



# **FITTING-OUT MANUAL**

*for*

## ***Commercial (Shops) Tenants***

**Stellar Lifestyle Pte. Ltd.**

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## FOREWORD

Dear Tenant, welcome to the SMRT network.

This manual serves to provide all the necessary information to you and your representatives in the fitting-out of your demised premises.

The objective of this Fitting-Out Manual is:

- #1 To guide you and your representatives in the submission of drawings, design, construction through to completion of fitting-out work for the demised premises.
- #2 To ensure that you and your representatives conform to the general safety, security and design intent of SMRT.

Information within this guide is subject to periodic revision at SMRT's sole discretion without any prior notice. Notwithstanding this, you are advised to read this manual thoroughly in conjunction with the Letter of Offer and Lease Agreement, and brief your contractors of the contents before starting any fitting-out / reinstatement work.

You must comply with the rules and regulations set by Standard for Fire Safety in Rapid Transit System, Code of Practice by the Fire Safety & Shelter Department, and all relevant authorities, for all fitting-out / reinstatement works to be carried out in the premises. Your proposed plans and works will be subjected to the approval of SMRT and the relevant authorities.

If you have any questions, please approach our Property Management staff assigned to coordinate with you for assistance.

Yours sincerely,

Daniel Chua (Mr)  
General Manager, Lifestyle Business

## **GENERAL INFORMATION**

### **SMRT**

SMRT Trains Ltd  
2 Tanjong Katong Road  
#08-01, Tower 3, Paya Lebar Quarter  
Singapore 437161

### **Managing Agent (SMRT)**

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Stellar Lifestyle Pte. Ltd. is a wholly owned subsidiary of SMRT Corporation Ltd which manages the commercial businesses - including marketing and leasing of commercial spaces, retail management and operations, advertising and marketing, digital and e-commerce – within the SMRT train network.

## LIST OF ABBREVIATIONS / DEFINITIONS

The following abbreviations are used in this Manual:

A&A	Additions and Alterations
BCA	Building Control Authority
EMA	Energy Market Authority
ENTERPRISE SINGAPORE	ENTERPRISE SINGAPORE (formerly SPRING)
FOM	Fitting-Out Manual
FSSD	Fire Safety and Shelter Department, SCDF
LOO	Letter of Offer
LRT	Light Rail Transit
LTA	Land Transport Authority
MRT	Mass Rapid Transit
PM	Property Management
PSC	Passenger Service Centre
SMRT	SMRT Trains Ltd / SMRT Commercial Pte Ltd
SMRT (CSE)	SMRT Civil and Structure Engineering Department
SMRT (EMF)	SMRT Electrical, Mechanical & Fire Protection Branch
ID	Tenant's Interior Designer
LEW	Licensed Electrical Worker
PE	Professional Engineer
QP	Qualified Person (Professional Architect, Engineer)
RI	Registered Inspector
SPIC	Station Person In Charge
SPO	Senior Property Officer

## 1. OVERVIEW

- 1.1 Tenant is responsible to engage the services of a professional consultant for the review and endorsement of A&A drawings, plans and design calculations of their premises for submission to SMRT and the authorities.
- 1.2 All submitted drawings and plans shall be reviewed and approved by SMRT and/or all its relevant departments and authorities before the commencement of fit-out / reinstatement works.
- 1.3 Approval by SMRT will be granted for design intent only and shall not be construed as complying with the requirements or stipulations of the relevant authorities. **Tenant is still responsible to comply with the requirements or stipulations of the relevant authorities.**
- 1.4 No amendments or changes are allowed after the drawings have been approved. Should Tenant be found to violate any terms and conditions of the Tenancy Agreement or any guidelines of this Fitting-Out Manual, or change any design or installation or decoration in the premises without the written approval of SMRT, we reserve the right to issue Stop Work Order to suspend or revoke the Permit-to-Work, or remove or demolish the installation at Tenant's expense.

## **2. FIT-OUT PROCEDURES**

There are 6 stages to the fit-out procedures.

### **2.1. Stage 1 – Introductory and Pre Fit-Out Briefing**

- 2.1.1. A pre fit-out briefing will be conducted by SMRT to Tenant **within 3 days** after the Letter of Offer (LOO) is signed. Tenant shall ensure that the relevant parties whom he has appointed to carry out the fitting-out work, e.g. designer / consultant / contractor or representative, are ready to attend this pre fit-out briefing. If Tenant is not ready to attend this pre fit-out briefing, Tenant shall write to SMRT at least one working day in advance and request for a new date.
- 2.1.2. Upon return of LOO and lease documents to SMRT, Tenant must engage competent shop designer(s), consultants or contractors to prepare fit-out drawings and documentation in relation to the fitting-out for submission to SMRT. The list of documents to be submitted is shown in Annex A (Checklist for Fitting-Out Submission Prior to Commencement of Work) of this manual.
- 2.1.3. Tenant shall visit the demised premise(s) to ascertain the layout and dimensions before carrying out the design of the fit-out.

### **2.2. Stage 2 – Submission of Fit-Out Proposal for Preliminary Review**

- 2.2.1 This phase refers to the submission of plans and drawings pertaining to the fitting-out work, including relevant authority approval, for SMRT's preliminary review. These documents must be submitted to SMRT **within 2 weeks** after the pre fit-out briefing is conducted. SMRT shall not be liable for any delay in work if any of the plans/drawings are not promptly submitted.
- 2.2.2 The fit-out submission should follow strictly with **Annex A** of this Fitting-Out Manual and should comply strictly with the Design Criteria found in Section 3.
- 2.2.3 To facilitate SMRT's review and approval of the fit-out submission for the premises, Tenant shall submit the following documents in three (3) sets of A3 sized drawings and in soft copy PDF file format to SMRT:

#### **a. Architectural / Interior Design**

- i. **3 Coloured** (that matches the proposed colour scheme) **Perspectives** of 3 different viewing angles reflecting the shop front, signage, graphics and materials, lighting design and door system proposed.
- ii. **Shop Location Plan** (diagrammatic) locating the shop in relation to other facilities.
- iii. **Floor Plan** drawn to a minimum scale of 1:50 showing shop layout, fixtures and fittings, all partitions, doors, shop front, existing structural



columns, inter-tenancy walls and gridlines fully dimensioned with description of all materials and finishes.

- iv. **Ceiling Plan** drawn to a scale of 1:50 showing ceiling design elements, lighting concept, bulkhead lighting layout, lighting load, air-conditioning grill layout and any other fixtures and fittings.
- v. **Hoarding Plan (for shops with roller shutters)** drawn to a minimum scale of 1:50 or **Hoarding Sticker Design Plan (for shops with glass panels)** drawn to a minimum scale of 1:20.
- vi. **Design Layout Plan** drawn to a scale of 1:50 showing the installation and placement of fire extinguisher(s), together with specification of the fire extinguishers used. For the occupancy / operational period after fitting-out is completed, the requirement on the provision of fire extinguishers will be based on SCDF Fire Code.
- vii. **Furniture Plan**
- viii. **Elevation Plan(s)** drawn to a scale of 1:20 fully dimensioned with description of all proposed materials and finishes. Elevation plan(s) shall show all switch locations, power points and fixed power outlets.
- ix. **Shopfront Design** for Fixed Glass Shop Front or Open Shop Front.
- x. **Signage design and signage construction plan**
- xi. **Material Samples** to be given in the form of a catalogue, cut-out or board indicating colours and **finishes samples** of proposed materials and finishes to be used, both internally and externally (of the shopfront).

**b. Electrical Services**

- i. **Lighting and Electrical Power Layout Plans**
- ii. **Single-Line Diagram.** Electrical single-line drawings shall show all power distribution indicating connected electrical loads, lighting, low-voltage wiring, etc.
- iii. **Table of Loading / Equipment List** showing details and specifications of all electrical equipment intended for use in the premises together with the electrical load, physical dimensions, equipment weight and heat load.
- iv. **Services Routing Plan** 1:50 scale schematic layout of services including lighting, power, communications (telephone), public address system and any other special floor services.

**c. Mechanical Services**

- i. **Air-conditioning and Mechanical Ventilation (i.e. Kitchen Exhaust System for F&B shops)** shall comply with Singapore Standard SS553:2016 and shall be designed in accordance with the provision capacity and cater to but not limited to all the heat generated by the tenant's equipment installed in order to achieve the desired ambient room temperature. Tenant has to engage a competent air-conditioning contractor to design the air-conditioning system and to provide SMRT with the following plans / drawings and technical specifications for our review and approval after these documents are endorsed by appropriate Qualified Person:
- (1) Heat load calculation for the shop, which include the occupancy heat load, lighting heat load, equipment heat load, fresh air heat load, and heat transfer from surrounding / adjacent space. For appliances that consume high electrical power, such as ovens and heaters, Tenant shall provide the equipment catalogues to support the heat load calculation. QP must also include a safety factor of at least 10%.
  - (2) Tenant has to provide the static pressure calculation in Pascals (Pa).
  - (3) Layout plan of FCU and supply diffusers that is superimposed on the architectural plan s of the shop unit where the kitchen area, dining area, food display, oven, etc are located.
- ii. **Exhaust System Plan** if mechanical ventilation extraction systems if required.

**d. Sanitary & Plumbing Services**

- i. **Sanitary & Plumbing Plan** showing details and schematic drawings of plumbing fixtures, floor waste, refrigeration / air-con condensate drainage, food type preparation, hot water units and hot and cold-water points, grease arrester details.

**e. Fire Protection Services**

- i. **Sprinkler System** engineering and architectural plans drawn to a scale of 1:50 on the addition and alteration to sprinkler system.
- ii. **Fire Protection Plan**
- iii. Tenant has to ensure that all sprinkler points, fire detectors, and DB etc are not blocked at all time. All plans / drawings pertaining to Fire Protection Services must be endorsed by QP / PE.

**2.3. Stage 3 – Resubmission of Fit-Out Proposal After Preliminary Review**

- 2.3.1 Tenant is required to amend and resubmit fit-out drawings incorporating all the comments made during the preliminary review to SMRT according to paragraph 2.2(e).
- 2.3.2 SMRT's approval is granted for design intent only. Our approval does not confirm compliance with any statutory requirements. It also does not mitigate the responsibility of Tenant, his designer, contractor or any of his representatives from ensuring the works are carried out in accordance with all industry standards and statutory requirements. It is Tenant's responsibility to comply with all the regulatory requirements.
- 2.3.3 All final submissions from Tenants must be endorsed by a Qualified Person (QP). Tenants' QPs shall approach the Authorities to clear the plans in their own right, taking full responsibility for the issuance of Fire Safety Certificate (FSC).

**2.4. Stage 4 – Site Possession**

- 2.4.1 Tenant shall take possession of the demised premises on the date as specified in paragraph 6 of Schedule 1 (the "Date of Possession") of the Lease Agreement or if it is not stated therein, then SMRT shall give Tenant at least seven (7) days' written notice of the Date of Possession. Tenant shall be deemed to have taken possession of the Demised Premises on the date set out on SMRT's notice irrespective of whether Tenant has actually done so. SMRT shall not be liable in the event that Tenant delays in taking possession.
- 2.4.2 SMRT will conduct a joint inspection with the tenant on the demised premises on the Date of Possession. Upon completion of the satisfactory joint inspection of the demised premises. SMRT and Tenant shall complete and sign the "Handover

of Demised Premises” form to confirm acceptance for the handover. Please refer to **Annex D** for the handover checklist.

- 2.4.3 In the event that the demised premises is handed over on an “as is, where is” condition, Tenant shall undertake to resubmit drawings / plan with endorsement by PE. The Tenant shall also accept and sign a letter of undertaking accepting the condition of handover and to reinstate the demised premises to its original condition acceptable to SMRT. Please refer to **Annex E** for the letter of undertaking.

2.5. Stage 5 – Fitting-Out Work

- 2.5.1 Tenant is required to comply with the document submission requirements as shown in **Annex A** of this Fitting-Out Manual prior to the commencement of the fitting-out works.

