hong Kong Science Park.  
Tel. No. : 2424 8228  
Fax. No. : 2422 2737  
Contact-Person : Mr. Dennis Cheung  
Email : dennis\_cheung@cree.com

## Fit-out & Reinstatement Guide

### Annex L – Landlord’s Nominated Contractors List

---

#### Lighting Control System (For Building 12W, 15W and 16W)

Company : KENON Engineering & Supply Ltd  
Address : 12/F., Asia Harvest Comm. Centre, 324-6 Shaukeiwan Road, Hong Kong  
Tel. No. : 2717 3018  
Fax. No. : 2349 0178  
Contact-Person : Mr. Anthony Lai (Mobile: 9219 3771)

#### Lighting Control System (For Building 20E and 22E)

Company : Hensen System Engineering Ltd.  
Address : Room A, 21/F Chiap King Industrial Building, No. 1114 King Fuk Street, San Po Kong, Kowloon, Hong Kong.  
Tel. No. : 2884 9001 / 67786096  
Fax. No. : 28849003  
Contact-Person : K.L Ng

#### Floor Box (For SME Units only)

Company : MK Electric (China) Ltd.  
Address : 21/F Honeywell Tower, Olympia Plaza, 255 King's Road, North Point, Hong Kong  
Tel. No. : 2331 9133  
Fax No. : 2151 9465

#### Soft Landscape Works

Company : Tarzan Landscape Contractors Ltd.  
Address : Room 601, 6/F New Commerce Centre, No. 19 On Sum Street, Shatin  
Tel. No. : 2638 4809 / 9303 8236  
Fax. No. : 2638 2905  
Contact-Person : Mr Chan Kai Fat

#### Cleaning (Maintenance Contractor)

Company : Johnson Cleaning Services Company Limited  
Tel. No. : 9036 5687  
Contact-Person : Mr. Patrick Ma  
Email : info@johnson-cleaning.com

#### I. PARTICULARS OF THE PREMISES -- to be completed by the applicant in BLOCK letters

(a) Building Number: \_\_\_\_\_

(b) Floor: \_\_\_\_\_

(c) Unit: \_\_\_\_\_

#### II. DETAILS OF PLANS REQUESTED

Item	Type of Plan	Tick if applicable
1	General Layout Plan	<input type="checkbox"/>
2	Reflected Ceiling Plan	<input type="checkbox"/>
3	MVAC Layout Plan	<input type="checkbox"/>
4	Sprinkler Layout Plan	<input type="checkbox"/>
5	Plumbing Layout Plan	<input type="checkbox"/>
6	Drainage Layout Plan	<input type="checkbox"/>
7	Electrical Layout Plan	<input type="checkbox"/>
8	Lighting Layout Plan	<input type="checkbox"/>
9	Others: Please specify _____	<input type="checkbox"/>

#### III. DECLARATION OF THE APPLICANT

I/we hereby declare that the information in the above documents will be used:

- for reference in carrying out fitting-out/decoration works in captioned location only.  
 for ensuring compliance with the provisions of the Buildings Ordinance or any other enactment  
- i.e.  licensing application (state the type of license): \_\_\_\_\_  
 others (state the purpose) \_\_\_\_\_

AND I/we hereby undertake that I/we will not use the information so obtained for any other purposes.

Name: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Signature and \_\_\_\_\_ Date : \_\_\_\_\_

Chop: \_\_\_\_\_

#### IV. STATUS OF THE APPLICANT (To be completed by Facilities Management)

- move-in record received on \_\_\_\_\_ (for approved tenant of the subject premises only).  
 the application is an information enquiry made by potential tenant, authorization from HKSTP is obtained from:

Name: \_\_\_\_\_ (Senior Manager or above, Div.: \_\_\_\_\_)

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

Notes:-

- (a) All the hardcopy and softcopy, i.e. AutoCAD drawings, of building plans are the properties of Hong Kong Science and Technology Parks Corporation. It is privileged and should also be kept confidential. Any review, retransmission, or other use of this information by persons and purpose other than the one as stated above is strictly prohibited.
- (b) HKSTP shall not be responsible for any loss or damage whatsoever occasioned to the tenants arising out of or in connection with their use of the information provided by HKSTP.
- (c) Tenants shall indemnify and keep indemnified HKSTP against all losses, liabilities, damages, costs, legal costs, professional and other expenses of any nature whatsoever incurred or suffered by HKSTP whether direct or consequential arising out of the improper use of the information provided by HKSTP

#### Personal Information Collection Statement

The Department will use the information provided for handling issue of copy of building plans application matter only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 3 months of the date stated above.



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**Annex N - 香港科學園工作證申請表**

有關之工作人員已按法例要求持有下列有效之牌照/證書:	<input type="checkbox"/> 「平安咭」	<input type="checkbox"/> 電力 A 牌	<input type="checkbox"/> 電力 B 牌	<input type="checkbox"/> 電力 C 牌	<input type="checkbox"/> 吊船牌
	<input type="checkbox"/> 水喉匠牌照	<input type="checkbox"/> 密閉空間證明書			
所需用具:					
設施管理處聯絡人及電話					
*本人同意及接受此申請表的注意事項及科技園公司安全、健康及環保手冊之內容。本人明白約束公司遵從上述手冊要求的責任。					
租戶代表簽署及蓋章			承辦商代表簽署及蓋章		

**注意事項：**

- 守則:
1. 承辦商須細閱科技園公司安全、健康及環保手冊(HKSTP - SHE Handbook)之內容，並同意及遵從該手冊要求的責任和條文。可於此連結 <https://qrgo.page.link/6qoJX> 或掃描本頁下方的二維碼查閱上述提及之文件
  2. 請於進行工作前兩個工作天提交此申請表到核心大樓一座(1E)之客戶服務櫃位，或傳真至 2655 8655，又或電郵至 [customerservice@hksciencepark.org](mailto:customerservice@hksciencepark.org)
  3. 承辦商必須填寫**乙部**為其工作人員申請工作證。沒有工作証工人不可在本園區內工作。工作人員到大廈工作時，需出示身份證明文件於大廈進行登記，並須於離開大廈時退還工作證。**倘遺失工作證**，設施管理處會就每張工作證收取港幣 50 元作行政費之用
  4. 如需開啟任何設施房門，請填寫**丙部**。有關人士必須持有法定要求之有效牌照，如建造業安全訓練證明書(俗稱「平安咭」)、電氣技工證書、密閉空間核准工人證明書及其他有關牌照
  5. 工作時必須配戴由設施管理處發出之工作證外衣的左前胸前及不得被其他衣物遮蓋
  6. 進行工作前承辦商必須提交有關工程細則 如: 工程圖則及風險評估報告等文件
  7. 工程進行前必須在工程範圍及有關通道鋪放保護木板，不可在公眾地方放置物料並需符合設施管理處之要求方可進行有關工作
  8. 嚴禁不穿上衣、在室內吸煙、賭博或撬門，違者會被立即要求離開
  9. 不可在公眾地方、草地及花園等園內設施躺臥或睡覺
  10. 不可在洗手間內洗衣或洗澡
  11. 裝修工程只可在單位內進行，不可佔用公共地方及阻塞通道，並須按照香港科學園設施管理處指定的電梯及時間運載裝修物料和進行其他活動
  12. 裝修工程項目如有任何更改或增減，須取得設施管理處書面同意後才可施工。設施管理處職員有權即時終止一切有危險或影響租戶的工作
  13. 工程完成後須妥善清理所有因工程所引致的垃圾/廢物，並還原現場(如:清理保護木板等)
  14. 承辦商必需保持地方整潔，並於離開前還原各項設施(包括天花板、地台板及電線槽蓋等)
  15. 承辦商如需進入機房工作，必需佩戴有效的安全帽
  16. 有關工作人員必須遵守設施管理處訂立之有關守則，**如有違規，設施管理處有權即時停止所有工作及禁止該工作人員再進入大廈工作**
  17. 如工作上需要進行熱加工程序和需要隔離該區的消防系統，請列明在申請表的工作詳情內供審核
  18. 申請人或/及其承辦商必須按工程類別提交建築全險保險(CAR)及/或第三者責任保險(PL)之保單首頁(如適用)

