

Tenant Fit-out & Reinstatement Guide

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 Tenant 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 Approved/ Maintenance 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 Green 18 (Annex O)
- q) Design Guidelines for Fit-out Works at Phase 3 (Annex P)
- r) Bank Details for Deposit Refund (Annex Q)
- s) Energy Performance Management System (EPMS) Account Application Form for Phase 3 (Annex R)

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 calendar 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 calendar 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) For Phase 1 & 2: Direct distance and Travel distance calculation in accordance to the Code of Practice for the Provision of Means of Escape In Case of Fire 1996 and other current statutory requirements.
For Phase 3: 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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- iii) The layout of all switches, power points and other electrical fittings including 'EXIT' sign location and any special electrical appliances
 - iv) Electrical schematic diagram endorsed by an appropriate graded Registered Electrical Worker (REW)
 - v) The Lighting Layout with indicating of Emergency Lighting location that comply with the government statutory.
 - vi) For Phase 3: 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**”. Tenants’ fit-out proposals will not be processed unless and until the required planreviewing 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**”.

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,

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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 tenants 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 tenants' expenses upon lease expiry. In addition, tenants are advised to consult relevant professionals during the fit-out process.

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

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proposals are in themselves correct and efficient insofar as the tenants' own requirements are concerned.

2.8 **Design Guidelines for Fitting-out works at Green 18**

Environmental protection is one of our core values through the efficient use of energy in the Park. Green 18 is designed and equipped with various special facilities, such as 'Hybrid Ventilation System' and 'Solar Reflection System', etc, to achieve this goal. The tenants are encouraged to fully make use of these provisions in design of the fitting out works of the premises. This not only contributes to environmental protection but also benefits partner companies paying less relevant fees on building facilities, such as air-conditioning fees, etc.

For the tenants of the Green 18, tenants are advised that they should review the attached design guidelines for fitting-out works at Green 18 (Annex O) with their Architect / Interior Designer & E&M consultants prior to the preparation and submission of their fitting-out proposals.

2.9 **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 500m² ; 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.

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2.11 Design and Protection against Tenants' Power Sensitive Electronic Equipment

1. Tenants are highly recommended to review their needs on the power sensitive electronics, including but not limited to computer/ security/ server equipment, against power suspension due to building periodic electrical inspection or power surging incident. For case tenants decided to connect building's non-FSI generator load, tenants shall engage her own specialist consultant and building approved contractor to commence the design and installation of related system.
2. Before proceeding formal submission to FMO, please note that the rated capacity of the main switch for the premises should not exceed the rating specified in the stated landlord provision fact sheet, unless otherwise stated in Tenancy Agreement.
3. For consumption that exceeds the nominal capacity of the main supply switch, it is mandatory to apply for a special arrangement with HKSTP before proceeding with additional installation. Tenant shall submit with the written approval from HKSTP should the proposal be granted.
4. Misuse and/ or unauthorized connection of electricity is prohibited. In case of violation of the agreed landlord provision, fit-out rules and guideline, an administration fee shall be charged by the FMO/HKSTP.
5. The provision of backup power in the building is supplied by building's non-FSI generator. Subjected to the HKSTP's approval, tenants can apply and connect the related generator power cable from backup essential power MCCB to their ATS (automatic transfer switch) or MTS (manual transfer switch) device. Tenants shall note this provision is not uninterrupted power supply and FMO/ HKSTP admits no liability whatsoever for such provisions and connection including system maintenance.
6. The ATS changeover device from normal power to essential power should be installed by the tenants and the sensing point to activate the Non-FSI generator shall be at the designated location assigned by FMO. Tenants shall submit their design drawing detailing the sensing point, changeover device and cable routing for approval prior to installation. For MTS system, tenants shall aware that all works shall be operated by their own licensed electrical workers only for power source changeover.
7. Tenants are reminded to ask their contractor(s)/ consultant(s) to include the provision of undervolt relay, connection of signal cables from changeover devices to backup generator. Tenants shall also be responsible to repeat a dry contact signal plus an indicator lamp inside electrical room if in case the generator was activated by related tenant signal.
8. Tenants shall also engage building's approved BMS contractor to connect their power failure signal to central system for monitoring.
9. Testing and commissioning of the ATS/ MTS/ BMS changeover with the backup generator operation shall be borne at tenants. Tenants shall notify and seek the approval from FMO prior to the testing. Tenants shall also be responsible to refill the consumed fuel in any event that the generator startup is caused by tenants' false signal or other reasons not related to power surging.
10. The tenants should submit the shop drawings of electrical schematic diagram to show the power connected MCCB board nos. as verified on site and incorporate the provision of the undervolt relay with the connection of signal