- a. Tenant shall commence the relevant fitting-out works **only after** obtaining the following:

i. Approval of Plans Submission

- (1) Tenant shall obtain approval of SMRT and relevant authorities for all plans submission.

ii. Indemnity and Insurance policies

- (1) Tenant shall ensure that his contractor(s) has provided insurance coverage for workmen’s compensation, public and third party liability throughout the duration of the fitting-out works, indemnifying him and SMRT (**SMRT Trains Ltd**) against public claims.
- (2) Tenant’s contractors shall have a valid **Public Liability Insurance policy** to cover against injury, death, and/or damage to property arising out of or in the course of fitting-out works. The coverage shall be **at least S\$2 million** in respect of any one accident and unlimited for any one period. The policy shall include a Cross- Liability clause.
- (3) One copy of the insurance policy shall be submitted to SMRT prior to the commencement of the fitting-out work.

iii. Fitting-Out Deposit

- (1) Tenant is required to pay a deposit as below:
    - (a) S\$ 1,000 for unit area less than 50 sqm,
    - (b) S\$ 2,000 for unit area from 50 sqm to 199 sqm,
    - (c) S\$ 4,000 for unit area equal or more than 200 sqm,
    - (d) S\$10,000 for food Court and supermarket (regardless of area),
  - (2) The Fitting-Out Deposit will be refunded to Tenant upon expiration of the lease free of interest less any amounts forfeited due to Tenant's non-compliance with the obligations stated in Clause 5 of the Lease Agreement.
- b. Upon approval of SMRT to commence fitting-out work, Tenant will be given a Notice of Fitting Out. Please refer to Annex P for the notice. This notice must be displayed prominently on the hoarding / entrance of the premises, failing which SMRT has the right to stop the works and SMRT shall not be responsible for any delay. The following are the types of Permit to Work (PTW) that Tenant has to apply from SMRT prior to the commencement of the relevant works (where applicable):
- i. Notice of Fitting Out / Reinstatement works
  - ii. Electrical Isolation
  - iii. Sprinkler Isolation
  - iv. Common Ceiling Removal and Reinstatement
  - v. Hot Works Permit
  - vi. Work at Height Permit
- c. Tenant shall make application directly for the following services:
- i. Water
  - ii. Phone / Internet
- d. As per clause 5 of the Lease Agreement, Tenant shall be given a rent-free period from the Date of Possession as specified in paragraph 9(a) of Schedule 1 of the Lease Agreement to carry out and complete the approved fitting-out work in the demised premises. The Base Rent and Service Charge will be charged from the expiry date of the rent-free period, irrespective of whether Tenant is ready for business, or from the commencement date of business, whichever is earlier.
- e. SMRT reserves the right of discretion to withhold our consent at any time to the fitting-out work if it does not meet the standard required or it is not in accordance with the approved plans.

- f. Any delay in carrying out or completing the Tenant's fitting-out work in the Demised Premises whether caused by any failure to obtain authorities' approvals, shall not be grounds for postponing the commencement of the Term or payment of the Base Rent and Service Charge as stated in Schedule 1 of the Lease Agreement.

2.6. Stage 6 – Post Fit-Out Inspection and Submission of As-Built Drawings

- 2.6.1. Tenant shall arrange for a post fit-out joint inspection with SMRT upon completion of the fitting-out work before demolishing/dismantling the hoardings. Tenant is required to ensure the fitting-out works are carried out in accordance with the plans / drawings approved by SMRT.
- 2.6.2. Any defects or deviation from the approved plans / drawings must be rectified within **14 days** after the joint inspection.
- 2.6.3. As-Built Drawings (approved by QP or PE) and statutory approved documents are to be submitted in three (3) sets of A3 size colour drawings and in soft copy PDF file format within **21 days** or **upon completion of the outstanding defective works or rectification of the deviation (whichever is applicable)**.
- 2.6.4. Tenant is required to submit all the approval letters from the relevant authorities to SMRT prior to commencement of business, which shall include but not limited to:
  - a. SCDF FSSB letter of approval for sprinkler, M&E services, partition work
  - b. URA approval for change of use
  - c. LTA letter of approval for change of shop front
  - d. NEA permit (for tenants who require this permit to operate)
- 2.6.5. Tenant is not allowed to commence business operation if the following requirements are not fulfilled:
  - a. Rectification of all major defects
  - b. Attainment of licenses from relevant authorities
  - c. Submission of all relevant authorities' approvals
  - d. Submission of waterproof membrane warranty
  - e. Submission of charge-in witness certification
  - f. Submission of application for electricity supply turn-on
  - g. Proof of application for connections, including but not limited to: Water and Phone

### 3. TENANCY DESIGN CRITERIA & GUIDELINES

#### 3.1 Design Criteria for Shop Components

##### 3.1.1 Shop Fronts

- a. The Tenant's shop front is a prominent element and should be attractive, blending with the surrounding colours, design and form and as such shall be ***visually dynamic, 3D designs integrating the retail outlet must be pleasant to look at when both open and closed.***
- b. Fixed Glass Shop Front
  - i. Tenant shall ensure a minimum 70% visibility of each side of the shop front is transparent to the public when the shop is in operation. Any deviation from this requirement is subjected to SMRT's approval in writing. Tenant shall ensure that merchandise is displayed neatly.
- c. Open Shop Front
  - i. Open shop front is subjected to approval of SMRT and the authorities and shall be carried out at Tenant's own cost. Tenant shall obtain SCDF-FSSD approval before submission to SMRT for review and clearance from any other relevant authorities.
  - ii. Tenant shall not place any merchandise, fixtures or fittings, 300 mm from the lease line of all open shop front. Where the shop depth permits, there shall NOT be any serving counters or browsing fitments directly on the lease line. All such counters and browsing fitments facing the open shop front shall be set back into the lease area at least 300mm to the outer most part of the counter or fitment facing the lease line.
  - iii. The approval process for open shop front may take at least 2 months or more depending on information submitted and complexity of the design. SMRT will not grant any rental rebates, reduction or rent free extension for any delay arising from this matter.
  - iv. The use of air-conditioner will also not be permitted for open shop concept as stipulated by the Building and Construction Authority or prescribed by any other competent authority. Without prejudice, if Tenant wishes to install his own air condition, Tenant may do so subjected to the approval from LTA and SMRT for placement of the outdoor unit.

- v. The removal and reinstatement of any glass panels or roller shutters will be at the tenant's own cost. Where required, the tenant shall install fire-rated roller shutters and maintain it on a monthly basis at the tenant's own cost.
- d. Tenant is encouraged to introduce quality architectural grade finishes applied in an innovative manner. Painted and Perspex finishes will not be permitted.
- e. The shop front must not project beyond the lease line.
- f. The shop front must not protrude past the lease line. The Tenant's floor is to finish on the inside face of the demised premises entrance.
- g. Full width visible bulkheads will not be approved.
- h. Tenants shall maintain the ceiling height of the unit at least 2.4m (where ceiling height permits).
- i. Advertising media shall not to be applied to shop front glazing without approval of SMRT.
- j. Premises which have exposure on the outside face of the building shall be required to meet site specific requirements for merchandising and displays, including the provision of afterhours lighting for window displays. These premises will also require SMRT's approval of their shop fronts and signage, planning permission and advertising consent for the exterior facades and signage. It will be the Tenant's responsibility to submit these to the Authorities and confirm approval to SMRT.

### 3.1.2 Shop Front Details

- a. All shop front elements must be securely fixed back to building structure via bracing or support systems unless items are self-supporting, adequate vertical deflection must be allowed for within design of the shop front elements including sliding door tracks and swing doors etc.
- b. Where the tenant is erecting his own shop front, the shop front elements shall be constructed from frameless glass or framed chrome or stainless steel sections and glass. For any other materials which are considered as part of the Tenant's thematic concept for the shop shall be submitted for SMRT's prior approval.



- c. Shop fronts shall NOT have unfinished surfaces such as blockwork, common brickwork, cement render, off form concrete or the like as a surface abutting the public space.
- d. The level of the finished floor within the shop or tenancy space shall be flush with that of the common walkway floor at the shop front line. Any ramping required shall be within the Tenant's premises at the Tenant's expense.
- e. Only clear silicone is to be used on glazing and their associated channels and framework.
- f. Where glass fin supports are required for shop front glazing (i.e. to comply with Building Regulations and Codes of Practice applicable in Singapore), they should be taken from the Ceiling and may not fall below 3m from FFL. Floor to ceiling glass fins are not permitted. Glazing channels are to be completely recessed at top and sides and all base channels to be recessed as far as possible and may not protrude by more than 40mm as part of the shop front.
- g. All operating mechanisms including door handles & hardware shall comply with building regulations and Singapore Codes of Practice and requirements for ambulant people.
- h. Where required, the Tenant must make allowances to integrate the SMRT's fire hose reels into the design of the shop front to the satisfaction of the SMRT. The internal access panel needs to be incorporated into the interior design concept.
- i. Firefighting equipment with visible signage located close to the entrance is to be integrated into the overall design whilst remaining accessible with a chrome or stainless steel mirror finish is preferred.
- j. All Tenants' security systems must be installed behind the door line and concealed in a suitable cladding to SMRT's approval. Where possible, sensors are to utilise new technology allowing them to be fully concealed.
- k. The Tenant is not to fix to or alter SMRT's bulkhead, ceilings or services and shall not affect the operation of any of the SMRT's above ceiling services including, but not limited to the mechanical & electrical services, in particular those located within or adjacent to the shop front bulkhead.
- l. Shopping basket / trolley pick up points are to be incorporated within the overall design.

### 3.1.3 Walls

- a. Tenancy walls finished with plasterboard shall be painted, tiled or wallpapered. Block work walls shall be rendered or plasterboard sheeted prior to painting.
- b. In standard plasterboard lined walls, the Tenant shall install security mesh under the plasterboard and over the studs, equal to F51, to maintain security to their retail outlet.
- c. Inter-tenancy divider wall / mullion
  - i. All external walls between two tenants space or inter-tenancy divider wall or mullion remains the property of SMRT. Any request for the usage of this space is subject to SMRT's approval.
  - ii. The interior design treatment for this inter-tenancy wall or mullion shall be consistently treated as part of the tenant's shop front design and the tenant shall bear the cost of treating this wall and also any additional rental for the use of this space

### 3.1.4 Ceilings

- a. It is the responsibility of the Tenant to ensure that there is no visibility for security purposes into their ceiling void from the building at all levels. It will be the Tenant's responsibility to check on site prior to installation that all voids are completely clear.
- b. Where ceilings are provided the tenant shall install a suspended ceiling within the demised premises by providing a set plasterboard ceiling to customer facing areas as a minimum standard. Ceiling tiles will not be approved.
- c. All ceilings are to be suspended from a proprietary system.
- d. Ceiling access panels shall be proprietary system, flush fitting with ceiling plane, provided with concealed hinges and budget key locks.
- e. Access panels (600mm x 600mm) must be provided in the ceiling at points nominated by SMRT for access to the SMRT's services such as water, gas, fire sprinklers and air conditioning where applicable.

- f. High ceilings are encouraged with dimensional design features such as the use of a creative ceiling system (e.g. linear baffles, set plasterboard, cove lighting, dropped soffits with concealed lighting).
- g. Where no ceilings are proposed, as part of a specific design concept or arising from site conditions, prior written approval from SMRT would be required.
- h. For units that meets with clause '3.1.4.h' above, the following is required:
  - i. All containment is to be boxed to the underside of the soffit. No loose cabling is permitted. All visible existing services are to be tidied by the Tenant to the satisfaction of the SMRT.
  - ii. Rigid ductwork is to be installed with the exception of final connections.
  - iii. All structure, soffit and services must be sprayed or painted out and may not be left unfinished.
  - iv. Where ceiling height is less than 2.4m, no suspended ceiling installation is required.

### 3.1.5 Floors

- a. In most cases (where it is practical) the Tenant shall be provided with a set-down to the top of the structural floor, relative to the external surface. The Tenant's floor is to finish on the inside face of the demised premise's entrance doors.
- b. Under no circumstance is the shop floor finish to be visible when the demised premises entrance doors are in the closed position.
- c. Tenant's floor finish must finish flush with the external floor; steps will not be approved at the entrance.
- d. The Tenant is not permitted to chisel out the SMRT's installed concrete slab.
- e. Where a flush entry is not practical, due to the nature of the site, the Tenant is required to provide either ramp or stair access into the tenancy. Such ramp or stair shall be contained wholly within the tenancy. Access shall comply with the regulations set out by the Building and Construction Authority or any other Competent Authority for barrier-free-access.

- f. Internal floor covering should be of non-slip material. Vinyl or rubber will not be permitted.
- g. Tenant floor finishes may only extend past the shop closure line at SMRT's discretion and based on design merit.

#### 3.1.6 Lighting Fixtures

- a. The use of low energy recessed lighting and designer light fittings is encouraged.
- b. It is recommended that the Tenant use a lighting consultant or seek expert advice when selecting light fittings for merchandise display.
- c. Neon signage and lighting is not permitted.
- d. Track lighting in window displays is not permitted.
- e. Fluorescent lighting as part of the front-of-house is not permitted.
- f. Flashing lights are not permitted.
- g. Only PSB/TUV approved light fittings are to be used for all signage. The construction of the signage shall be inspected and endorsed by the Tenant's LEW.

#### 3.1.7 Junctions between Tenancies shall be treated as follows:

- a. Junctions between adjacent shop fronts shall be neatly finished. All protruding ends of partition or exposed corners shall be protected and finished with suitable materials able to absorb possible damage from impact and shall match the shop front treatment.

#### 3.1.8 Shop Front Signage

- a. The Tenant is to employ a reputable graphic designer to work on the signage concept and internal graphic component. All graphic, seasonal advertising and menus are to be submitted by the graphic designer for approval by SMRT.
- b. Shop unit number shall be installed on the bottom right hand corner of the shopfront mullion below the tenant signage. This unit number shall be black

in colour over light background or white colour over dark background, Arial font of size 50mm at the bottom right of the shop signage (unless otherwise specified). (See illustration in **Annex N** for dimension).