星期一至星期五 - 上午七時 至 下午七時  
 星期六 - 上午七時 至 下午二時

❖ 嚴禁進行任何帶噪音及氣味之工作  
 ❖ 於園區範圍內必需穿上衣物及配帶工作證



**收集個人資料聲明**

本表格內的個人資料將被用作申請工作證的事宜上，並只在合理情況下交予相關政府執法機關使用。根據「個人資料(私隱)條例」，您有權要求查閱和更正任何個人資料(請致電設施主任 2639 8008 查詢)。上述資料將於使用日期三個月後銷毀。

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Annex N – Work Permit Application for Hong Kong Science Park  
Work Permit Application for Hong Kong Science Park**

**For Official Use Only 由本處填寫**  
 Approved    Rejected    Pending  
 Worker Permit (Red)  
 Signed By (Dept. Head): \_\_\_\_\_

<b>Part A</b>		<b>Ref no.</b>
Company Name of Tenant:		Tenant's Contact Person & Phone No.:
Company Name of Contractor:		Contractor's Contact Person & Phone No.:
Tenant Address:		
Working Period Date: From _____ To _____		Working Time Per Day Time: From _____ To _____
Works Location:		
Job Description:		
<input type="checkbox"/> <b>Emergency Work (less than 2 working days in advance)</b> <input type="checkbox"/> Hoarding <input type="checkbox"/> Plastering <input type="checkbox"/> Brick laying <input type="checkbox"/> Wall finishing <input type="checkbox"/> Painting <input type="checkbox"/> Raised floor <input type="checkbox"/> Others (Please specify) _____	Works involved <input type="checkbox"/> Working at height <input type="checkbox"/> Working in confined space <input type="checkbox"/> Excavation <input type="checkbox"/> Fit out works <input type="checkbox"/> Lifting Operation (working date: from _____ to _____ ) <input type="checkbox"/> Welding (the contractor must set a fire extinguisher on site; working date: from _____ to _____ )	

<b>Part B</b>							
	Work Permit No.	Name	Identification Document No.		Work Permit No.	Name	Identification Document No.
1.				11.			
2.				12.			
3.				13.			
4.				14.			
5.				15.			
6.				16.			
7.				17.			
8.				18.			
9.				19.			
10.				20.			

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<b>Part C</b>	
Do you require entering the facility rooms*? <input type="checkbox"/> Yes <input type="checkbox"/> No  Duration:  Working Time Per Day:	<input type="checkbox"/> Meter Room <input type="checkbox"/> AHU Room <input type="checkbox"/> IT Room <input type="checkbox"/> Refuse Room <input type="checkbox"/> Male / Female/ Disabled Lavatory  <input type="checkbox"/> Others: _____  From _____ To _____  AM / PM / Full Day Others: _____
*Remarks: Apart from two sessions (9 a.m. and 2 p.m.), Facilities Management Office may provide assistance for entering facility rooms as in subject to the manpower situation,	

In compliance with the statutory requirements, the workers shall have valid certification or licence as following for conducting particular works:  (Please tick as appropriate)	<input type="checkbox"/> Certificate in Mandatory Basic Safety Training for Construction Industry (Green Card) <input type="checkbox"/> Certificate for Grade A Electrical Work <input type="checkbox"/> Certificate for Grade B Electrical Work <input type="checkbox"/> Certificate for Grade C Electrical Work <input type="checkbox"/> Certificate in Gondola operators <input type="checkbox"/> Plumber's licence <input type="checkbox"/> Certificate in Workers of Confined Spaces Operation
Tools required:	
Facilities Management Office's Contact Person & Phone No.:	
*I accepted and agreed all terms & Conditions listed in this application form and HKSTP SHE Handbook. I acknowledge that I am authorized to bind such company to the requirements herein in the HKSTP SHE Handbook.	
Signature of Tenant's Representative with Company Chop	Signature of Contractor's Representative with Company Chop

**Terms & Conditions:**

- Please read the Safety, Health and Environment (SHE) Handbook issued by Hong Kong Science & Technology Parks Corporation carefully and all contractors shall agree to bear the liabilities as well as to follow strictly to the terms and conditions as stipulated in the Handbook. Safety, Health and Environment (SHE) Handbook can be found in this link <https://qr.go.page.link/cuGYi> or by scanning the QR at the bottom of next page.
- This work permit application form must be submitted to Facilities Management Office for approval at least two working days prior to commencement of works. You may submit this form directly to the Customer Services Counter at Core Building 1 (1E) or by email to [customerservice@hksciencepark.org](mailto:customerservice@hksciencepark.org) or by fax at 2655 8655.
- All contractors are required to fill in **Part B** in order to apply for worker permits. Any works in Hong Kong Science Park could only be commenced with valid worker permits issued by Facilities Management Office. All workers have to present identity documents with photo attached for registration by the time of arrival at relevant buildings and return worker permits to the Customer Services Counters before leaving the building. In case of **card lost, an administration fee of HK\$50 per card will be charged** by Facilities Management Office.
- Please complete **Part C** if you have to access to any facility rooms. In compliance with statutory requirements, only qualified persons with valid certification or licence are allowed to enter facility rooms. For instances, Certificate in Mandatory Basic Safety Training for Construction Industry (Green Card), Certificate for Electrical Work, Certificate in Workers of Confined Spaces Operation or other relevant licences are required when appropriate.
- During the course of work, the worker permit, which is issued by Facilities Management Office, must be worn on the

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upper left portion of worker's chest without covering.

6. All contractors must submit all related documents showing the details of works, such as architectural drawings of layout plans and risk assessment report, prior to the commencement of works.
7. All works are required to comply with the requirements of Facilities Management Office, precautions have to be taken for working areas and affected communal corridors where are protected by wooden cardboards before commencing any works. Please do not store any materials at common areas.
8. Improper dressing, indoor smoking, gambling or breaking into any premises is prohibited in the park and offenders will be requested to leave the park immediately.
9. Sleeping or lying down on the common areas is not allowed.
10. Do not take shower or clothes washing in the toilet or shower room.
11. Fit-out/ reinstatement works shall only be conducted inside the tenant's unit and should avoid occupying the common areas and blocking any hallways. Any activities, i.e. the use of designated lift and the specified time schedule for moving building materials, should adhere to the operation guidelines of Facilities Management Office.
12. All contractors shall not commence any works in which the work details are varied from the approved work permit unless they get written consent from Facilities Management Office. Facilities Management Office reserves all rights to suspend any works that may cause safety problem or disturbance to other tenants.
13. All construction wastes shall be disposed properly and affected areas have to be reinstated to former conditions, such as clearance of protective wooden boards.
14. Contractor must maintain the cleanliness and tidiness of the work areas and resume all facilities to its original condition before leaving (eg. Ceiling board, raised floor panel and cover of trucking).
15. Contractor must wear safety helmet (in good condition and within its working life) at the time when they work inside the plant rooms.
16. All workers should follow the guideline of Facilities Management Office and **Facilities Management Office reserves the right to stop any works immediately and restrict the worker/s enter the building in future.**
17. Please state the work details clearly on this application form for approval if involving heating or welding work and requiring for isolating part or whole of the fire services system at particular zone.
18. Applicant and/or his contractor shall submit a valid cover note of Contractor's All Risk Insurance and / or Third Party Insurance if applicable.

**Monday to Friday – From 7 a.m. to 7 p.m.**  
**Saturday – From 7 a.m. to 2 p.m.**

- ❖ **No noisy work and odour work is allowed**
- ❖ **Workers must work with proper dressing and worker permit in Hong Kong Science Park**



**Personal Information Collection Statement**

The Department will use the information provided for handling work permit application matter only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 3 months of the date stated above.

This section is intended to guide the tenants to conform to the aesthetic and technical parameters set by the building designer for Phase 3 of Hong Kong Science Park. Facilities Management Office (FMO) shall have the right to review, reject and approve the plans prior to construction. It is advised that tenants have to coordinate with FMO for approval of preliminary designs prior to implementation.