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cables from ATS/ MTS changeover devices to backup generator marshalling box at EMR for signal interfacing with generator.

11. Addition of maintenance bypass function for the undervolt relay (UVR) inside tenant ATS/ MTS shall be provided to prevent unwanted running of non-FSI generator during maintenance of normal power source.
12. Any interfacing connection with central supply system and T&C signal setting from backup generator should be carried out by the Landlord's Approved Contractors / Maintenance Contractor engaged by tenant at their own cost and liability if necessary.

3.0 Fit-Out Restrictions

The following fit-out restrictions must be observed: -

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 500m² under the same series of works within 12 months in a unit or a common area, it would be considered as "Major Retrofitting Works". Tenants 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). Tenants 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 offices, i.e. the units are furnished with finishing and decoration before leasing, no erection and/or removal of full height partition

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

3.3 **Use of Landlord's Approved Contractors / Maintenance Contractor for fit-out and reinstatement work (Annex I)**

Tenants should employ Landlord's Approved Contractors / Maintenance Contractor 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 isolator inside tenants' unit
2. For Essential Power Supply – Whole system to tenant changeover switch
3. Electricity Meter Application & Connection should be done by tenants at tenants' cost

B. Fire Services Work

1. Water drain off and refill 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. HVAC System

1. Additional tee-off point on existing chilled water pipe of base building system, and water pipes terminated at tenants' water.

D. BMS Work for HVAC system

1. Integration of existing Building Management System (BMS) Control, Point Setting (including VAC fire trip), Graphic Control, supervising, monitoring, re-programming, testing and commissioning of BMS.

E. Plumbing Work

1. Tee-off from the existing pipework system for tenants' potable water supply or drainage propose, with water pipes terminated at tenants' area.
2. Water Meter Application & Connection should be done by tenants at tenants' cost

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F. Lighting Sensor and Control Work (Phase 1 & 3 only)

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

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/CCMS to suit their layout and usage. **Appropriate HVAC works are needed to be carried out by the tenants.**
4. The temperature for the provision of 24hr chilled water and condensing water should be supplied at the below on a daily basis:

Chilled water inlet temperature = $8\text{ }^{\circ}\text{C} \pm 2\text{ }^{\circ}\text{C}$

Condensing water inlet temperature = $32\text{ }^{\circ}\text{C} \pm 2\text{ }^{\circ}\text{C}$

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 if the cost can be covered.
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 copy of WR1 and/or WR1A to FMO for record after completion of any modification of Electrical Services work.
9. Tenants are required to appoint license plumbers for plumbing installation/alternation works.
10. Tenants are advised to employ Landlord's Approved Contractors/Maintenance Contractors to install, modify, disable and remove the smartcard reader from the building's security system. Besides, tenants are advised not to cut or damage any cable installed.

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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 tenants' 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 tenants and/or their designers) for approval in writing by the Fit-Out Controller before commencement of work.
- 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.

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- 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. Flood sensing system is recommended to be installed such that the valve will be automatically closed off upon activation of the flooding sensors.

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 tenants' 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. 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.

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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.
- c) Tenants are responsible for the maintenance and repairing works of the electric heater.