- c. Shop front signage shall follow the following requirements:
  - i. Content of the shop front signage shall be limited to the Tenant's logo, shop name and web addresses. Information, directory or sub branding / web address can only be displayed inside the shop. The Tenant must **NOT** include any specification or any social media details of merchandise offered for sale on the shop front signage.
  - ii. The heights of all letters are to be in proportion with the overall shop front design and agreed by the SMRT.
  - iii. Only one main sign will be permitted on the Tenant's shop front. The exception to this is the unit is a corner unit and that faces the external.
  - iv. Neon signs are not permitted.
  - v. No advertising placards, banners, pendants or signs, other than those specifically approved by the SMRT, are to be affixed upon any portion of the exterior of the shop front.
  - vi. Illuminated sign boxes are not permitted.
  - vii. Vacuum formed signs are not permitted.
  - viii. Full width fascia signs are not permitted.
  - ix. Vinyl signage is not permitted.
  - x. Projecting signs or 'bus-stop' type signs are not permitted.
  - xi. Signage shall not have any exposed fixings, screws or rivets.
- d. All graphic design, material, construction and installation of the Tenant's signage must be reviewed and approved by SMRT.
- e. All fixing devices, wiring, clips, transformers and other mechanisms required for any sign(s) must be concealed.
- f. The maximum height allowed for signage **is 350mm**.

- g. Tenants are encouraged to install 3-dimensioned cut-out signage which is not more than 100mm thickness
- h. The light fittings for the signage must be tapped from the Tenant's Distribution Board and must be lighted throughout the operational hours.
- i. Tenants are to ensure that the light tube(s) are in proper working condition.
- j. Shop front signage and display showcases must be fitted with a timer and switched on at least 30 minutes before and after the shop trading hours.
- k. Signs on Glass must meet the following requirements:
  - i. Only Decals or use of Translucent Films to display corporate signs may be permitted to be adhered to the inside face of glass shop fronts. Such signs shall not obscure more than 70 per cent of the total shop front area.
  - ii. No neon, or illuminated signs will be permitted behind the shop front.
  - iii. Stickers/Decal/Films shall be of fire-retardant material (Avery) and reverse printing must be applied.

3.1.9 The following are **prohibited items** which SMRT **will not approve**:

- a. Site applied paint finish to bulkhead or shop front.
- b. Screw snap cups or pop rivets on shop front or soffit of bulkhead, unless part of a Design Theme.
- c. Simulated materials such as imitation bricks or wood grain laminates.
- d. Surface mounted or exposed light fittings including fluorescent tube lighting with or without diffuser panels.
- e. Exposed fittings.
- f. Non-durable or absorbent finishes which may be subject to damage during cleaning process.
- g. Painted face to shop front signage.
- h. Exposed or unrendered painted block work walls.

- i. Pegboard type display systems.
- j. Uncoordinated signs and other unattractive graphic displays.
- k. Exposed services such as conduits, wiring and plumbing pipe work.
- l. Service wiring under carpet unless fully chased into the floor.
- m. Sandwich boards, 'A' frames, flags, banners, pendants, metal mesh poster grids or similar promotional material hung, temporarily or permanently on the outside of the lease line or on the outside of the shop front.
- n. Manufacturer's decals, transfers, handwritten posters, sale stickers and the like adhered to, or hung from any shop front, glazing or shop front surrounds.

#### 3.1.10 Shop Front Merchandising and Display

- a. Tenant shall ensure the merchandised windows and displays are done professionally. It is strongly recommended that the Tenant employ a professional visual merchandiser to meet this requirement.
- b. The shop front merchandising and display shall follow the following requirements:
  - i. The Tenant shall submit for approval a merchandising plan clearly identifying the method of display for window and wall fixtures.
  - ii. Merchandising and display are to be kept within the confines of the premises and are not to be placed beyond the shop front closure line.
  - iii. Display units are to be integrated into the overall shop design concept.
  - iv. Trestle tables, cardboard display stands and any other form of temporary display unit shall not be permitted.
  - v. Promotional signs and banners shall be integrated into the overall design concept and designed by a professional graphic designer. This includes information boards, directories & sub-branding. Prior approval shall be sought from SMRT before these are installed.
  - vi. There must be transparency into the shop from the shop front allowing views into the unit.

- vii. Cash registers must not be located within 300mm from the store entrance.

### **3.2 Food & Beverage Units (Including Cafes and Restaurants)**

#### **3.2.1 Floor Finishes**

- a. Tenant **must** lay waterproofing membrane below floor finish.
- b. Where required, the floor finish must be laid with falls to suit location of floor gulleys installed by SMRT.
- c. Where water is used for the purpose of washing down food preparation areas or similar, Tenant must install a waterproof membrane between the concrete floor slab and the finished floor. The membrane will return a minimum of 300mm up the wall faces within the Premises and shall contain all water discharged or used within the Premises so as not to affect or spill to the areas outside of the Premises, in particular to the adjoining tenancies.
- d. Back-of-house areas must have an applied floor finish; bare concrete will **not** be accepted.

#### **3.2.2 Wall Finishes**

- a. Kitchen walls must be finishes by Tenant in non-porous, washable finish that complies with all relevant food hygiene regulations.
- b. No exposed conduit or plumbing shall be allowed.

#### **3.2.3 Cool Rooms and Freezers**

- a. All cool rooms must be adequately insulated and water proofed underneath to prevent condensation forming on the slab.
- b. Location of cool room and freezer equipment and construction details must be submitted as part of store design to SMRT for approval.
- c. Cool room walls exposed to public view must be sheeted with material approved by SMRT.
- d. Insulated condensate drain lines are to be installed by Tenant and connected by Tenant to SMRT's drainage system.



- e. The Tenant's drain line and connection between the drain line and SMRT's drainage system shall be insulated with aluminum jacketing that comes with polyurethane insulation to prevent condensation.

#### 3.2.4 Visual Presentation

- a. Restaurant Premises are to be visually dynamic and are to enhance the overall brand concept in accordance with the Design Guidelines.
- b. Blank walls will not be permitted for dining areas of the restaurant.
- c. All rear cupboards, shelf and equipment units are to be fully covered to conceal storage items and all services.
- d. Walls dividing front and back of house are to be full height. Circulation openings between front and back of house are to have a staggered wall arrangement or a door, with self-closer, to prevent views into back oh house.
- e. Storage of all condiments, napkins and accessories are to be integrated into the overall design.
- f. Where Tenant's menu sign is provided, it is to be suspended from the ceiling and the bottom edge of the menu sign shall be 2m from the finished floor level.
- g. Where seating is provided, it should be kept within the tenant's lease line.
- h. Where kiosk counter is provided at the shop front, the height of Tenant's fitments such as counters should not exceed 1200 mm. Besides, 100 mm high washable skirting should be provided at the kiosk counter.
- i. The height of Tenant's fitments, furniture, equipment and any other fixtures should not exceed 1200 mm, in order to maintain visibility throughout the open concept unit/kiosk.
- j. Any queuing area shall be confined to within the demised premises. provided, the depth of the queue should be no less than 600 mm and within the demised premises.

### **3.3 Design Control Area (DCA)**

- 3.3.1 The **first 1 meter from the lease line** of the Demised Premises shall be designated the ***Design Control Area (DCA)*** where **SMRT reserves the right to comment and advise on the shopfront layout.**
- 3.3.2 Lighting in DCA shall be connected to a timer. Tenant shall keep the shop front and signage box illuminated on timer from 0700 hours to 2300 hours daily unless otherwise specified by SMRT. This is in keeping with the image and architectural intent of the development.

## **4 FITTING-OUT CONTRACTOR GUIDELINES**

### **4.1 Building and Structural Works**

- 4.1.1 Tenant shall not modify or alter any building support structure.
- 4.1.2 It is the responsibility of Tenant to inform SMRT of proposed modification or alteration of any structural components. SMRT shall submit the proposed structural plans to the Base Structural QP for review and approval. For such works, certification must be obtained from the Base Structural QP to the effect that the base structure can withstand the additional load.
- 4.1.3 All cost for vetting and any submissions to relevant authorities done by the Base Structural QP shall be borne by Tenants.
- 4.1.4 Any damages to the existing structure shall be made good with QP/PE's certification and endorsement by Tenant to the satisfaction of the SMRT and/or its appointed Representative/Agent.
- 4.1.5 False ceilings shall be constructed with non-combustible materials and shall not be installed in a position or height blocking the flow of the return air.
- 4.1.6 Any alterations and additions to the ceiling shall be made of non-combustible materials. Changes to existing ceiling height must be indicated clearly. No PVC/plastic material is permitted for ceiling and wall finishes/fixtures due to toxicity reason unless otherwise specified by SMRT.
- 4.1.7 Height and construction of any raised platform over existing floor to be indicated and must comply with authorities' requirements.
- 4.1.8 Coring in the floor slabs and walls are not allowed. On a case-by-case basis, hacking may be allowed with SMRT's approval. Such works shall be reinstated by Tenant upon expiry or earlier termination of the Lease/License. The costs associated with these works and submission to the required authorities shall be borne by Tenant.
- 4.1.9 Any hot work, heavy drilling, knocking, spray painting, varnishing or any other works that are hazardous, generate smell & create noise (if such works are approved by SMRT) that are likely to cause inconvenience to other tenants, commuters or public can only be conducted after train operation hours (0030 hours to 0430 hours).
- 4.1.10 Tenant shall install a temporary water meter to tap water supply to its existing Demised Premises for works requiring water, wherever possible. For Demised Premises without water provision, Tenant may bring water into the Demised

Premises by using water containers. Use of water hose is not allowed. Water consumed during any renovation works shall be chargeable.

- 4.1.11 Detailed dimensions of compartments / display counters / wall cabinets / enclosures and any other built-in fixtures shall be indicated in the plans submitted as part of the design submission.
- 4.1.12 False ceilings must be constructed in all Tenant units for shop unit with ceiling that exceeds 2.4m unless special approval has been obtained. Such plans shall include mounting details endorsed by a QP or PE.
- 4.1.13 For Demised Premises that are situated in underground stations, the design of false ceiling shall have at least 25% perforation to comply with existing Engineering Smoke Control System and any reduction of this minimum requirement shall be supported by a Fire Engineer QP.
- 4.1.14 The construction of the interior layout shall be in such a manner that does not obstruct the existing fire escape corridors and/or fire hose-reel cabinet.
- 4.1.15 For any work that damages or affects the existing waterproofing system, Tenant must reinstate the waterproofing system using the existing supplier at his own cost and arrangement. Once work is completed, Tenant shall submit a 10-year unconditional warranty to SMRT for approval and record.
- 4.1.16 Any welding and fabrication for the above works shall be completed off-site and brought to the site for assembly and installation. In the event welding and fabrication is required on site, SMRT's approval (Hot Work Permit, Annex L) must be obtained.

## **4.2 Mechanical and Electrical Services**

### **4.2.1 General**

- a. All M&E services will be provided to the tenanted demise line only. Tenant is required to connect and extend the M&E services to his desired location.
- b. Under no circumstances should any of the Building's M&E systems, pipes, any parts or equipment be used as a form of support or tie-back even for temporary basis.
- c. Tenant must not, without prior approval from SMRT, tamper with any M&E system or equipment installed by SMRT in the Premises or the Building which might interfere with the proper and efficient operation.

- d. All alterations and additions to service systems at the Tenants' premises must be approved by SMRT. SMRT reserves the right to advise and approve all consultant(s) and/or contractor(s) appointed for these works. All cost related to these changes are to be paid by Tenant prior to the date of handover of the Premises.
- e. Tenant should provide adequate access panel of (600mm by 600mm) to ceiling void to facilitate maintenance of electrical and mechanical installations if non-dismountable type of false ceiling is used. As a rule of thumb, access to all pipe ducts, meter points, mechanical controls and telephone points cannot be obstructed.
- f. For high ceiling areas, Tenants shall consider access provision for maintenance equipment.
- g. Access for maintenance purposes to the air-conditioning and fire services installation should not be obstructed by any fixtures or fittings. Tenant is required to remove/ relocate at his own cost, any of his fixture, fittings which block the access for maintenance of the building services/ installations at the ceiling void.
- h. Tenant is to ensure that all parties engaged are competent in their respective field of work.
- i. All works must comply with the most recent Code of Practices and the rules and regulations of the relevant authorities.
- j. Tenant is responsible for ensuring that all fitting-out works are submitted to the relevant authorities for approval. Proof of submission (e.g. letter from authorities, plans, drawings, etc) must be supplied to SMRT.
- k. Tenant, his interior designer and his mechanical engineer shall ensure that the air-conditioning is designed in accordance with the provision capacity and caters to but not limited to all the heat generated by their equipment installed, and to achieve a desired ambient room temperature. The design of the air-conditioning system shall be submitted for approval by SMRT.