This design guideline should be read in conjunction with the tenants fit-out guide A9a which provides guidelines for adopting sustainable practices that will benefit the overall health and quality of life for building occupants and reinforce the energy and water efficient features into their own workplaces

The interior design and space plan should conform to all local statutory building codes, namely the Building (Planning) Regulations, the Code of Practice for Fire Safety in Buildings 2011.

The following content is included in this Annex:

- 1.1 Summary of Key Actions for Tenants
  - 1.2 Summary of Phase 3 Fit-Out works key requirements
  - 1.3 Green Buildings and Certification
  - 1.4 Architectural Design Standards
  - 1.5 Low Emitting Materials
  - 1.6 Engineering Design Standards
  - 1.7 Construction Environmental Management
- Appendix 1 – Summary of Metering Provision
- Appendix 2 – Installation details of power meter and current transformers

**1.1 Summary of Key Actions for Tenants**

Tenants shall be responsible to ensure that the tenants' fit-out requirements are communicated to all parties associated with their works within the premises.

Tenants are advised to appoint a representative to ensure the contractor complies with their fit-out requirements.

Tenants should:

- Sign green lease
- Agree to share building energy consumption data with HKSTP and FM team
- Ensure fit-out contractors fully understand section A10a and A12 requirements and provide the required environmental documentation before the commencement of works.
- Discuss the sustainability fit-out issues with contractors at the initial stage during the research process

**1.2 Summary of Phase 3 Fit-Out works key requirements**

The table below summarises the key Fit-out requirement for Phase 3 tenants. Details of strategies are described in later part of this guideline.

Category	Aspects	Key Requirements/Considerations
Green Buildings and Certification		1. Consider green building certification for interior works e.g. LEED CI, BEAM Plus interior (when available)
Architectural	Flooring	1. Tenant may apply compatible final floor finish to the raise floor system. 2. The central core walls & finishes may not be altered or disturbed.
	Walls, Partitions and Doors	1. Open office plan layout 2. Minimise permanent full height wall 3. Refer Annex 2a for the recommended partitioning method and details 4. Installation of security barriers/walls shall be subjected to the review and

		<p>approval</p> <p>5. Any alteration works to the existing core wall and other walls should be approved by HKSTP prior to any site works</p>
	Ceiling	<p>The ceiling module set-out (inclusive of light fixtures and other building services) shall follow the building standard.</p> <p>Non-standard ceiling may be allowed but is subject to the approval of HKSTP.</p>
	Motorised Window System (MWS)	<p>Motorised WS control switch for the actuators control are provided inside the tenants area for open/close control of window at favourable condition for natural ventilation.</p>
	Emergency Lighting	<p>Tenant should provide their own emergency lighting in compliance with the regulations of Fire Department of HKSAR</p>
Low Emitting Materials	Paints and Coatings	<p>100% use of no VOC and odourless products on site is a key requirement for all tenants.</p>
	Adhesives and Sealants	
	Aerosol Adhesives	
	Flooring	
Structural	Design Loading	
Electrical	Power and Lighting System	<ol style="list-style-type: none"> <li>1. Tenants shall provide their own distribution panel</li> <li>2. Tenants shall apply their own electricity meter to CLP directly</li> <li>3. Tenants shall commit to share energy data with HKSTP and FMO. A separate power meter and current transformers to be provided by the landlord and the tenant shall at his/her cost to install them including provision of a current</li> </ol>

		<p>transformer chamber to house the power meter and current transformer and the related wiring works for their units in the meter room for the purpose of utilities compatible with the central energy monitoring system(s) of the Building in its units.</p> <p>4. Proposed lighting system must meet the specified lux level and lighting power density requirement</p> <p>5. Efficient lighting control design and zoning</p>
	Telecommunications and Broadcasting services	Tenants may apply directly to the Telecommunications Authority
	Fire Alarm System	All wiring for fire alarm system shall be done in G.I. conduit directly fastened on ceiling concrete slab
	BMS and BMS Operation	<p>1. Tenants shall provide interface wiring from the VAV units to the BMS tapping point.</p> <p>2. Hybrid ventilation system is provided in building 12W &amp; 16W. It consists of 2 operating modes based on different outdoor conditions.</p>
Mechanical	Air conditioning	<p>1. All electrical feeder, stub outs, drain, etc. shall be provided by tenants.</p> <p>2. air conditioning system is designed to maintain 25.5 °C +/- 2°C dry bulb temperature in summer and &lt;20 °C dry bulb temperature in winter</p> <p>3. All main air conditioning ducts up to 8 meters from the AHU room must be provided with internal acoustical duct lining</p>

		<p>4. All VAV boxes shall be interlocked to the Building Management System (BMS)</p> <p>5. Tenants are allowed to install electric duct heater and each not greater than 2 kW to the VAV box if necessary</p> <p>6. NO AIRCONDITIONING WILL BE SUPPLIED DURING FIT-OUT PERIOD.</p>
Fire Protection		<p>1. Ceiling, floor, partition and other materials should be non-combustible and should have a Class I fire rating</p> <p>2. Sprinkler shall be installed in accordance with LPC Rule BS EN 12845: 2003</p>
Plumbing	Fittings	All fittings and fixtures installed should be Grade 1 or 2 certified by the Hong Kong Voluntary Water Efficiency Labelling Scheme
Construction Environmental Management	Construction Waste Management	<p>Develop a construction waste management plan</p> <p>Target at least 50% of waste to be recycled</p>
	Construction Indoor Air Quality	<p>Develop a construction indoor air quality management plan</p> <p>Obtain “Excellent Class” of the Indoor Air Quality Objectives</p>
	Commissioning	Perform testing and commissioning of HVAC, lighting systems and controls, BMS and power

1.3 Green Buildings and Certification

(a) Fit-Out Green Rating Certification

Tenants are encouraged to consider green building certification for interior works e.g. LEED CI, BEAM Plus interior (when available) to minimise the company’s environmental impact while maximising the staff’s comfort and performance in

the tenants' space

LEED for Commercial Interiors (LEED CI) is an internationally recognised green rating system for high-performance green tenant spaces that are healthy, productive for work; have lower operating and maintenance cost and have a reduced environmental footprint. The LEED rating system offers four certification levels for new construction -- Certified, Silver, Gold and Platinum -- that correspond to the number of credits accrued in five green design categories: sustainable sites, water efficiency, energy and atmosphere, materials and resources and indoor environmental quality. In pursuing LEED CI certification, the path towards achieving that certification may prove easier in LEED Platinum certified HKSP Phase 3 buildings. Please refer to section A10a Environmental Guide for further information.

An alternative green building certification is HK BEAM Plus Interiors certification which is similar to LEED CI and is designed to encourage sustainable fit-out works. The rating tool updated in July 2012 and the work is still under progress. A draft BEAM Interiors rating tool is available on the society's web site ([www.beamsociety.org.hk](http://www.beamsociety.org.hk)).

#### (b) Why a Green Certified Offices

The potential benefits of owning and occupying a Green building included:

- (i). Lower Operating Costs: Tenants will consume less energy and water due to the energy efficient in Phase 3 buildings resulting in lower operating costs for tenants.
- (ii). Positive Corporate Image: A positive environmental image is becoming increasingly important to corporations and their ability to attract personnel. Being part of, and contributing to, the efforts of sustainable design furthers this image.
- (iii). Improved Worker's Productivity: There are several documented case studies showing that improved internal environments with good air quality, access to natural daylight, etc, can increase productivity of workers by up to 20%, whilst also reducing absenteeism.

## 1.4 Architectural Design Standards

- (a) Flooring
  - (i) Structural floor slabs for office area are recessed by approximate 200mm from the finish floor level to receive raised flooring and under-floor trunking. Raise floor system and pedestal with bare finishes are provided. Tenants may apply compatible final floor finish, for instance, carpet, carpet tiles... etc. to the said system.
  - (ii) The central core walls and finishes as provided by HKSTP may not be altered or disturbed.
  - (iii) Upon expiry of tenancy agreement, tenants are required to reinstate the affected raised floor panel to its original condition. Tenants are required to replace affected raised floor panel to match the existing.
  