3.6.2 24 hours chilled water (Office Area) / Condensing water connection work

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

- 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) Tenants shall use min. 8°C design chilled water supply temperature and 15°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;
- h) Chiller water flow rate adjustment inspection (Adjustment Equipment provided by contractor) is required before supply of chiller water;
- i) All A/C pipes running inside plant room shall be installed at least 50mm

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- thk and 80kg/m³ density insulation or in compliance with latest BEC established by EMSD, whichever is more stringent, with aluminum cladding or equal to existing designed;
- j) Brand and labeling for C.H.W & C.D pipe should be provided after completion of work;
 - k) Seal up and making good work shall be provided after all wall opening works;
 - l) Full set of Air Conditioning Equipment Catalogue with Chilled Water Flow rate used should be submitted for assessment;
 - m) 24 hours chiller water / condensing water application form;
 - n) 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 tenants' premise.

3.6.3 24 hours chilled water (Computer Room)

Computer rooms (in operation) temperature setpoints are advised to 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.

The new partitions of the premises shall not be fixed to the mullions or hard up against the glass panels of the curtain walls of the building. The loose and fixed furniture shall not be allowed to be placed / installed too close or hit

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against the curtain wall affecting the maintenance of the curtain wall system and aesthetic of the building.

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 reinstatement 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 A10 & A10a for general practices on ARCS and waste recycling facilities.

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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 in writing 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.
- 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

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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. Please refer to section A10 & A10a environmental guidelines for general sustainable practices

3.16 **Landlord's Approved / 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 (3rd) 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 (3rd) 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 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.'

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- 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 Landlords' approved Fire Services Contractor to carry out the interfacing work which including but not limited to water drain off and refill for the sprinkler system and fire hydrant/hose reel system, any work which affecting building's AFA System and associated modification and additional work for Dry system and AFA panel, re-programming and resume the system.
- 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 to cover the cost incurred. FMO also has the right to stop all the fit-out/

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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 & 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 deemed 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/reinstatement period. For nuisance works (e.g. noisy works, dust works,

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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 throughout the works period.
- 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.
- q) Designated toilet facilities, water and waste disposal points are provided for the use of contractors' employees.

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- 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.
- x) 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.
- y) All fire exit doors must remain closed and free from obstructions at all times. Tenants are requested to supervise their contractors and to ensure that they adhere to such statutory requirement.
- z) 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.
- aa) Tenants' attention is especially drawn to the risk of fire during fit-out/ reinstatement period. Tenants are requested to avoid accumulating 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.

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- ab) 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.
- ac) 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.
- ad) 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.
- ae) It is at tenants' expense to reinstate the premises to original condition, unless otherwise required by Landlord at the end or sooner determination of the Lease.
- af) It is the tenants' responsibility to apply for an individual temporary meter for fit-out works, if needed.
- ag) All materials used for the fit-out/ reinstatement works should be **NO VOC** and **odourless** materials.
- ah) FMO reserves the right to impose any rules that may consider necessary at any time.
- ai) 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.
- 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.

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- 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 Tenants' 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.

For Phase 3 only:

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 tenants' 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 approved/maintenance contractors would undertake the work at tenants' cost.
- Window Curtain Blind – to be provided in Phase 1 and to be installed by the tenants and at tenants' cost in Phase 2 & 3 Buildings. The specification of window curtain blind for Phase 2 & 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%

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- 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. Tenants shall recruit their own contractor for the electrical power changeover & related accessories inside tenants' unit and check for the situation throughout the work. The attendance for non-essential emergency generator at extra charges is upon the application of tenants. 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 (3rd) 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 (3rd) 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.

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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 Landlord's Approved / Maintenance Contractors

The tenants are required to employ the Landlord's Approved Contractor / Maintenance Contractor (electrical) for disconnection of main power from the building (i.e. for Normal Power Supply – From building's MCCB to the isolator inside tenants' unit & for Essential Power Supply – Whole system to tenant changeover switch).

The tenants are required to employ the Landlord's Approved Contractor / Maintenance Contractor (Fire Services) for any water drain off and refill for the sprinkler system and fire hydrant/hose reel system, 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 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.