#### **4.2.2 Electrical Works**

- a. Tenant shall submit the following drawings for the electrical system, as per Annex K:
  - i. Form A: Single line diagram
  - ii. Form B: Power and lighting layout plans

- b. Tenant shall engage a Licensed Electrical Worker (LEW) to design and supervise the installation work of its electrical system according to the electrical load designed for the Demised Premises.
- c. The exact positions of the proposed and existing power and lighting / power points / appliances, etc. (including ratings) and the distribution boards must be clearly indicated.
- d. Tenant shall install current-operated Earth Leakage Circuit Breakers of 30mA to protect all socket-outlet circuits, lighting, appliances and other final sub-circuits and adequately sized MCBs as per CP5 requirement for overload protection. In addition, every A.C. powered electrical handheld tool must be provided with a power socket adaptor that is equipped with a Residual Current Circuit Breakers (RCCB) of 10mA for protection against electrical shock due to short circuitry.
- e. Single-line diagrams indicating the power and lighting circuits must be designed by a licensed electrical worker / engineer for SMRT's approval. The drawings shall indicate the cable size, rating of breakers, wattage of light fittings, sources of power for exit sign, normal and emergency lighting and location of the electricity meter within the Demised Premises.
- f. Balanced phase loading shall be considered in the design.
- g. Tenant shall bear the cost of any approved addition / upgrade of electrical works beyond the basic provisions.
- h. All wiring and installation must be carried out according to the latest edition of the Singapore's Code of Practice CP5, supervised by competent persons (LEW), and tested to SMRT, EMA and other relevant authority requirements
- i. All electrical cables used shall be flame retardant (FR), low smoke (LS), halogen free (HF), 600/1000 volts type. The earth cable shall be FR, LS, HF, 600/1000 volts, yellow/green color. Sample with technical literature must be submitted to SMRT for approval before commencement of work. Cables for equipment that are required to operate during a fire emergency shall be of fire resistant type.
- j. All electrical accessories e.g. trunkings, conduits, switches, socket outlets, etc. shall be made of galvanized steel / metalclad type and of PSB / TUV approved type.

- k. Permit to Work (PTW) for both temporary and full power turn on must be applied by the contractor's Licensed Electrical Worker (LEW) to SMRT (EMF) in Bishan Depot prior to commencement of any work.
- l. For electrical supply with approved load above 14.4kVA, Tenant shall engage his own LEW for the application of SMRT license for the operation of the electrical installation within the Demised Premises. The license shall be renewed every 3 yearly. Tenant shall take note that under Section 83 (4) of the Electricity Act, it is an offence to use or operate an electrical installation without a valid electrical installation license.
- m. Tenant shall provide and maintain the emergency lighting and '*Exit*' sign, if applicable, in accordance with authorities' requirements. The power shall be supplied from the Demised Premises.
- n. Maintenance access shall be provided for isolators. The access must be kept free from obstruction. No partition, goods or furniture shall block the access to the electrical system.
- o. For amalgamated units, Tenant must rewire the electrical installation to a single main supply intake DB. This shall be reinstated to original condition upon expiry or earlier termination of the Lease / License. The electrical installation shall be tested by EMA Inspectorate Department upon completion.
- p. All electrical parts and accessories installed shall be of PSB / TUV approved type.
- q. Tenant has to maintain the Green Mark standard of the Site and ensure that the lighting power density is:
  - i. less than or equals to 25W/m<sup>2</sup> for the Retail Area (and any part thereof).
  - ii. less than or equals to 15W/m<sup>2</sup> for F&B areas of the Retail Area.

#### **4.2.3 Air-Conditioning**

- a. Any changes made to the air-conditioning system and ventilation system within the Demised Premises shall be the responsibility of Tenant.
- b. All new / existing positions of air-conditioning outlets / fan coil units, ductworks, air diffusers, air return outlets / ducts, control box, and thermostats must be clearly and correctly labelled and reflected on the plans.

- c. The following must be clearly indicated on plan:
  - i. Locations of all condensing units
  - ii. Routing of the refrigerant pipes, condensate drain pipe, power and control cables
- d. Tenant shall bear the cost of any approved addition / upgrade of mechanical works beyond the basic provisions and its maintenance.
- e. Maintenance access shall be provided for Fan Coil Unit, control boxes, filter and coil cleaning, control valves and drain pipes. The access must be kept free from obstruction. No partition, goods, furniture or Tenant's equipment shall block the access to the air conditioning system & equipment for maintenance.
- f. Where the false ceiling is of plastered board or non-removable type, access panels are to be provided on the false ceiling for access to air conditioning system. SMRT will advise the location and number of access panels required.
- g. Tenant shall engage his PE (Mechanical) to look into the heat load of the Demised Premises and the air-conditioning ducting work shall be endorsed by PE. The heat load shall include heat from running operations e.g. customers, cooking, etc.
- h. The total heat load of the Premises shall not exceed the air-conditioning cooling capacity of the demised premises provided by SMRT. Additional air-conditioning capacity required shall be provided by Tenant. Tenant must have the written consent from SMRT before any such work can be carried out.
- i. Air flow readings must be indicated clearly on the plan. 'As-Built' drawings submitted to SMRT must indicate total existing air flow and total actual air flow.
- j. All supply air diffusers must come complete with air volume control dampers.
- k. Supply air duct shall be extremely insulated with at least 25mm thickness non-combustible semi-rigid fiberglass of density 48kg/cu metre and wrapped with fiberglass reinforced double-sided aluminium foil. Insulation shall be used in whole continuous pieces around the ductwork with an overlap of a minimum of 100mm at the joint.



- l. When new air-conditioning branch ducts are added, air volume control dampers shall be provided by Tenant for air balancing.
- m. Tenants shall ensure that air-balancing is carried out to the tenancy area upon completion of the Fitting-Out Works. Certified record is to be submitted to SMRT.
- n. Dust pollution is to be controlled – hoarding height for the fitting-out areas should be sufficient to ensure that the dust is contained within its areas.
- o. Contractors are responsible to provide filter medium to overlay the existing AHU or FCU pre-filters during the Fitting-Out Works. All exhaust openings should be covered with filter medium to reduce excessive dust from entering the ducts during the Fit-Out period.
- p. Where applicable, Tenant shall submit the maintenance schedule and/or maintenance contract of the system for SMRT's record.
- q. Tenant shall ensure the fire rated duct is painted using only water base emulsion paint. The specification of the paint used shall be submitted for SMRT's record.
- r. Tenant shall provide an independent support system to the ceiling panels below the fan coil unit for future removal to replace the fan coil unit. Supports shall be of hot-dipped galvanized material.
- s. Open shop front (above ground stations) will not be allowed to have air-conditioning system. If Tenant wishes to install air-conditioning system, Tenant will be required to comply with relevant authorities' and SMRT's requirements and undertake to maintain the system. Such installation of new air conditioning system will be subjected to LTA's approval.
- t. Tenants are to ensure the return grills are sized for air flow not to exceed 2.0m/s.
- u. Flexible duct shall not exceed 2 meters in length.
- v. Tenant shall maintain and clean the diffusers duct periodically.

#### **4.2.4 Fire Protection**

- a. The Demised Premises must be fully sprinkled. Tenant must ensure that all renovation works (including Addition and Alteration works) carried out in the premises have been endorsed by QPs and submitted to FSSD for approval.
- b. A plan indicating the exact location of all existing, relocated and new sprinklers in relation to walls/partitions/ducts shall be endorsed by QP and submitted before commencement of the work.
- c. The layout must be designed in such a manner so as not to obstruct the fire escape corridors, fire hose reel cabinets, fire extinguishers, fire indication board, smoke detectors and call points, fire shutters and its escape door. The travel distance to the fire escape exit(s) has to comply strictly with SCDF-FSSD regulations and requirements.
- d. All emergency exits must not be blocked or sealed and the emergency escape routes must not be obstructed. The lockset for the emergency exit door shall be opened in the direction of existing travel from inside without using keys.
- e. Maintenance access shall be provided for fire shutter motor, smoke detector and sprinkler flow switch. The access must be kept free from obstruction.
- f. Tenant shall provide, inspect and maintain any fire extinguisher(s) within the Demised Premises in accordance with Singapore Fire Safety Standard, CP SS 578 and any subsequent revisions thereof. It shall be serviced on a yearly basis. The fire extinguisher must be easily accessible and located in prominent location.
- g. Position of new or relocated sprinkler-heads must be designed and certified by competent persons employed by Tenant. The installation thereof shall be in compliance with fire safety regulations of the relevant authorities.
- h. There must be sprinkler (pendant) installed under the exhaust hood.
- i. Tenant shall maintain the emergency & exit lights.
- j. Location of stove/rice cooker or any cooking appliances that produce steam / smoke must be away from smoke detectors.
- k. Tenant shall engage a competent contractor for any alteration or addition to the sprinkler system. Such installation shall comply with fire and safety regulations of the relevant authorities.

- l. The application form for sprinkler isolation and drainage, isolation of fire alarm system is to be submitted at least 5 working days in advance to SMRT. No sprinkler work shall be carried out in demised Premises unless clearance and approval have been obtained from SMRT.
- m. The tenant's contractor shall ensure sprinkler pipes are adequately supported based on the standards prescribed in ASTM A53 Schedule 40.
- n. Tenant shall carry out pressure test and submit the test results for the new sections of pipe work prior to tee-in to SMRT's sprinkler system.
- o. Tenant shall ensure the smoke control duct in tumescent paint is painted only with water base acrylic or water base polyurethane alkyd paint where applicable. The specification of the paint used shall be submitted to SMRT for record.
- p. Tenant has to engage SMRT personnel for programming work for linking to SMRT fire alarm system. Cost associated with this programming work is to be borne by Tenant.
- q. Tenant must submit maintenance schedule (monthly) and the contact details of the contractors who maintain the alarm panel & fire shutter that are installed by Tenant to SMRT.
- r. Should Tenant install piped-in music in his unit, interface to the emergency public announcement system shall be installed by Tenant. In case of emergency, SMRT's One-Way emergency announcement system shall override the piped-in music to transmit emergency announcements to the tenanted units.
- s. Tenant shall be responsible for claims and damages arising from false fire alarms triggered by accidental activation of the monitoring devices, i.e. smoke detectors, heat detectors, manual call point, sprinkler bulbs etc. Care must be taken on-site to ensure that the monitoring devices are not subjected to unnecessary activation.
- t. Tenant shall bear all charges by SMRT Station staff and/ or its appointed Representative for attendance due to false fire alarm activation caused by Tenant or his contractors.
- u. Tenant shall be responsible for installing and maintaining the fire roller shutter if Tenant elects to have open shop front. Tenant is required to test

the fire roller shutter monthly with SMRT EMF. The schedule of testing will be decided by SMRT EMF.

- v. Permit-to-Work (PTW) must be applied by the contractor's Licensed Electrical Worker (LEW) to SMRT EMF in Bishan Depot prior to commencement of any work related to fire protection.
- w. Plans / drawings approved by FSSD, including any waiver or exemption granted by FSSD, have to be submitted to SMRT EMF for record purpose prior to commencement of any work related to fire protection.
- x. Tenant shall submit annual fire certification (on the fire protection system and fire roller shutters) duly inspected by QP to SMRT EMF. Submission has to follow SMRT annual fire certification schedule.

#### **4.2.5 Plumbing and Sanitary Services**

- a. All new works / alterations to the existing plumbing and sanitary system shall be designed and carried out by a licensed plumber engaged by Tenant. Such design and installation shall comply with the regulations and Tenant shall ensure that such works shall be submitted to the relevant authorities for approval.
- b. For piped services installation, all new water supply piping shall be of copper material with bracing to its joints. UPVC pipe is allowed. Any bracing works are considered as hazardous work and shall require hazardous work application (this application shall be made at least 5 working days before the commencement of such works).
- c. For piped services installation, all new soil, wastes and vent piping shall be of hubless cast iron. UPVC pipe is allowed on a case by case basis subjected to approval from SMRT.
- d. Coupling method for jointing of pipes will only be allowed on a case-by-case basis. Submission shall be made to SMRT for consideration of such method.
- e. In general, penetrations through the floor are not permitted. In the event of absolute necessity, the locations and manner by which such penetrations are made shall be proposed by Tenant for approval from SMRT and the relevant authorities. SMRT reserves the right to advise the location and manner of such penetrations if any. Such costs and expenses arising from such works and its subsequent reinstatement shall be borne entirely by Tenant.