- (b) Walls, Partitions and Doors
  - (i) Open office plan with movable non-cellular office design is encouraged to promote natural ventilation.
  - (ii) Minimise permanent full height wall, consider modular and movable partitioning.
  - (iii) Interior dry wall or demountable partitions must be terminated at the ceiling level in a manner that may allow the ceiling plenum air return to fully function.
  - (iv) It is recommended that partitioning of rooms shall follow alignment of the curtain wall mullions.
  - (v) Dry wall or demountable partition should be fixed onto the curtain wall mullion with 3mm thick aluminium angle.
  - (vi) The curtain wall system, structure and paint coating must not be physically damaged or altered in any way.
  - (vii) In case tenants decided to install security barriers/walls, these shall be subjected to the review and approval of the base building structural consultant. (Consultation fee shall be negotiated directly by tenants to the consultant). The security barrier/wall design shall be limited to the use of structural steel channels, steel plates, security mesh as specified by the consultant and other approved architectural finishes. Poured concrete barriers that will create wet works are not allowed.
  - ~~(viii)~~ Core wall facing and other walls in the office areas are now painted in RAL 9010 matt emulsion paint, catalogue and exact model no. to

be provided after Contractor's submission is approved. While re-application of paints or decorations on top is allowed, the walls shall be reinstated to its original state solely at the cost of the tenants upon vacating the premises.

- (ix) Any alteration works to the existing core wall and other walls should be approved by FMO prior to any site works. Upon expiry of tenancy agreement, tenants are responsible to reinstate the altered wall to its original state at their own cost.

(c) Ceiling

- (i) The ceiling module set-out (inclusive of light fixtures and other building services) shall follow the building standard. The standard incorporates 1200mmx600mm modules in standard white ceiling grid.

- (ii) Non-standard ceiling may be allowed but is subject to the approval of FMO. This may be allowed on special use areas such as boardrooms and receptions areas. Generally, finish colours should match with the building standard ceiling colour. Upon expiry of tenancy agreement, tenants are responsible to reinstate the ceiling to its original state at their own cost.

- (iii) Model of ceiling panels used would be appended after Contractor's submission is approved. The specification of ceiling panels are spelt out as follows:

Plank size: 1200mm x 600mm

Material: 1.0mm thick chromate pre-treated non-perforated aluminium sheet with electrostatic powder coating on exposed face and edges to a dry film thickness of not less than 70 microns. Colour shall be in 'white'.

Edge treatment: Factory fabricated double bend for engagement of the secondary suspension system and a single bend at the opposite end.

Primary suspension system: Pre-punched L-shaped 2mm thick galvanized steel angles to be installed at 600mm centres and supported by M.S. angle sub-frame fixed to the

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	upper structures.
Secondary suspension system:	Pre-punched Z-shaped 7 x 16 x 40 x 14mm, 1.25mm thick galvanized steel profiles to be fixed perpendicularly to the primary suspension at 300mm centres.
Wall trimming:	L-shaped aluminium wall trimming 25 x 25 x 0.7mm thick. Colour shall be 'white'.
System description:	The whole system shall be suspended from the concrete slab soffit or supporting steel frames designed by the Contractor by adjustable G.I. rod of 6mm diameter
Colour:	RAL 9010 (white)
Accessories:	Provide proprietary end caps to open perimeter of the ceiling system.

(d) Motorized Window System (MWS)

- (i) Motorized window system with actuators connected to the Building Management System (BMS) is provided.
- (ii) MWS control switches for the actuators control are provided inside tenants' area for open/close control of window at favourable condition for natural ventilation.
- (iii) Control grouping of the actuators is bay-by-bay arrangement. Top and low actuators are assigned in the same control group and all the actuators within the same bay are pre-set as same group.

Please see A14/A14a Operation Guidelines of Motorized Window for MWS operation details.

(e) Pantry

- (i) Tenants may propose one additional pantry, if so desired. ONE number of water point teeing off from the main water riser c/w valve located at the high level of toilets and nos. of drainage point located at the raised floor void are reserved for tenants'. Tenants shall install a check meter just after the tee off water point and before the tenant water pipe connection. All direct and substantiated cost is to the account of the tenants.

- (ii) (In the case of providing an additional pantry, curb and proper waterproofing system have to be installed below the raised floor on the slab at the said pantry location to contain any possible water leakages. Tenants are required to submit detailed drawings of the proposed waterproofing system to FMO for approval prior to any site works.
- (iii) Additional electrical power points to suit for additional pantry shall be fed from own distribution panel installed by tenants.

(f) Emergency lights

Tenants should provide their own emergency lighting in compliance with the regulations of Fire Services Department of HKSAR by the installation of SELF-MAINTAINED and SELF-CONTAINED battery kit with charger to the provided lighting panel.

Pendant batten light c/w 2 hours battery kit by chain to a level below the ceiling/air duct (to be coordinated on site) so as to ensure emergency lighting provided during the fit-out works by tenants.

Once tenants complete the fit-out works and move-in to the office, FMO would switch-off the circuitries feeding to the mentioned batten lights.

#### 1.5 Low Emitting Materials

- (i). For general sustainable material practice, please refer to section A10a for further information.
- (ii). 100% use of no VOC and odourless adhesives, sealants, paints, coatings, floor systems, composite wood and agrifiber products on site is a key requirement for all tenants.
- (iii). All carpet and carpet cushion installed in the building interior must meet the requirements of the Carpet and Rug Institute Green Label program
- (iv). Concrete, wood, bamboo and cork floor finishes such as sealer, stain and finish must meet the requirements of South Coast Air Quality Management District (SCAQMD) Rule 1113,

Architectural Coatings, rules in effect on January 1, 2004

- (v). Tile setting adhesives and grout must meet South Coast Air Quality Management District (SCAQMD) Rule 1168. VOC limits correspond to an effective date of July 1, 2005 and rule amendment date of January 7, 2005
- (vi). All hard surface flooring installed in the building interior must meet the requirements of the FloorScore standard.

- 1.6 Engineering Design Standards  
(a) Structural  
(i) Designed loading

#### Building 12W (Typical, 3<sup>th</sup> to 9<sup>th</sup> floor)

Description	Superimposed Dead Load		Imposed Live Load		FRP(hr)
	Finishes(KPa)	Ceiling & Services(KPa)	UDL(KPa)	Partitions (KPa)	
Office	1.6	0.5	5	1	1
Entrance Lobby & Subsidiary Lobby /Shop	1.2	0.5	5	-	1

#### Building 15W (Typical, 2<sup>nd</sup> to 5<sup>th</sup> floor)

Description	Superimposed Dead Load		Imposed Live Load	
	Finishes(KPa)	Ceiling & Services(KPa)	UDL(KPa)	FRP(hr)
Chimney Shaft	-	-	7.5	2
Laboratory	1.2	1.8	7.5	1
Corridor	1.2	0.5	5	1

#### Building 15W (Typical, 6<sup>nd</sup> to 8<sup>th</sup> floor)

Description	Superimposed Dead Load		Imposed Live Load	
	Finishes(KPa)	Ceiling & Services(KPa)	UDL(KPa)	FRP(hr)
Chimney Shaft	-	-	7.5	2
Laboratory	1.2	1.8	7.5	1
Corridor	1.2	0.5	5	1

#### Building 16W (Typical, 3<sup>th</sup> to 9<sup>th</sup> floor)

Description	Superimposed Dead Load		Imposed Live Load		FRP(hr)
	Finishes(KPa)	Ceiling & Services(KPa)	UDL(KPa)	Partitions (KPa)	
Laboratory	1.6	1.8	7.5	-	1
Office	1.6	0.5	5	1	1
Exhaust Air Duct	1.2	0.5	5	-	-
Entrance Lobby & Subsidiary Lobby /Shop	1.2	0.5	5	-	1

**Building 20E (G to 8<sup>th</sup> floor)**

Description	Superimposed Dead Load		Imposed Live Load		FRP(hr)
	Finishes(KPa)	Ceiling & Services(KPa)	UDL(KPa)	Partitions (KPa)	
Exhibition (G/F)	1.2	1.8	14	1	1
Office (1/F)	1.2	1.8	6.5	1	1
Office (2/F to 8/F)	1.6	0.5	5	1	1
Entrance Lobby & Subsidiary Lobby /Shop	1.2	0.5	5	-	1

**Building 22E (G to 8<sup>th</sup> floor)**

Description	Superimposed Dead Load		Imposed Live Load		FRP(hr)
	Finishes(KPa)	Ceiling & Services(KPa)	UDL(KPa)	Partitions (KPa)	
Exhibition (G/F)	1.2	1.8	14	1	1
Office (1/F)	1.2	1.8	6.5	1	1
Office (2/F to 8/F)	1.6	0.5	5	1	1
Entrance Lobby & Subsidiary Lobby /Shop	1.2	0.5	5	-	1

(ii) Allowable and constraints for coring of concrete for P&D or cabling conduit risers:

*Structural Walls, Structural Columns, Structural Slabs & Structural Beams*

All the structural walls, structural columns, structural slabs and structural beams are not allowed to make any concrete core.