- f. Tenant shall connect floor waste to designated floor trap as indicated in the plans. A strainer is required as a filtration before waste water goes into the floor trap within Demised Premises. Portable grease trap is required for all F & B tenants.
- g. Floor waste and water pipes that are not in use must be easily identifiable and must not be sealed / obstructed and shall be adequately protected to prevent any pipe chokage.
- h. **All F&B Tenants must:**
  - i. Install, maintain and replace strainers to all floor traps and floor wastes in the Premises.
  - ii. Keep all plumbing services (including but not limited to sewerage/waste lines) within or serving the Premises clean and unblocked, and engage a competent service provider to flush the pipes at least once a month, and submit a copy of each service report to SMRT.
  - iii. The installation of sanitary and plumbing facilities within the premises must be approved by SMRT. Submissions must be made to the National Environment Agency (NEA), Public Utilities Board or any other competent authorities for their approval and works shall only be carried out by Licensed Plumbing Contractors.
  - iv. Tenant is not allowed to conceal or obstruct any grease trap or floor trap provided inside his premises.
  - v. Tenant is required to insulate the floor trap and sanitary pipes with aluminum jacketing which should come with polyurethane insulation to prevent condensation.
  - vi. Tenant shall ensure that no floor traps, toilet bowls, urinals, basins, etc, within the premises, common area toilets or washrooms are choked due to his work or business operation. If chokage occurs, the Tenant's Contractor shall be responsible for immediate clearance thereof. If Tenant fails to carry out the rectification works immediately, SMRT reserves the right to engage its own contractor to carry out the works on Tenant's behalf and Tenant will have to bear the cost.
  - vii. Tenant must ensure that waterproofing is adequately provided to prevent leakage or seepage of water to any other premises. The warranty period for the waterproofing shall be at least 10 years. Tenant shall bear full

responsibility for the water tightness upon commencement of their renovation/fitting-out work.

- viii. Tenant must keep SMRT informed of the schedule and procedure for the water ponding test. A 24-hour water ponding test is to be carried out by the Tenant's contractor in the presence of SMRT from Monday to Thursday. This test shall be repeated if necessary.
- ix. If the location of the kitchen/food preparation area is located directly below the toilet soil pipe, it is the responsibility of Tenant to provide suitable form of protection against the leakage from this toilet soil pipe based on protection details accepted by National Environment Agency's Environmental Health Department.
- x. A letter of undertaking by Tenant to undertake regular maintenance of the installation must be submitted to SMRT. For F&B Tenants, they must submit a copy of each service chit to the SMRT.
- xi. Tenant shall submit servicing schedule of portable grease trap for the floor waste and sanitary pipes serving the Demised Premises to SMRT for record.
- xii. Tenant shall install an appropriate portable grease interceptor required by SMRT and approved by the relevant authorities at every basin and engage National Environment Agency (NEA) approved specialist to dispose of the collected oil.

#### **4.2.6 Kitchen Exhausts**

- a. If Tenant has a kitchen exhaust or exhausts in the Premises, Tenant must install Kitchen Exhaust Cleaning System in the kitchen exhaust hood and duct system. The Cleaning System has to be installed in compliance with the latest Code of Practice on Environmental Health or any of its subsequent revisions.
- b. Tenant shall provide enclosure to the kitchen area and ensure that all smell is kept within this enclosure.
- c. Tenant shall install appropriate exhaust filter, hood and air cleaning system as required by SMRT and approved by the relevant authorities to cover the entire heating area and use utensils with covers for heating.
- d. The fire rating to the kitchen exhaust ducts must be provided should Tenant extends the kitchen exhaust ducts.

- e. It is the responsibility of Tenant to ensure that all kitchen exhausts (including hoods, filters, ducts and other components) are maintained in compliance with industrial standards and any requirements of any authorities. Service reports are to be kept and readily available upon requests by SMRT.
- f. Tenant **must**:
  - i. **Maintain all kitchen exhaust hoods, filters and other components** in good and tenantable repair.
  - ii. **Appoint an exhaust cleaning Contractor** approved by SMRT to thoroughly clean and degrease all kitchen exhausts (including hoods, filters, ducts and other components) in accordance with relevant authorities' guidelines on cleaning of exhausts.
- g. The kitchen exhaust air shall be discharged directly to the atmosphere outside and not to be circulated within the shop unit or any interior space. In case that the kitchen exhaust duct is to be connected to the common kitchen exhaust duct, additional means such as dampers that are suitable for kitchen exhaust duct application shall be provided to prevent back-flow of kitchen exhaust air from the common kitchen exhaust duct into the shop unit when the kitchen exhaust fan is off.

#### **4.3 Public Address (PA) System**

- 4.3.1 A PA system with ceiling speakers will be provided with 3 meters of slack cable. The cable slack has to be covered by fire-resistant, halogen free flexible conduit. Tenant is required to mount speakers on the false ceiling as per Tenant's reflected ceiling plans. Tenant has to comply with the SS546 fire code for the installation of PA speakers and associated cables.

#### **4.4 Sub-Directory Signage**

- 4.4.1 Tenant shall bear the cost of fabrication and installation of sticker polycarbonate signage for the sub-directory signage in accordance with the signage specifications provided by SMRT.

#### **4.5 Fire Safety Posters**

- 4.5.1 Both F&B and Non F&B Tenants are required to put up **at least one** fire safety poster prominently within the demised premise before electricity to the unit can be turned on. Refer to <https://www.scdf.gov.sg/community-volunteers/publications>.
- 4.5.2 Shop units with Engineering Smoke Control System within **the shop should have a minimum clearance of 500mm** away from the system.

#### **4.6 ECO Tenant Label & Guide**

- 4.6.1 Tenant is recommended to include shop design that incorporates environment friendly elements under SMRT Project Eco-Shop programme in accordance with the Lease/Tenancy agreement.



## **5 RULES AND REGULATIONS**

### **5.1 Insurance**

- 5.1.1 Tenant shall take up adequate insurance cover during the fitting-out period in respect of its furniture, fixtures and fittings and public liability prior to commencement of works at the Demised Premises.
- 5.1.2 Such insurance shall be taken out with any insurance company as approved by SMRT and shall be in the joint names of SMRT and Tenant. Tenant shall pay all premiums costs and disbursement in connection therewith.
- 5.1.3 A copy of the insurance policy must be furnished to SMRT prior to the commencement of such works. Such insurance shall include but not limited to the following:
  - a. Any injury or damage to third party persons or property and public liabilities of at least of S\$2 million for any one accident.
  - b. Workmen's compensation.
  - c. Damages or loss arising from fire or acts of God.
  - d. Indemnify SMRT from and against any damages to the common areas and the common area fixtures and fittings.
  - e. Any other insurance policy that is deemed necessary by SMRT. (eg glass plate insurance).

### **5.2 Fitting-Out / Reinstatement Deposit**

- 5.2.1 Tenant shall pay the requisite deposit amount as listed in the Letter of Offer upon signing of the said Letter.
- 5.2.2 This deposit serves as security for the due observance and performance by Tenant in relation to but not limited to the following.
  - a. The cost of removal of refuse and debris where it is not done so by Tenant, his contractors, servants, or agents.
  - b. Making good of any damage to the Station and its common property caused by Tenant, his contractors, servants, or agents.

- c. Fitting out/reinstatement works that are not approved, contractor's workers making a nuisance and not complying with instructions given by SMRT.
- d. In the event that the station's fire alarm is activated and SCDF and Station staff attend to this fire alarm.
- e. In the event where the deposit is not sufficient to cover the costs of rectification, SMRT reserves the right to rectify and recover such costs from Tenant as a debt. Such costs shall be payable by Tenant upon demand and shall be deemed final.

### **5.3 Working Hours**

- 5.3.1 Works in the Demised Premises may be carried out during normal working hours, or any other hours as stipulated by SMRT. Prior arrangement must be made with SMRT for any work to be carried out beyond these hours.
- 5.3.2 All demolition, hot work, drilling, hacking, painting, mechanical & electrical works as approved by SMRT must be carried out after train operation hours (0030 hours to 0430 hours). Tenant's contractors for such works are expected to inform SMRT in advance prior to commencement of such works.

### **5.4 Security**

- 5.4.1 Tenant is responsible for the security of the Demised Premises.
- 5.4.2 SMRT shall NOT be responsible for any loss or damage including theft of building materials, equipment or supplies that belong to and brought in by Tenant and/or his contractors. In addition, Tenant must ensure that no materials, equipment or supplies are left unattended at any time which will can become a hiding place or potential hand / footholds. Tenant should also not place any materials, equipment or supplies that may obstruct the view of CCTV cameras.
- 5.4.3 Tenant is responsible to ensure that his contractors adhere to all security requirements by SMRT and all relevant authorities. Tenant must ensure that his contractors comply with all safety and security procedures while providing services and / or work within SMRT premises. The necessary guidelines and requirements are given in the "Contractor Management Policy."
- 5.4.4 Prior to the commencement of site works, Tenant and / or his authorised representatives are required to submit a list of their contractors to SMRT in the prescribed form found in **Annex G**. Tenant is required to submit to SMRT the

names and identification numbers (or work permit numbers) of all contractors' workers accessing the station and the Demised Premises for security clearance. Contractors and their workers will be subjected to security screening for access into sensitive / non-public areas.

- 5.4.5 Tenant and his contractors shall prevent their workers from causing or creating a nuisance. In the event of the contractors' workers causing or creating a nuisance or persistently ignoring SMRT's instructions, SMRT and its employees reserve the right to request these workers to leave the site.
- 5.4.6 All workers are required to sign-in via the SMRT Station Person in Charge (SPIC) at the Passenger Service Centre (PSC) of the station to obtain the visitor's pass before commencing any works. Only persons holding visitor's passes will be allowed to the site. Authorised representatives of Tenant must display the passes at all times during the fitting-out work. These passes belong to SMRT and must be returned at the end of each day. There will be an S\$10 charge levied for each spoilt or lost pass and police report has to be submitted. In addition, only the SPIC is authorized to sign out keys to work areas within the premises. The SPIC must safeguard all keys and report any loss of keys immediately.

## **5.5 Safety, Risk Assessment, Hygiene & Conduct**

- 5.5.1 The Tenant's contractor must take appropriate risk control measures to ensure the safety of their workers on site. The Tenant's contractor must appoint a qualified Workplace Safety and Health Officer (WSHO) to take charge of all necessary safety requirements within the Demised Premises. The contractor and his workers must attend daily safety toolbox meetings during the fitting-out period, which communicate the identified hazards and associated risk control actions to all persons exposed to the risk.
- 5.5.2 The Tenant's contractor must comply with all relevant clauses given in the SMRT Work Safety Manual and Contractor Management Policy.
- 5.5.3 Method Statement (MS) and Risk Assessment (RA) must be submitted for review by SMRT before commencement of any work in accordance with MOM requirement as gazetted in WSH (Risk Management) Regulation and any of its subsequent revisions thereof.
- 5.5.4 The Tenant's contractor shall ensure that its employees, agents and sub-contractors are properly attired and confine themselves to the Demised Premises. All workers on site must use the necessary safety protective

equipment such as safety helmets / shoes, etc, whichever the nature of work may require.

- 5.5.5 The Tenant's contractor shall comply with all relevant clauses given in the Workplace Safety & Health (Work at Height) Regulations.
- 5.5.6 All workers must take all precautions to prevent accidents.
- 5.5.7 All fitting-out works must be carried out with due care so as not to cause injury to persons and / or damage to property.
- 5.5.8 All necessary safety warning signs must be provided and displayed accordingly by the Tenant's contractor.
- 5.5.9 No fire for the boiling of water or any other purposes will be permitted within the Demised Premises.
- 5.5.10 Smoking is not permitted in all MRT & LRT stations.
- 5.5.11 Use of flammable or dangerous materials must be avoided at all times. Any such requests shall be subjected to SMRT's approval.
- 5.5.12 Tenant shall provide **at least one** serviceable / valid 2.5kg fire extinguishers at or near the Demised Premises during the Fitting-Out period.
- 5.5.13 The Tenant's contractor shall ensure that its employees, agents and sub-contractors do not litter, deface or damage any part of the building or cause any nuisance, smell, noise, vibrations or inconvenience to other occupants of the building and other contractors. In the event the Tenant's contractor, employees, agents and sub-contractors create a nuisance or persistently ignore SMRT's instructions, SMRT reserves the right to evict them from the Demised Premises.
- 5.5.14 The Tenant's contractor shall seek approval from SMRT at least 5 working days in advance for any hazardous works to be carried out within the Demised Premises. Hazardous works include hot works such as welding, grinding, drilling, cutting or works generating heat and sparks, painting works or any works involving the use of flammable or combustible liquid and/or gas such as thinner, kerosene, turpentine diesel, oxy-acetylene, etc. Painting work and use of flammable or combustible liquid / gas are incompatible with the hot work. SMRT shall issue a Hot Work Permit (Annex L) with a validity period of 3 days to the contractor prior to commencement of any hot works.
- 5.5.15 Tenant shall ensure that there shall be no cooking and consumption of food and drinks within hoarded areas.

- 5.5.16 Tenant shall ensure his appointed contractor submits all the necessary documents including but not limited to required permits, Risk Assessment, a Method of Statement, layout plan of the work area for all works to be carried out in a timely manner.

## **5.6 Damage to SMRT's Common Properties**

- 5.6.1 The Tenant's contractors are responsible for the satisfactory completion of fitting-out works in the Demised Premises. Tenant shall make good any damage to the SMRT's common properties. If any such damage is not rectified within the period specified by SMRT, SMRT reserves the right to take all necessary remedial action and charge all costs and expenses incurred to Tenant. Such costs shall be deemed final and Tenant shall pay upon demand. Such costs may be offset against the Fitting-Out / Reinstatement Deposit and Tenant shall top up the shortfall in the event the said deposit is less than the cost of rectification

## **5.7 Change of Use of Demised Premises**

- 5.7.1 Tenant shall apply for planning permission if the approved use of Demised Premises is different from Tenant's intended use. Such change of use must be approved by the relevant authorities. All costs incurred arising from such change of use shall be borne by Tenant. Change of use must be approved by SMRT / LTA before submitting to authorities.
- 5.7.2 A copy of the approved change of use must be submitted to SMRT prior to the signing of the Letter of Offer (LOO) and not later than the business commencement date.

## **5.8 Access to Demised Premises**

- 5.8.1 Access to the Demised Premises for both construction workers and delivery personnel shall be escorted by SMRT SPIC.

## **5.9 Tenant's Contractor Supervision**

- 5.9.1 Tenant shall appoint and station a full-time competent and experienced site supervisor, who has attended SMRT Safety Course, throughout the duration of fitting-out works for the purpose of managing workmen engaged in the Demised Premises and receiving instructions from SMRT during any emergency. For this

purpose, the site supervisor and the WSHO mentioned in 5.5.1 above must be 2 separate parties to avoid the conflict of interest.

#### **5.10 Service Lifts**

5.10.1 All transportation of equipment, material, debris, etc. shall be by handicapped lifts or staircases as designated by SMRT. Tenant shall ensure that the designated handicap lifts and staircases are adequately and appropriately protected using at least padded non-combustible material prior to making deliveries.

5.10.2 There shall be at least 2 persons during delivery of materials. This is to ensure that deliverymen do not insert any foreign object to stop the lift door from closing during delivery.

5.10.3 The loading of any materials, equipment and merchandise transported via the service lifts shall be less than the allowable load indicated in the service lifts.

5.10.4 Due to operation and safety concerns, timings for the usage of station lifts shall be at the discretion of Station Manager at each station.

#### **5.11 Delivery of Materials, Equipment, Merchandise**

5.11.1 **Delivery of any materials, equipment and merchandise via escalators is strictly prohibited.** Any damage resulting from the misuse of escalators by the Tenant's contractors will be borne and rectified by Tenant.

5.11.2 Any materials, equipment and merchandise delivered to the Demised Premises must be done on trolleys with non-metallic castors. The delivery must not compromise the safety of passengers / commuters.

5.11.3 Strictly no storage of flammable material is allowed on site (both inside & outside the unit).

5.11.4 At all times, care should be taken to ensure that no damage is caused to any part of the station. Any such damage shall be reported to SMRT immediately and shall be made good by Tenant at his own cost to the satisfaction of SMRT.

5.11.5 Tenant is required to furnish SMRT with the delivery schedule of building materials at least 7 working days in advance. SMRT reserves the right to specify the delivery times and routes as well as the precautions to be taken by Tenant and its authorized representatives.

5.11.6 The Tenant's contractor must inform SMRT in advance of any heavy electrical equipment or machines that are to be brought to the site. If approved, the assembly of machinery shall be completed before it is brought to site.

## **5.12 Temporary Scaffolding**

5.12.1 All scaffolding shall be inspected and labelled to show whether it is safe for use or otherwise by a trained and competent scaffold supervisor after erection, and thereafter at intervals of not more than 7 days. Protection to the floor shall be provided and the type of protection used shall be submitted to and approved by SMRT prior to usage. Such scaffolding must not damage the existing floor of the station. Any damage shall be made good by Tenant at his own cost to the satisfaction of SMRT.

5.12.2 Scaffolding structures shall be erected and maintained in accordance with the Workplace Safety and Health (Scaffolds) Regulation and CP14 and any of its subsequent revisions thereof.

## **5.13 Hoarding and Stickers**

### **5.13.1 Shops with Roller Shutters**

- a. For open shop front, temporary hoarding, using non-combustible (min 2hr fire rating) materials, has to be erected during the Fitting-out and Reinstatement works. Adequate protections to the existing surfaces of the station shall be provided. Tenant shall provide full height hoarding if the site situation requires.
- b. Doors of the hoarding shall open inwards.
- c. Hoarding cannot block SMRT interests and services e.g. CCTV, direction signage, fire protection, etc.
- d. Hoarding with height above 1.6m (and if there still remains a gap to the ceiling), a slope roof of at least 30 degrees is required.
- e. Hoarding line shall be erected up to a maximum 500mm away from the lease line.
- f. Only full height (from the floor to the top of the hoarding material) or half height (500mm from the corridor finish level and 1500mm high) vinyl stickers shall be fixed onto the hoarding. The display of corporate design stickers will

be subject to SMRT's approval before application of stickers on hoarding and the design shall be submitted to SMRT as part of the tenancy design submission.

- g. Hoarding shall only be removed after the Demised Premises is fully stock-up and conducive to trade. In the case of reinstatement work, hoarding shall be removed only when the shop unit is fully reinstated in accordance with SMRT's requirement and is ready for vacant possession.
- h. Tenant shall make arrangement with SMRT to inspect the site and decide whether the hoarding can be removed.
- i. Approval from SMRT is required for partial/total removal of hoarding to allow transportation of building materials, construction of glass panels, tiles, etc. along the lease line.

#### **5.13.2 Shops with Glass Panels**

- a. Shops with glass panels will require white vinyl stickers to be put up before commencement of fitting out / reinstatement works. White stickers must cover 100% of the glass panels.
- b. The display of corporate design stickers will be subjected to SMRT's approval before application on glass panels.
- c. The white vinyl stickers shall only be removed after the Demised Premises is fully stock-up and conducive to trade. In the case of reinstatement work, the white vinyl stickers shall be removed only when the shop unit is fully reinstated in accordance with the requirement of SMRT and is ready for vacant possession.

#### **5.14 Limits of Working Area**

- 5.14.1 Storage of all work / building materials (except flammable items) must be confined within the Demised Premises and no materials is to be left in the common areas. SMRT reserves the right to remove and dispose of all materials found in the common areas as it deems fit, especially those that causing obstruction to the corridors and fire escape routes. Such removal and/or storage costs incurred shall be borne by Tenant. Tenant shall avoid works that are hazardous or create excessive noise or dust.



## **5.15 Removal / Disposal of Debris and Refuse**

5.15.1 All debris and surplus materials must be cleared from the Demised Premises and the station after every work period daily. Tenant or his contractors shall make arrangement with a refuse collector to dispose of the construction debris at his own cost. SMRT does not allow disposal of construction debris at the station's bin centre. Should Tenant fail to do so, SMRT reserves the right to remove such refuse and debris on Tenant's behalf and recover such costs from Tenant.

5.15.2 SMRT shall not be responsible for any loss or damage to the Tenant's building materials, goods, etc. while removing the debris / refuse under the circumstance as stated in 5.15.1. Tenant shall ensure that the fire escape routes and corridors are not obstructed at all times during the course of Fitting-out works.

## **5.16 Temporary Electricity and Water Supply**

5.16.1 Tenant shall apply to SMRT for temporary water and electrical supply and other utilities.

### **a. Electricity Supply**

- i. Tenant shall engage a Licensed Electrical Worker (LEW) and submit the electrical single line diagrams and the appropriate forms, duly endorsed by the LEW, to SMRT EMF for approval. Where appropriate, electricity shall be separately metered.

### **b. Water Supply**

- i. For water supply and sanitary system, the Tenant's licensed plumber or contractor must submit schematic diagrams and other necessary documents for SMRT's approval. Tenant shall install a temporary water meter for usage of station water during fitting out and be charged for the water usage.
- ii. Tenant shall obtain from SMRT the "authorisation letter" for installation of Public Utilities Board (PUB) water meter at his own costs and expense.

5.16.2 Tenant shall arrange and pay for any turning on fees for the supply of water, electricity, air-conditioning services or other amenities to be supplied and separately metered to the Demised Premises.

### **5.17 Fire Alarm**

5.17.1 Tenant and his authorised representatives shall not tamper with any of the fire protection installations such as sprinklers, break-glass alarms, wet risers and fire hose reels during the Fitting-Out work. Such tampering may trigger false alarms and action will be taken against the Tenant which includes but not limited to the forfeiture of the Fitting-Out deposit.

5.17.2 If hot work is involved, proper isolation of the fire protection system shall be arranged with SMRT (EMF).

### **5.18 Main Services Lines**

5.18.1 Tenant shall, under no circumstance, modify or tamper with the air-conditioning system (except with SMRT's written approval) or any other main service lines running through the Demised Premises. Any damage to the service lines inside the Demised Premises shall be rectified by Tenant and at his own costs.

### **5.19 Floor Loading**

5.19.1 All loads shall not exceed the design floor loading of the respective stations.

### **5.20 Spot Checks / Repair Works**

5.20.1 SMRT reserves the right of entry into the Demised Premises to conduct spot checks or conduct repair works as and when required.

5.20.2 Any instructions given by SMRT or its representatives shall be observed by Tenant.

### **5.21 Use of Toilets**

5.21.1 Use of the stations' toilets by the Tenant's contractors for washing of tools and cleaning, etc. is strictly prohibited.

### **5.22 Cleaning**

5.22.1 Tenant / Contractors are responsible for cleaning up the affected common areas and loading bays after the work daily. If Tenant fails to do so, SMRT will arrange

our cleaner to clean up the affected areas and charge the cost to Tenant / Contractors.

5.22.2 During the course of the fitting-out work, Tenant / Contractors shall thoroughly clean all work areas daily.

5.22.3 Tenant/Contractors shall ensure that the premises is kept clean at all times and no rubbish, bags, boxes, waste material or other refuse is thrown in any part of the common area or station and to dispose of the same at the Tenant's own expense.

### **5.23 Inspection After Fit-Out Completed**

5.23.1 Tenant shall notify SMRT for a joint-inspection to verify that the Fitting-Out work is completed and in accordance with approved plans. During the inspection, the ceiling shall be left open & all services will be tested including Mechanical & Electrical, Plumbing & Sanitary & Fire Protection/Equipment.

5.23.2 Tenant shall submit all the documents as listed in **Annex B** of this manual in the required format and quantity.

5.23.3 Tenant shall rectify all defects found and comments made by SMRT immediately after this inspection and shall arrange for re-inspection prior to commencement of business.

**CHECKLIST FOR FITTING-OUT SUBMISSION PRIOR TO COMMENCEMENT OF WORK**

Date/Review Date: \_\_\_\_\_ DOP: \_\_\_\_\_

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

Unit No: \_\_\_\_\_ Shop Name: \_\_\_\_\_ Station: \_\_\_\_\_

Term: \_\_\_\_\_ Area: \_\_\_\_\_ Expiry of Rent Free: \_\_\_\_\_

S/No	Description	Yes	No	NA/ Remarks
1.	<b>Insurance Policy</b>			
1.1	3 <sup>rd</sup> Party Liability			
1.2	Workmen's Compensation Policy			
1.3	Any other insurance policy (if required)			
2.	<b>Contractor Work</b>			
2.1	Detail Work Schedule			
2.2	Tenant's List of Contractors and Workers (including their Workers' Permits issued by Ministry of Manpower [or their successors in office])			
2.3	Risk Assessment and Method Statement			
2.4	bizSAFE Level 3 Certification			
2.5	Equipment floor loading (if applicable)			
3.	<b>Letter / Form</b>			
3.1	Letter of Undertaking for Taking Over Existing Fixtures and Fittings			
3.2	Permit to Work (PTW) – Electrical			
4.	<b>Fit-Out Drawings</b>			
	There shall be a title block at the bottom right hand corner of the drawings giving full information on the location of Demised Premises and Tenant's name and address.			
4.1	<u>Architectural / Interior Design (A1 size)</u>			
	a) Perspective / Visual (in color at 3 viewing angles)			
	b) Plans			
	– Shop Location Plan in Station			
	– Floor Plan (300 mm setback for all shops with sliding glass, security and / or fire roller shutters)			

S/No	Description	Yes	No	NA/ Remarks
	– Ceiling Plan (Approval from PE is required)			
	– Hoarding Plan (if required)			
	– Design / General Layout Plan (if required)			
	– Furniture Plan and Equipment Layout  (F&B tenants are required to ensure cooking equipment emitting smoke / steam must be away from smoke detectors)			
	c) Elevation - Shop front (70% visibility depends on shop front condition) - Signage on unit numbering			
	d) Material Sample Board and Catalogue cut out (if required)			
4.2	<u>Electrical Services</u> Lighting and power layout plan			
	Single-line diagram			
	Table of loading / Equipment list (only for F&B shops)			
	Services routing plan (for new / upgraded / modified services) (if required)			
4.3	<u>Mechanical Services</u> Air-conditioning layout plan with details of supply and return air grille (if required)			
	Ceiling access location for M&E services			
	Heat load calculation			
	Exhaust system plan with details (for F&B shops)			
4.4	<u>Sanitary &amp; Plumbing Services</u> Sanitary / Plumbing layout plan with details (if required)			
	Portable grease interceptor to incorporate mechanical oil-skimming device for automatic removal of free floating grease and oil to a separate grease / oil container (for F&B shops)			
4.5	<u>Fire Protection System</u> Public Announcement system plan (if required)			
	Sprinkler system plan (with PE endorsement)			
	Fire protection plan (if required)			

S/No	Description	Yes	No	NA/ Remarks
4.6	<u>Others</u> Structural plan with PE endorsement if structural element in station require works to be carried out.			