*Non-Structural Reinforced Concrete Walls*

For the non-structural reinforced concrete walls, 75mm diameter of concrete core is allowed providing that no vertical re-bar will be cut.

(b) Electrical

(i) Power and Lighting System

1. Normal and Emergency Power:

The building shall supply 380V, three phases, 50 Hz., power at the main distribution panel for all units with a maximum capacity as below:

- 1x630A three phases at 15W&16W G/F;
- 2x630A three phases at 12W&15W typical floor;
- 2x630A three phases for R&D office at 16W typical floor;
- 1x300A three phases for Lab Units at 16W typical floor;
- 1x630A three phases at 20E & 22E at typical floor

#### 2. Emergency Power:

The buildings provides F.S.I. generator (12W: 1000kVA; 16W: 850kVA; 15W: 650kVA; 20E: 635kVA; 22E: 635kVA) for the supply emergency power to all essential public facility such as the emergency lighting in staircase and protected lobby etc. and non-F.S.I. generators for lab./office areas (12W: 850kVA; 16W:1000kVA; 15W: 900kVA; 20E: 650kVA; 22E: 650kVA).

#### 3. Metering:

For R&D and Lab, tenants shall apply their own electricity meter from CLP directly. Metering devices are supplied, installed and maintained by CLP for monitoring normal power.

For SME Office, landlord will apply the electricity meter from CLP. Tenant shall change the account of ownership from CLP when they move in.

A summary table of the metering provision is shown in Appendix 1.

The tenants shall commit to provide their whole consumption or floor by floor as per connections to the EPMS including but not limited to water, energy and electricity. For other utility data (water and gas if applicable), tenants shall provide monthly data on a quarterly basis. Please refer to section A11a for further information.

4. All wirings shall be running in galvanized iron (G.I.) conduit and PVC insulated copper cable to be used. Cables color code should fully comply with the latest edition Code of Practice for the Electricity (Wiring) Regulation by EMSD.

#### 5. Wires and Cables:

- a. All wires and cables shall be PVC insulated copper type;
  - b. Size of the protective conductor cables shall fully comply with the latest edition Code of Practice for the Electricity (Wiring) Regulation by EMSD.
6. Ceiling conduit shall be directly fastened on to the concrete slab adequately supported in the entire conduit length. Metallic flexible conduit shall be used for conduit extension to ceiling fixtures with a maximum length of 2m. Poke-through slab installation is not allowed.
7. All general office space lighting levels shall be calculated at 300lux on the desktop surface. Lighting fixture shall be 600mm x 1200mm LED lighting panel, electronic digital ballast, properly supported from the ceiling panel.
8. All laboratory space lighting levels shall be calculated at 500 lux on the desktop surface.

Lighting power density of lighting system should be designed to achieve the target listed in the table below:

	Lighting Power Density Targets (W/m <sup>2</sup> )			
	Total (Lamp + Ballast) Watts per m <sup>2</sup> of floor area			
	Office	Retail	Laboratory	Circulation
Ceiling Lighting	8	18 Including all display	12	8
Total W/m <sup>2</sup>	8	18	12	8

All lighting must be designed and installed to have a lighting power density (LPD) that meets the requirement unless approved by FMO.

Lighting designer to confirm the LPD target can be achieved at the early stage (both ceiling lighting and display lighting) with supporting calculation, drawings and full lighting schedule (including types of lamp, wattage/fitting, ballast load, quantity of fittings, etc.).

Tenants are required to submit full lighting schedule, lamp specification and drawings mark-up for FMO's approval prior to installation.

Tenants have to design their workspace to maximise both daylight and view opportunities for all employees working in the premises.

It is advised to select parabolic fixtures rather than prismatic fixtures to reduce glare.

Incorporate high-efficiency luminaires, lamps, electronic ballasts, and lighting controls. Use T-5 fluorescent tubes to get maximum efficiency with fewer fixtures

Use variations in lighting to highlight surfaces and define or delineate spaces having different uses, such as circulation zones, work areas, and meeting spaces. Increase the effectiveness of lighting by using light coloured finishes on ceilings and walls.

Please refer to section A10a for further information on energy efficient lighting design.

#### Lighting Control System:

Lighting control panels provided in the office floor are controlled in group by a lighting control module (LCM), tenants can connect the above mentioned LCM(s) to their own MCB board location with associated wiring for permanent power supply.

The Lighting Control System shall consist of a computer based, fully digital, distributed intelligence bus control system that enables complete control, monitoring & configuration from a Central Control Station. The system shall also be capable of interfacing with the BMS via high-level interface such that the BMS can be allowed under password-authorization to retrieve various lighting control parameters without direct access to the computer terminal of lighting control system. Localized lighting control system comprises dimming unit, motion sensor and photocell light sensor for all areas throughout the Office.

Please refer to section A10a for further information on energy efficient lighting design and general sustainable practices.

9. All circuit breakers shall be compatible and coordinated with the building electrical protection system. Circuit breakers shall be bolt-on type.

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(ii) Telecommunications and Broadcasting Services

1. Tenants may apply directly to the Telecommunications Authority (hereafter referred to as the “Network Operators”), under section 14 of the Telecommunications Ordinance, granted authorization to fixed telecommunications network services operators and fixed carrier licensees to place and maintain telecommunications and broadcasting facilities and cables in the office area in private ownership. Head-end equipments shall be provided and installed by Network Operators inside the ELV room. The existing Network companies in this building are listed below:

- a.) Hutchison Telecommunication (HGC)
- b.) Wharf T&T (WTT)
- c.) New World Telecommunication (NWT)
- d.) PCCW-HKT DataCom Services Limited (PCCW / HKT)
- e.) Hong Kong BroadBand Network (HKBN)

2. All horizontal wiring for telephone system shall be done in G.I trunking directly fastened on ceiling concrete slab in 15W or under the raised floor in 12W and 16W.

(iii) Fire Alarm System

1. All wiring for fire alarm system shall be done in G.I. conduit directly fastened on ceiling concrete slab adequately supported in the entire conduit length.

2. Addition/relocation of visual fire alarm (in form of flashing red light) and fire alarm bell may be carried. Tenants’ F.S. contractor shall coordinate with FMO prior to addition/relocation work.

3. If additional visual fire alarm, fire alarm bell, and/or manual fire alarm call point is required in accordance with BS 5839: Part 1: 2002+A2:2008, HKFSD Code of Practice (issued on July 2005), Design Manual: Barrier Free Access (Issued on 2008) for visual fire alarm only and FSD Circular Letter No. 4/2001 and 1/2009, such additional equipment shall be the same brand and specification as the building supplied.

4. Tenants’ F.S. contractor shall submit FSD Form FS314A and/or FS251 to HKFSD after all installation, construction and testing works have been completed.

(iv) BMS

Building 12W, 15W and 16W have the capability to monitor VAV boxes through the automated integrated computer systems. VAV box controller shall be compatible with the building management system and interlocked with the motorised operable windows. Power requirement of the VAV boxes shall be provided by FMO. Any additional VAV box requires tenants to provide.

Hybrid ventilation system is provided in these buildings that consists of two (2) operating modes which are natural ventilation and mechanical air-conditioning.

Multi-tenants must arrange a meeting with the BMS operator before commencement of works to review and agree on the BMS operation procedures to suite the design intention of hybrid ventilation.

#### *BMS Operation Procedure*

The ventilation mode triggering command will be a semi-automatic system. On-site real-time weather (wind speed, rainfall and outdoor enthalpy) information will be sent to the BMS system to determine the feasibility of natural ventilation modes and will automatically enable natural ventilation mode if suitable. Once natural ventilation mode is enabled, tenants will have the capability to operate the motorised windows to open the windows if desired. If weather is not feasible for natural ventilation mode, mechanical ventilation mode will be automatically enabled. BMS operator has the priority to control the hybrid ventilation system, and override the natural ventilation mode that tenants will not be allowed to operate the motorised windows if necessary. The system will command all controllable equipment automatically in sequence. The action sequences of ventilation mode switching are tabulated as below.

Table of Operation Procedures of Ventilation Mode Switching

Natural Ventilation	Mechanical Ventilation
The BMS evaluates the Ventilation Mode based on the detected on-site weather condition.	The BMS evaluates the Ventilation Mode based on the detected on-site weather condition.

<p>Notify BMS operator that natural ventilation mode is feasible.</p>	<p>Notify BMS operator that natural ventilation mode is not feasible and mechanical ventilation mode is automatically enabled.</p>
<p>Motorised windows switch enabled. Typical tenants' VAV boxes will be turned to minimum flow automatically/switched off if single tenant.</p>	<p>Typical tenants' VAV boxes will be started by BMS.</p>
<p>LED light signal turned on for "favourable NV condition" at operable window local control switch inside the tenant area to alert the tenant within their area. Tenants will decide whether to open the operable window or not.</p>	<p>LED light signal turned off for "non-favourable NV condition" at operable window local control switch inside the tenant area. MWS control switch will be disabled. Tenants cannot operate the operable windows unless the BMS operator allows to do so.</p>
<p>Tenants confirm operation by switch on the operable window to open position via local control switch.</p> <p>Remark:</p> <ol style="list-style-type: none"> <li>for multi-tenants spaces, fans will be turned on automatically to assist natural ventilation when the air movement inside the tenants' space is insufficient under natural ventilation mode.</li> <li>for single tenant spaces, AHU and VAV boxes will be switched off.</li> </ol>	<p>When the outside condition is feasible for natural ventilation, BMS operator can enable natural ventilation mode to allow tenants to operate the motorised windows.</p>

#### (v) Submittal

Contractors shall in a neat and accurate manner finalise construction drawings on tracing paper/PDF files. These drawings shall be submitted to Building Electrical Engineer for approval. Final acceptance will be withheld until receipt of the approved record drawings

showing circuit runs and pull boxes with sufficient information for future rewiring, maintenance and identification.

The final submittal of record drawings shall be in original and three sets of prints of “As-Built” drawings duly signed by and sealed by a professional Electrical Engineer of the Contractor. All electrical works shall strictly comply with the latest edition of the Code of Practice for the Electricity (Wiring) Regulation by EMSD and other enforcing authorities regarding electrical and telephone works. Tenants shall pay all fees and secure all necessary certificate and permits from the proper government authorities. No modification on the approved plans shall be done without written approval from the FMO. Electrical works shall be coordinated with other trades involved in the construction. Any work involving building’s permanent structure shall be subject for approval from FMO. Tenants shall submit signed and sealed as-built drawings to the FMO.

(c) Mechanical

The tenants shall secure the FMO’s approval on all plans and specifications as well as pay and secure all the necessary government permits and on prior to start of work. The building shall provide a total of 348kW (Building 12W - 3/F to 9/F), 135kW (Building 15W – 1/F), 226kW (Building 15W – 2/F to 5/F), 320kW (Building 16W – 5/F to 9/F), 147kW (Building 20E & 22E – 1/F), 193kW (Building 20E & 22E – 2/F to 6/F), 175kW (Building 20E & 22E – 8/F) coolingcapacity per floor. All electrical feeder, stub outs, drain, etc. shall be provided by tenants. Re-balancing of air handling system and chilled water system shall be on the tenants’ account and should be properly coordinated with the FMO. After construction, as-built plans signed and sealed by the Registered Engineer, government permits and licenses shall be submitted to FMO. Deviation from the approved plan shall be submitted to FMO for approval prior to installation.

(i) The air conditioning system is designed to maintain 25.5 °C +/- 2 °C dry bulb temperature and 60% +/- 10% relative humidity in office air conditioned spaces when outside temperature do not exceed 35 °C dry bulb and 26.4 °C wet bulb in summer and <20 °C dry bulb temperature in office air-conditioned spaces when outside temperature do not lower than 7 °C dry bulb in winter and when internal loads do not exceed the following in summer and :-

1. Occupancy 9 sq. m. per person
2. Lighting: 15 watts per sq. m. for Building 12W, 15W & 16W; 10 watts per sq. m. for Building 20E & 22E

3. Appliances 15 watts per sq. m.

(ii) Proposed air distribution system and schedule of variable air volume boxes shall strictly follow the attached design plans provided as closely as possible. Tenants shall connect their air distribution ductwork to existing supply and return air ducts. Deviations or changes shall be properly approved by the FMO prior to installation.

(iii) Air conditioning ducts shall be of plain GI sheets and fabricated as per SMACNA standards for low and medium pressure construction as required.

(iv) Flanged-type air-conditioning supply ducts shall be of the medium pressure construction from the existing tapping point near the AHU room up to the variable air volume (VAV) boxes and of low-pressure construction from the VAV boxes down to each individual outlets or diffusers.

(v) All main air conditioning ducts up to 8 meters from the AHU room must be provided with internal acoustical duct lining. Lining shall be 75 mm initial thickness, 32 kg/cu.m. density fiberglass compressed to 50 mm thick and lined with polyethylene sheet fastened with mechanical pins.

(vi) All supply and return air ducts not provided with duct liner shall be properly insulated with 1 inch thick, 48 kg/cu.m. density fiberglass insulation with reinforced aluminium foil vapour barrier on one side, except for ducts installed outside air conditioned spaces where insulation thickness shall be 50 mm.

(vii) Overlapping of A/C ducts and lighting fixtures shall not be allowed. Ductwork shall be constructed so as to meet the required floor to ceiling heights set by management.

(viii) Variable Air Volume (VAV) boxes shall be of the sizes and capacities as scheduled on the drawings and shall be as manufactured by Trox, as used in the base building or Management-approved equal brand. They shall be of pressure independent electronic control type. Terminal unit shall be provided with DDC electronic control. The DDC electronic control shall be capable of inter-phasing with the Base Building series BMS Terminal Control Unit control bus and repeater. Thermostat with integral maximum and minimum airflow setpoints shall be provided by the terminal unit manufacturer. A line voltage to 24-volt transformer shall be provided. The VAV box shall be variable volume type made from gauge 22 galvanized steel, insulated with 25mm thick, 0.675 kg/cu.m. density glass fiber insulation, with removable panel for servicing of internal parts. Damper assembly shall be made from 2-24 gauge low

leakage. Bearing shall be nylon type for noise free operation requiring no lubrication. All VAV boxes shall be interlocked to the Building Management System (BMS).

(ix) For off-office hour air conditioning, requirements of Refrigeration (TR) total capacity stub-out per floor on the chilled waterside is provided by the tenants at the AHU machine room. Future additional air conditioning units shall be of the free-blow type or ducted type, chilled water units. All necessary chilled water piping from the stub-out to each individual A/C unit, drain lines, electrical power feeder and control lines including the chilled water units and all its related accessories shall be furnished by tenants. **Additional VAV box:** Tenants are allowed to install ceiling mounted, VAV box if necessary. All necessary connections such as chilled water piping, drains, stub-outs, electrical feeder and other accessories shall be furnished by the tenant. However, tenants are required to install a “device” to properly monitor the volume of chilled water used. This shall be subjected to the approval of the FMO prior to installation. Chilled water return lines shall be provided with a dynamic automatic balancing valve for additional installation. **Additional electric duct heater:** Tenants are allowed to install electric duct heater and each not greater than 2 kW to the VAV box if necessary. All necessary connections such as electrical feeder and other control accessories shall be furnished by the tenants.