Acknowledgement of briefing by Tenant Representative:

\_\_\_\_\_  
(Name) (Signature) (Date)

Briefed by SPO:

\_\_\_\_\_  
(Name) (Signature) (Date)

Verified by Manager, PM:

\_\_\_\_\_  
(Name) (Signature) (Date)

Approved by Senior Manager, PM:

\_\_\_\_\_  
(Name) (Signature) (Date)

**CHECKLIST FOR TENANT SUBMISSION AFTER FINAL FITTING-OUT INSPECTION**

Date/Review Date: \_\_\_\_\_ DOP: \_\_\_\_\_

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

Unit No: \_\_\_\_\_ Shop Name: \_\_\_\_\_ Station: \_\_\_\_\_

Term: \_\_\_\_\_ Area: \_\_\_\_\_ Expiry of Rent Free: \_\_\_\_\_

S/No	Description	Yes	No	NA/ Remarks
1.0	<b>Authority or Statutory Letter / Form / Certificate</b>			
1.1	FSSD - e.g. TFP, FSC			
1.2	URA - e.g. change of use			
1.3	NEA			
1.4	Energy Market Authority (EMA) - e.g. Electrical License Cert (if applicable)			
1.5	Others			
2.0	<b>SMRT Letter / Form</b>			
2.1	Tenant Particular Form			
2.2	Air-con Balancing test report			
2.3	Heat Load report (after final equipment installation)			
3.0	<b>As-Built Drawings / Perspective</b>			
3.1	Photo of completed shop front			
3.2	<u>Plans</u>			
	a) Floor Plan			
	b) Ceiling Plan			
	c) Signage			
3.3	<u>Electrical Services</u>			
	a) Electrical reflected ceiling drawings			
	b) Electrical power point / Data / Tel, etc.			
	c) Single-line diagram			
	d) Table of loading / Equipment list (only for F&B shops)			
4.3	<u>Mechanical Services</u>			
	a) Air-conditioning reflected ceiling drawings with details of supply and return air grille/ducts (if applicable)			
	b) Fresh air system plan			
	c) Kitchen exhaust system plan with details (for F&B shops)			



S/No	Description	Yes	No	NA/ Remarks
4.4	<u>Sanitary &amp; Plumbing Services</u>			
	a) Drainage layout plan			
	b) Water point layout (include fittings)			
4.5	<u>Fire Protection System</u>			
	a) Public Announcement system plan (if applicable)			
	b) Sprinkler system plan (with PE endorsement)			

Checked by SPO:

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(Name) (Signature) (Date)

Verified by Manager, PM:

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(Name) (Signature) (Date)

Approved by Senior Manager, PM:

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(Name) (Signature) (Date)

**Annex C**

[Date]

Our Ref:

[Mr. /Mdm]  
[Business Name]  
[Address]

Dear Sirs

**NOTICE TO TAKE POSSESSION OF  
UNIT NO. [# - ] AT [STATION] MRT STATION**

We are pleased to inform you that the Temporary Occupancy Permit has been obtained for the above unit. Please take vacant possession of the above premises no later than

\_\_\_\_\_.

The actual date of possession shall be the date we handover the keys and premises to you and the rent-free period of one (1) month shall commence from this date. In the event that you delay in taking possession, the date of possession is assumed to be on \_\_\_\_\_ and the rent-free period shall be calculated from this date.

Our Property Officer \_\_\_\_\_ DID \_\_\_\_\_ shall call upon you soon to make the necessary arrangements.

Yours sincerely

[Signature]  
Name of Signatory

**HANDOVER OF DEMISED PREMISES**

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

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

Unit No: \_\_\_\_\_ Shop Name: \_\_\_\_\_ Station: \_\_\_\_\_

Term: \_\_\_\_\_ Area: \_\_\_\_\_ Expiry of Rent Free: \_\_\_\_\_

S/No.	ITEM	BASE SHOP SPECIFICATION	REMARKS
1	Floor	Cement screed 10/50mm below common area flooring	
2	Wall	Two (2) Coat of White Paint	
3	Ceiling	Bare / Fire-rated Calcium Silicate Board	
4	Fire Protection	i) Sprinkler: Single / Double layer below soffit ii) Fire extinguisher (To be serviced yearly) iii) No. of smoke detector iv) Fire Shutter: Automatic / Manual v) No. of PA System speakers: vi) No. of Emergency light: vii) No. of Exit light:	(Tenant to provide)
5	Air Conditioning	i) No. of PEU / PCU ii) Chilled water supply / FCU / VAV iii) Thermostat iv) No. of diffusers / return grille v) Aircon remote controller/s	(Tenant to provide)
6	Kitchen Exhaust System	i) No. of Kitchen Exhaust fan/duct ii) No. of Kitchen Fresh air fan/duct iii) No. of LCP	
7	Electrical	i) Distribution Board/ Isolator/ ii) No. of Power or lighting Points ii) Electrical Load: _____ iv) Switch socket outlet – mounted on walls	

S/No.	ITEM	BASE SHOP SPECIFICATION	REMARKS
8	Shop Front	i) Tempered Glass Single / Double Swing Door, Roller Shutter ii) No. of keys: _____ iii) Lightbox/Signage iv) No. of lightbox/signage keys	
9	Tempered Glass	No. of fixed glass panel:	
10	Letterbox Key	No. of keys:	
11	Toilets Key	No. of keys:	
12	Sanitary Services	i) No. of floor trap ii) No. of waste pipe	
13	Comms	No. of Telecom box (Telephone/Data):	
14	General	Any other SMRT services within the shop	

*Please indicate 'NA' of not applicable*

Comments:-

\_\_\_\_\_

\_\_\_\_\_

I, on behalf of \_\_\_\_\_ (business name) agree to take over the above-captioned premises and base shop specifications. On termination/expiration of lease, the demised premises shall be returned to SMRT in a good and tenable condition in its bare condition as in the above specifications. The above keys (if any) shall also be returned to SMRT. All existing furniture, fittings and fixtures shall be removed including the replacement of lost or damaged keys shall be at my own costs and expenses.

I further undertake to make good all damages and reinstate the said premises to its original condition / otherwise acceptable by SMRT.

**By Tenant**

**By SMRT**

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

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

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

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

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

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

[Date]

Stellar Lifestyle Pte. Ltd.  
2 Tanjong Katong Road  
#08-01, Tower 3, Paya Lebar Quarter  
Singapore 437161

Dear Sir/Madam

**LETTER OF UNDERTAKING FOR TAKING OVER EXISTING FIXTURES AND FITTINGS**

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

I / We, \_\_\_\_\_ (Incoming Tenant)  
Business Name

hereby agree to take over the above premises on a "as is, where is" basis from

\_\_\_\_\_ (Outgoing Tenant)  
Business Name

as follows:

Item	Description

On termination / expiration of lease, the demised premises shall be returned to SMRT in a good and tenable condition. All existing furniture, fittings and fixtures, including those taken over from the Outgoing Tenant shall be removed at my / our own expenses.

I / We, further undertake to make good all damages occasioned thereby and reinstate the said premises to its original condition / otherwise acceptable by SMRT.

Yours faithfully

[Signature]  
Name of Signatory

**PERMIT TO WORK (PTW) - ELECTRICAL**

**PERMIT-TO-WORK\*/  
LIMITATION-TO-ACCESS\*/  
SANCTION-FOR-TEST\* ON  
ELECTRICAL CABLES & EQUIPMENT**

APPLICATION NO : \_\_\_\_\_  
POWER REGULATOR NO : \_\_\_\_\_  
CONTRACTOR/SECTION : \_\_\_\_\_

**I. WORK TO BE PERFORMED: (THIS SECTION TO BE COMPLETED BY APPLICANT)**  
DESCRIPTION OF WORK/ISOLATION REQUIRED AND PRECAUTIONS TO BE TAKEN:

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

Place/Date/Duration of Work \_\_\_\_\_

Name/Signature of Competent Person \_\_\_\_\_

Date/Time of Application \_\_\_\_\_

Meeting Place/Time/Contact No. \_\_\_\_\_

**II. ISSUE OF PERMIT:**

The following cable/equipment (state exact location & substation involved) have been isolated:

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

and EARTHED at: \_\_\_\_\_

and is now safe to perform work as declared above. The Application has been obtained from the Power Regulator (applicable for equipment monitored by OCC) and all isolation points are padlocked and posted with Operation Safety Tag/Danger Notices. Padlock(s) of Competent Person and Authorised Person have also been placed on the affected equipment stated above.

Date/Time: \_\_\_\_\_

Validity Period: \_\_\_\_\_

Name/Signature of Authorised Person: \_\_\_\_\_

**III. COMMENCEMENT OF WORK:**

I have confirmed with the Authorised Person that the cable/equipment have been isolated/earthed/padlocked as requested in Section I and II. For testing work, I have taken all necessary safety precautions to ensure safety of personnel and equipment.

Date/Time: \_\_\_\_\_

Name/Signature of Competent Person \_\_\_\_\_

**IV. CLEARANCE OF WORK: (Competent Person to inform Authorised Person of any change of Competent Person)**

The work has been completed and all labour, temporary shortings/wirings and tools have been withdrawn and the men in my charge have been warned that it is no longer safe to perform any work on the above cable/equipment.

Date/Time: \_\_\_\_\_

Name/Signature of Competent Person \_\_\_\_\_

**V. CANCELLATION OF PERMIT: (Authorised Person to inform Power Regulator of any change of Authorised Person)**

The above Application is now cancelled and withdrawn. All Padlock(s)/earthing in Section II have been released from the equipment. No further work is to be performed on the above cable/equipment without another APPLICATION. The cable/equipment have been re-energised (clearance to be obtained from Power Regulator for equipment monitored by OCC). The details of the work done have been recorded on the Substation Record Book.

Date/Time: \_\_\_\_\_

Name/Signature of Authorised Person \_\_\_\_\_

Remarks: \_\_\_\_\_

NOTE: The Competent Person and his workers are required to abide by the safety messages displayed in the substation and plantroom before commencement of work.

Copies: White – Competent Person Blue – Authorised Person \*Delete as Appropriate

Screening Type	Passes
Requesting Agency	
Requesting Officer	
Contact Number	
Email	
Name of Event, Award, Access, Passes or Course	
Event Start Date (YYYYMMDD)	
Event End Date (YYYYMMDD)	
Number of Records	

Acknowledgement: In accordance with the requirements stipulated in the Government IM, HR Department confirms that the applicant has not been employed or posted to the said appointment until the required level of security clearance is obtained. HR Department acknowledges that if the applicant is employed or posted to the said appointment without first obtaining the appropriate security clearance, any pending request for security clearance for the applicant will be deemed to have lapsed.

[illegible]

### Shop Unit Air-Con Operation & Maintenance Access Check List

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

 Building / Station : \_\_\_\_\_  
 Room / Shop Unit No. : \_\_\_\_\_  
 Occupied by : \_\_\_\_\_

 Eqpt I.D. No. : \_\_\_\_\_  
 Commissioned on : \_\_\_\_\_

 Design Capacity : \_\_\_\_\_ kW  
 Actual Capacity : \_\_\_\_\_ kW

S/n	Description	Yes (✓)	No (✓)	Remark	Comment / Follow-up inspection by COMIL
1.0	Maintenance Access - There are access panels provided for the maintenance of the following equipment:				
1.1	Cooling coil				
1.2	Filter				
1.3	Motor & Belt				
1.4	Electrical Control Box				
1.5	Unit condensate drain pipe outlet				
1.6	Condensate drain outlet at floor trap				
1.7	Secondary drain pan pipe outlet				
2.0	Flow & Drain Line				
2.1	There is proper drain pipe gradient for good flow of condensate to floor trap.				
3.0	Thermostat				
3.1	The thermostat is properly located to ensure good sensing of the shop area.				
4.0	Electrical Work				
4.1	The electrical power supply to the equipment is provided according to the supplier's recommendation.				
5.0	Heat Load				
5.1	Shop unit air-con provided by SMRT is sufficient to meet the heat load generated by the tenant's equipment				
5.2	Tenant has provided his own air-con units and / or other provisions to meet the additional heat load generated from his equipment if this exceeds the capacity of shop unit air-con provided by SMRT.				

Other Remarks :

1) Air Flow Balancing and Temperature result (to be submitted by Tenant) :

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FBM BRANCH		COMMERCIAL PROPERTY		TENANT	
Name :		Name :		Name :	
Designation		Designation		Designation	
Signature		Signature		Signature	
Date		Date		Date	





Serial No: \_\_\_\_\_

**PERMIT TO WORK – OPENING AND REINSTATING OF CEILING PANELS**

This permit is to be used when opening and reinstating of ceiling panels in SMRT premises.