In case a whole-floor tenant desires to put-up additional AHU, the flooring of the room shall be provided with adequate waterproofing materials and floor insulation to prevent possible condensation under its concrete soffit slab. The proposed waterproofing system and floor insulation system should be submitted to FMO for approval prior to any site work.

FMO reserves the right to switch off the AC systems on non-occupied floors.

(x) All partitions, which shall be extended up to the floor slab of the succeeding floor, shall be provided with sufficient openings for return air. Transfer ducts shall be provided as necessary.

(xi) Balancing of the air distribution system, which is the responsibility of the tenants, shall be properly coordinated with FMO.

(xii) “As-built” plans shall be submitted to FMO after all installation, balancing and testing works have been completed. This submittal shall be in reproducible original and three sets of prints of “As-Built” drawings duly signed and sealed by a professional

Mechanical Engineer of the Contractor.

(xiii) The VAV terminal boxes related to the area of tenants' premises are designed to provide sufficient cooling capacity to maintain temperatures within the premises for normal office activities. Excessive numbers of spot lamps or other appliances, which generate heat, will reduce the cooling efficiency within the premises. If therefore tenants' design calls for large numbers of such fittings, tenants must consider the effect on the total heat load generated. If the heat load you propose is too great, an additional air-conditioning unit may be required to maintain balanced conditions - and the reasonable and vouched cost will be at tenants' account.

(xiv) The provision of local exhaust system during fitting-out works should be in line with HK BEAM Plus v.1.1 standard.

**Note: NO AIR CONDITIONING WILL BE SUPPLIED DURING FIT-OUT.**

*(d) Fire protection*

(i) The installed sprinkler system is based on non-combustible materials. Ceiling, floor, partition and other materials should be non-combustible and should have a Class I fire rating.

(ii) Each sprinkler head has a coverage area of 12 sq.m. Any relocation due to partition or replacement of heads as maybe required by the tenants shall be installed by authorized sprinkler contractors only. The contractor is required to closely coordinate with the FMO one day prior to the commencement of work.

(iii) Sprinkler heads installed are rated at 68 degrees C for ordinary room temperature. The sprinkler heads are pendent types, chrome plated. Should tenants wish to replace them with a more attractive one of their choice, such sprinkler sample and technical brochures shall be approved by the FMO before implementation.

(iv) Sprinkler shall be installed in accordance with LPC Rule BS EN 12845: 2003.

(v) Before any interruption of service in the sprinkler system, FMO must be notified in writing so that FMO's Engineer can prepare the requirements prior to shutting-off and opening of the sprinkler control valve affected by the interruption.

(vi) Any hanging material such as lighting fixture, decorative elements and alike shall not be attached to the sprinkler heads or any part of the sprinkler system.

(vii) Painting and other forms of finishes applied to the sprinkler heads that may damage

the fusible links will not be permitted.

(viii) If additional fire hose reel is required in accordance with HKFSD Code of Practice, such additional equipment (including fire hose, nozzle, control valve, hose accessories, fire alarm bell, manual fire alarm call point and other equipment required by HKFSD Code of Practice) shall be the same brand and specification as the building supplied.

(ix) Lighting fixtures, air ducts shall be installed away from sprinkler heads.

(x) During the construction, fire extinguisher shall be required during the whole construction period. Cooking and designation of sleeping areas within the work place will be strictly prohibited. Extra precautionary measures shall be undertaken specially during sprinkler heads relocation work.

(xi) Two sets of “As-Built” drawings, duly signed and sealed by tenants’ F.S. contractor, shall be submitted to FMO after all installation, construction and testing works have been completed. This approved drawing shall become the property of the Hong Kong Science Park.

#### (f) *Plumbing*

(i) All plumbing installation shall conform to the regulations of the Water Supplies Department of HKSAR and shall be supervised by a registered Master Plumber/ Sanitary Engineer.

(ii) All fittings and fixtures installed should be Grade 1 or 2 certified by the Hong Kong Voluntary Water Efficiency Labelling Scheme or equivalent flow performance.

#### (iii) *Equipment*

1. All plumbing specifications must be submitted to FMO for approval.

2. For additional pantry, the following roughing-in are provided:

- b.1 Branch line where waste lines may connect,
- b.2 Waterlines
- b.3 Vent lines

#### (iv) *Location*

1. For flexibility, the exact location of additional fixtures will depend on the needs of tenants, provided that these are within 10 meters from the provided branch lines.

2. No plumbing fixture shall be designated on top of any beam.

#### (v) Materials

1. Epoxy coated cast iron pipe to ISO 6594/BS EN 833 complied with stainless steel 316 coupler and fixing bolt for waste pipes and tapping size is 75mm diameter.
2. Copper tube complied to BS EN 1059, R250 with uPVC sheathed insulation and capillary joints to BS 864, Part 2 for water supply pipes.
3. All waterline tapping size is 28mm diameter shall be provided with isolating gate valves
4. All pipes shall be properly supported with acceptable pipe hangers.

#### (vi) Inconveniences

When a tenant completed his ceiling ahead of the tenant directly above him, there is a presumed inconvenience on the part of the lower tenant when the future pantry of the upper tenant is installed. The upper tenant, with the assistance of the FMO, must coordinate with the lower tenant on the dismantling and reconstruction of the ceiling of the lower floor tenant to give way for the upper floor tenant to complete the installation of this pantry. All direct and substantiated costs are counted to the account of the upper tenant.

#### (vii) “As-Built” Drawings

Three sets of “As-Built” drawings with electronic file, duly signed and sealed by a registered Sanitary Engineer of the Contractor, shall be submitted to FMO after all installation, construction and testing works have been completed. This approved drawing shall become the property of the Hong Kong Science Park.

### 1.7 Construction Environmental Management

Tenants should comply with all relevant environmental protection and pollution control ordinance, implement good pollution control practices on site to reduce environmental pollution and waste, conduct regular monitoring on site to ensure compliance with tenants fit-out guideline

Tenants should provide and install products and materials in accordance to the tenants fit-out guideline requirements.

Tenants should appoint an Environmental & Sustainability representative to be stationed full time on Site to ensure adherence to the tenants fit-out guideline principles.

(a) Construction Waste Management

Tenants should request their contractors to develop a construction waste management plan, if applicable, which includes target percentage of waste reduction, sort and recycle waste, logs of waste recycling.

The contractors should:

- Target at least 50% of waste to be recycled
- Provide dedicated areas for collection, sorting and storage of materials for recycling.
- Track and keep a summary log of all construction waste generated by type, quantity and destination on monthly basis
- Identify a good location to collect recyclable source-separated debris on-site. Alternatively, the contractor can identify a facility that will accept, sort and recycle commingled waste
- Provide trip tickets for all waste leaving Site

(b) Construction Indoor Air Quality

Tenants should request the contractor to develop a construction indoor air quality management plan, if applicable, which includes strategies to prevent, reduce and protect against indoor air pollution during construction and occupation in order to obtain “Excellent Class” of the Indoor Air Quality Objectives.

Tenants should appoint a full time representative to be stationed full time on Site for IAQ issues.

Smoking is prohibited inside the building.

After fit-out works, prior to occupancy and with all interior finishes installed, the contractor should carry out flush out.

The contractors should:

- Provide suitable ventilation provision in place to minimise the adverse impact to indoor air quality. As a general guideline, tenants’ contractors should use water base

paint with minimum odour / organic vapour emission

- Identify practices to protect HVAC system from contamination
- Store materials in clean area protected from dust, debris and moisture damage
- Seal off the return grilles, so that dust and pollutants are not trapped in during construction.
- Lay down walk-off mats to catch dust, mud, and debris from workers' shoes as they enter the workspace or building
- Fully isolate dust producing activities from the rest of the space

# Hong Kong Science Park

## Fit-out & Reinstatement Guide

Hong Kong Science Park  
Facilities Management Office

### Annex O – Design Guidelines for Fitting-out works at Phase 3

#### Appendix 1 – Summary of Meter Provision

Type of Energy Consumption/Supply	Meter	BMS Point for Meter	Metering and BMS connection	Remark
<b>R&amp;D Office</b>				
Tenant's overall power consumption (including lighting, socket outlets)	Electrical check meter and Current Transformer (CT) are supplied by Landlord. Installation of them by tenant.	Allowed at DDC inside ELV Room at typical floors ( <u>Marshalling cabinet</u> inside Electrical Meter Room(LV) Room at Typical floors)	Connection by tenant	
Chilled water energy consumption by AHUs for tenants area	<p><u>For 12W and 16W:</u> Thermal energy meter is provided by Landlord for chilled water supply to individual AHU (total 4 AHUs per floor). Max. up to 4 individual tenant per floor for metering measurement.</p> <p><u>For 15W:</u> Thermal energy meter is provided by Landlord for chilled water supply to individual AHU (total 2 AHUs per floor). Max. up to 2 individual tenant per floor for metering measurement.</p> <p><u>For 20E and 22E:</u> Thermal energy meter is provided by Landlord for chilled water supply to individual AHU (total 4 AHUs per floor for 2-7/F, total 2 AHUs per floor for 1/F and 8F). Max. up to 4 individual tenant per floor for metering measurement.</p>	Allowed	Connection by Landlord	<p>In case an AHU is own by individual tenant, the thermal energy and power consumption of this AHU can be measured by BMS.</p> <p>In case an AHU is shared by multi-tenant, AHU energy consumption for each tenant can be calculated by the proportion of accumulated supply air volume to tenant and thermal energy consumption of shared AHU. Shared AHU power consumption for tenant can also be calculated under same principle</p>
Power supply to AHUs for tenants area	Electrical check meter and Current Transformer (CT) are provided by Landlord for individual AHUs at the AHU control panel	Allowed	Connection by Landlord	
<b>SME Office</b>				
Tenant's overall power consumption (including lighting, socket outlets and fan coil units)	Electrical check meter is provided by Landlord	Allowed at DDC inside ELV Room at typical floors	Connection by Landlord	
Chilled water energy consumption by each SME tenant unit	Thermal energy meter is provided by Landlord for chilled water supply to each SME tenant unit at 12W and 16W.	Allowed	Connection by Landlord	
<b>Lab. Unit</b>				
Tenant's overall power consumption (including lighting, socket outlets)	Electrical check meter and Current Transformer (CT) are supplied by Landlord. Installation of them by tenant.	Allowed at DDC inside ELV Room at typical floors ( <u>Marshalling cabinet</u> inside Electrical Meter Room(LV) at Typical floors)	Connection by tenant	
Chilled water energy consumption by each lab. tenant	Thermal energy meter is provided by Landlord	Allowed	Connection by Landlord	
Non-potable water supply to	WSD water meter application by tenant	Not provided	Not provided	Tenant will apply water supply to their

# Hong Kong Science Park Fit-out & Reinstatement Guide

Hong Kong Science Park  
Facilities Management Office

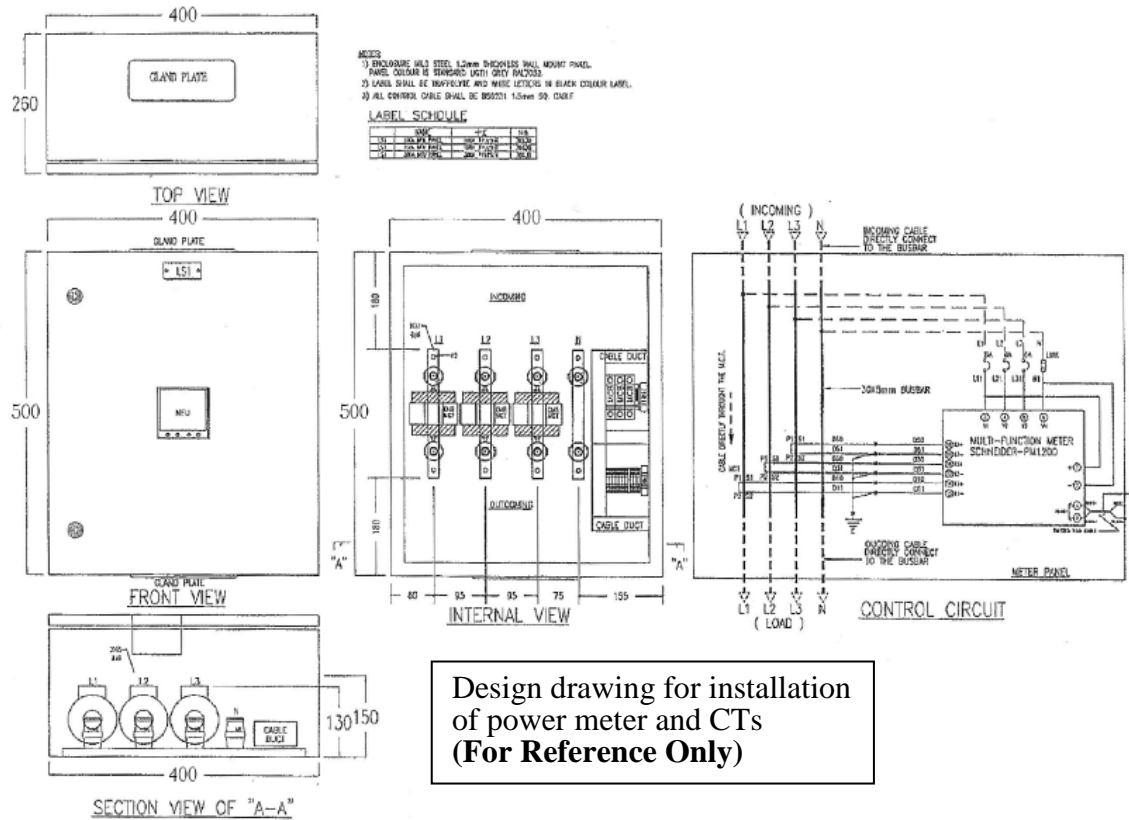
## Annex O – Design Guidelines for Fitting-out works at Phase 3

tenant (Lab. Usage)			unit from WSD. WSD to provide the meter
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### Appendix 2 – Installation details of power meter and current transformers



Photo of Current Transformer Chamber with power meter and CTs installed  
**(For Reference Only)**



Design drawing for installation of power meter and CTs  
**(For Reference Only)**

# Hong Kong Science Park

## Fit-out & Reinstatement Guide

### Annex P – EPMS Account Application Form

To: Facilities Management Office

Unit 213-215, Core Building 1,  
No. 1 Science Park East Avenue,  
Hong Kong Science Park, Pak Shek Kok, Shatin, N.T.  
Tel: 2639 8008 / Fax: 2655 8668

**For Official Use Only**

Ref No:

Confirmation Date:

Received by:

Handled by:

From:

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

**Address:** \_\_\_\_\_

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

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

#### Types of Requests (PLEASE TICK ONE ONLY)

- a)  Creating Account
- b)  Resetting Password
- c)  Terminating Account

**Company Chop:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

Remark: The Tenant shall agree that the Landlord and/or the Manager shall be entitled to use the information and data of energy consumption as recorded by the power meter for the premises for such purposes as the Landlord deems necessary at its sole and absolute discretion.

#### For Office Use Only

Accepted / Rejected

Handled By : \_\_\_\_\_ (Name: \_\_\_\_\_ ) Date: \_\_\_\_\_

Approved By : \_\_\_\_\_ (Name: \_\_\_\_\_ ) Date: \_\_\_\_\_

#### Personal Information Collection Statement

The Department will use the information provided for handling EPMS account application matter only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 3 months of the date stated above.