<b>PART 1 – (To be filled in by the Applicant)</b>			
To: Permit Officer (Structure Branch)			
PTW is requested for opening and reinstatement of ceiling panels			
Opening of ceiling panels/Working above ceiling level.			
Date of ceiling panel opening / reinstatement: _____ / _____			
Station	:	Location	:
		<input type="checkbox"/> Ground Level	<input type="checkbox"/> Concourse
Start Date	:	<input type="checkbox"/> Shopping Level	<input type="checkbox"/> Platform
End Date	:	Detailed Location	:
		_____	
Name of Applicant	:	Designation	:
		_____	
Date Applied	:	Contact Tel No.	:
		_____	
Signature of Applicant	:	_____	

<b>PART 2 – Site Inspection/Briefing (To be filled by Permit Officer)</b>			
<input type="checkbox"/> The applicant has been briefed to open and reinstate the ceiling panels in a safe manner. He/she was informed to take note of the following precautions:			
_____			
_____			
_____			
<input type="checkbox"/> STR will be providing PIC on the following dates.			
_____			
Briefed by (Permit Officer)	:	Designation	:
		_____	
Signature	:	Date of briefing	:
		_____	

<b>PART 3 – Acknowledgment of Site Inspection/Briefing (To be endorsed by the Applicant)</b>			
I hereby acknowledge that I have been briefed of Part 2 and shall take every precaution to ensure work is being carried out safely at site.			
Acknowledged by	:	Designation	:
		_____	
Signature	:	Date	:
		_____	

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**ELECTRICAL SYSTEM**  
**Form A – Single Line Diagram**

Rev.	Description	Date	Owner	Electrical Contractor	LEW	
			Name of Shop:	Company Name:	Name:	 Station/Unit No.: <b>ALTERATION, REWIRING OF            ELECTRICAL INSTALLATION            BY TENANT</b> SINGLE LINE DIAGRAM
			Name of Owner / Rep.:	Address:	Contact No.:	
			Tel. No.:	Contact Person:	License No.:	
			Signature:	Tel. No.:	Signature:	
			Date:		Date:	

APPROVED LOAD : \_\_\_\_\_ KVA  
 TOTAL CONNECTED LOAD : \_\_\_\_\_ KVA (SHALL NOT EXCEED 80% OF APPROVED LOAD)


SMRT SYSTEM VOLTAGE : 415V/240V

Form B – Power and Lighting Layout Drawings

FORM B

LEGEND :

NOTE :  
PLEASE INDICATE SPRINKLERS POINTS ON PLAN

Rev.	Description	Date	Owner	Electrical Contractor	LEW	
			Name of Shop :	Company Name :	Name :	<div> Stations/Unit No. : ALTERATION, REWIRING OF ELECTRICAL INSTALLATION BY TENANT</div>
			Name of Owner / Rep. :	Address :	Contact No. :	
			Tel. No. :	Contact Person :	Licence No. :	
			Signature :	Tel. No. :	Signature :	
			Date :		Date :	
						LAYOUT PLAN

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## Annex L: HOT WORK PERMIT

Permit No.:

For External Hot Works (LTA / SMRT Tenants engaged contractors)

### **PART I APPLICATION BY REQUESTOR OF HOT WORK (PIC / SPIC / CONTRACTOR SUPERVISOR)**

Hot Work Location (exact location): \_\_\_\_\_

Work Start Date & Time:

Purpose of Hot Work: \_\_\_\_\_

Work End Date & Time:

Type of Hot Work (✓ accordingly):

(max 3 days from work start date)

<input type="checkbox"/>	Oxy-acetylene Cutting / Welding	<input type="checkbox"/>	Arc Welding (Electric)	<input type="checkbox"/>	Argon Welding	<input type="checkbox"/>	Brazing using Mapp Gas
<input type="checkbox"/>	Electric Cutting, Grinding, Drilling	<input type="checkbox"/>	Cable Jointing	<input type="checkbox"/>	Heating of Lead	<input type="checkbox"/>	Others:

### **PART II A ASSESSMENT BY CONTRACTOR WSH STAFF**

### **PART II B REVIEW BY PIC / SPIC / CONTRACTOR WSH**

Checks during Initial Safety Assessment (✓ if applicable)							Review by each time before Hot Work Starts (✓ if same as assessed conditions in PART II A)								
Note: If any of the checks results in a 'NO' being ticked, work SHALL NOT COMMENCE.							Day 1		Day 2			Day 3			
Documentation Check					Yes	No	N.A.	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3	Shift 1	Shift 2	Shift 3
1.	MS/SWP/WI and RA checked and on site?														
General Hot Work Location Requirement															
2.	Area marked, cordoned off with hot work sign?														
3.	Proper means of access and exit provided?														
4.	LOTO / Isolation / De-energization done for: a) Affected plant / equipment / space? b) Fire alarm / smoke detector / sprinkler system / automatic gas suppression system / other fire protection system for work location?														
5.	For spaces / works where dangerous fumes / gases can accumulate, continuous adequate ventilation provided?														
General Hot Work Prevention / Protection Requirement															
6.	Combustible materials / flammable substances removed or adequately protected?														

7.	Surrounding conditions allow for safe hot work? <i>E.g. no painting / no use of flammable solvents / no incompatible works nearby hot work</i>											
8.	Means for control of sparks provided? <i>E.g. fire cloth, barricade area where sparks fall</i>											
9.	Adequate and suitable fire extinguisher deployed on site?											
10.	Fire watcher provided for hot works involving cutting / welding?											
11.	Gas test conducted and there is no flammable gas found. <i>For hot work done on equipment / pipe / structures / spaces where flammable vapours / gases can potentially accumulate OR previously contained such flammable substances</i>											
<b>Personnel Protection</b>												
12.	Suitable PPE provided for the type of hot work? <i>E.g. helmet / safety glasses / thermal gloves / welding hand shield / grinding face shield etc</i>											
13.	ELCB / RCCB provided, electrical equipment earthed?											
<b>Oxy-Acetylene Cutting or Welding (if applicable)</b>												
14.	The following are installed, inspected and tested by competent person and tagged: a) Pressure regulators, gas torch and gas hoses ( <i>at least once every 14 days</i> ) b) Flashback arrestor and non-return valve ( <i>at least once every 12 months</i> )											
15.	Leak test carried out at hose connections and there are no leaks?											
<b>Argon Welding / Electric Arc Welding (if applicable)</b>												
16.	AC welding equipment fitted with low voltage shock preventer ( <i>inspected and tested by competent person once every 6 months</i> ) to reduce open-circuit secondary voltage to not exceed 25V?											
17.	Welding equipment inspected and tested by competent person? ( <i>at least once every 30 days</i> )											
18.	Welding area is dry, welding cable in good conditions (no damage)?											
19.	For Argon Welding, there is no Argon gas accumulated at work area?											
<b>Electric Cutting / Grinding (if applicable)</b>												
20.	For Grinding, wheel rated maximum speed bigger than grinder rated maximum speed?											
<p>I understood the safety requirements for the hot work to be performed and agree to comply with them throughout the duration of the hot work.</p> <p>Assessed by:</p> <p>Contractor WSH Staff Name / Designation: _____</p> <p>Contractor WSH Staff Signature: _____ Date and Time: _____</p> <p>Contractor Supervisor Name / Designation: _____</p> <p>Contractor Supervisor Signature: _____ Date and Time: _____</p>												

PIC / SPIC Name / Employee No.: _____ Department / Branch: _____									
PIC / SPIC Signature: _____ Date and Time: _____									
		Signature:							
		Date and Time:							

**PART III NOTIFICATION OF COMPLETION / CANCELLATION OF HOT WORK BY PIC / SPIC / CONTRACTOR SUPERVISOR**

I certify that the hot work is completed / cancelled and all personnel and materials have been withdrawn.

Name / Employee No.: \_\_\_\_\_ Department / Branch: \_



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**Addresses of East-West and North-South MRT Stations**

Admiralty MRT Station 70 Woodlands Avenue 7 Singapore 738344	Aljunied MRT Station 81 Lorong 25 Geylang Singapore 388310
Ang Mo Kio MRT Station 2450 Ang Mo Kio Avenue 8 Singapore 569811	Bukit Batok MRT Station 10 Bukit Batok Central Singapore 659958
Bedok MRT Station 315 New Upper Changi Road Singapore 467347	Braddell MRT Station 379 Lorong 1 Toa Payoh Singapore 319757
Bukit Gombak MRT Station 802 Bukit Batok West Avenue 5 Singapore 659083	Bugis MRT Station 220 Victoria Street Singapore 188022
Boon Lay MRT Station 301 Boon Lay Way Singapore 649846	Buona Vista MRT Station 100 North Buona Vista Road Singapore 139345
Bishan MRT Station 200 Bishan Road Singapore 579827	Changi Airport MRT Station 70 Airport Boulevard Singapore 819661
Choa Chu Kang MRT Station 10 Choa Chu Kang Avenue 4 Singapore 689810	Clementi MRT Station 3150 Commonwealth Avenue West Singapore 129580
Chinese Garden MRT Station 151 Boon Lay Way Singapore 609959	Commonwealth MRT Station 375 Commonwealth Avenue Singapore 149735
City Hall MRT Station 150 North Bridge Road Singapore 179100	Dhoby Ghaut MRT Station 11 Orchard Road Singapore 238826
Dover MRT Station 200 Commonwealth Avenue West Singapore 138677	Eunos MRT Station 30 Eunos Crescent Singapore 409423
Expo MRT Station 21 Changi South Avenue 1 Singapore 486065	Joo Koon MRT Station 91 Joo Koon Circle Singapore 629116

Jurong East MRT Station 10 Jurong East Street 12 Singapore 609690	Kallang MRT Station 5 Sims Avenue Singapore 387405
Kembangan MRT Station 55 Sims Avenue East Singapore 416551	Kranji MRT Station 960 Woodlands Road Singapore 738702
Khatib MRT Station 201 Yishun Avenue 2 Singapore 769092	Lakeside MRT Station 201 Boon Lay Way Singapore 649845
Lavender MRT Station 50 Kallang Road Singapore 208699	Marina Bay MRT Station 21 Marina Station Road Singapore 018990
Marsiling MRT Station 71 Woodlands Avenue 3 Singapore 739044	Newton MRT Station 49 Scotts Road Singapore 228234
Novena MRT Station 250 Thomson Road Singapore 307642	Orchard MRT Station 437 Orchard Road Singapore 238878
Outram Park MRT Station 10 Outram Road Singapore 169037	Pioneer MRT Station 31 Jurong West Street 63 Singapore 648310
Pasir Ris MRT Station 10 Pasir Ris Central Singapore 519634	Paya Lebar MRT Station 30 Paya Lebar Road Singapore 409006
Queenstown MRT Station 301 Commonwealth Avenue 3 Singapore 149729	Redhill MRT Station 920 Tiong Bahru Road Singapore 158792
Raffles Place MRT Station 5 Raffles Place Singapore 048618	Sembawang MRT Station 11 Canberra Road Singapore 759775
Simei MRT Station 30 Simei Street 3 Singapore 529888	Somerset MRT Station 1 Somerset Road Singapore 238162
Tampines MRT Station 20 Tampines Central 1 Singapore 529538	Toa Payoh MRT Station 510 Lorong 6 Toa Payoh Singapore 319398

Tiong Bahru MRT Station 300 Tiong Bahru Road Singapore 168731	Tanah Merah MRT Station 920 New Upper Changi Road Singapore 467356
Tanjong Pagar MRT Station 120 Maxwell Road Singapore 069119	Woodlands MRT Station 30 Woodlands Avenue 2 Singapore 738343
Yio Chu Kang MRT Station 3000 Ang Mo Kio Avenue 8 Singapore 569813	Yishun MRT Station 301 Yishun Avenue 2 Singapore 769093
Yew Tee MRT Station 61 Choa Chu Kang Drive Singapore 689715	Marina South Pier MRT Station 31 Marina Coastal Drive Singapore 018988
Canberra MRT Station 11 Canberra Link Singapore 756972	-

#### Addresses of Circle Line Stations

Bartley MRT Station 90 Bartley Road Singapore 539788	Bishan MRT Station (CCL) 17 Bishan Place Singapore 579842
Botanic Gardens MRT Station 100 Cluny Park Road, #B2-K1 Singapore 257494	Bras Basah MRT Station 65 Bras Basah Road Singapore 189561
Bras Basah MRT Station 65 Bras Basah Road Singapore 189561	Bukit Brown MRT Station 490 Jalan Mashhor Singapore 299176
Thomson MRT Station 38 Toa Payoh Rise Singapore 298113	Dakota MRT Station 211 Old Airport Road Singapore 397971
Dhoby Ghaut MRT station 13 Orchard Road Singapore 238893	Esplanade Station 90 Bras Basah Road Singapore 189562
Farrer MRT Station 71 Farrer Road Singapore 268857	Harbourfront MRT Station 83 Telok Blangah Road Singapore 098886

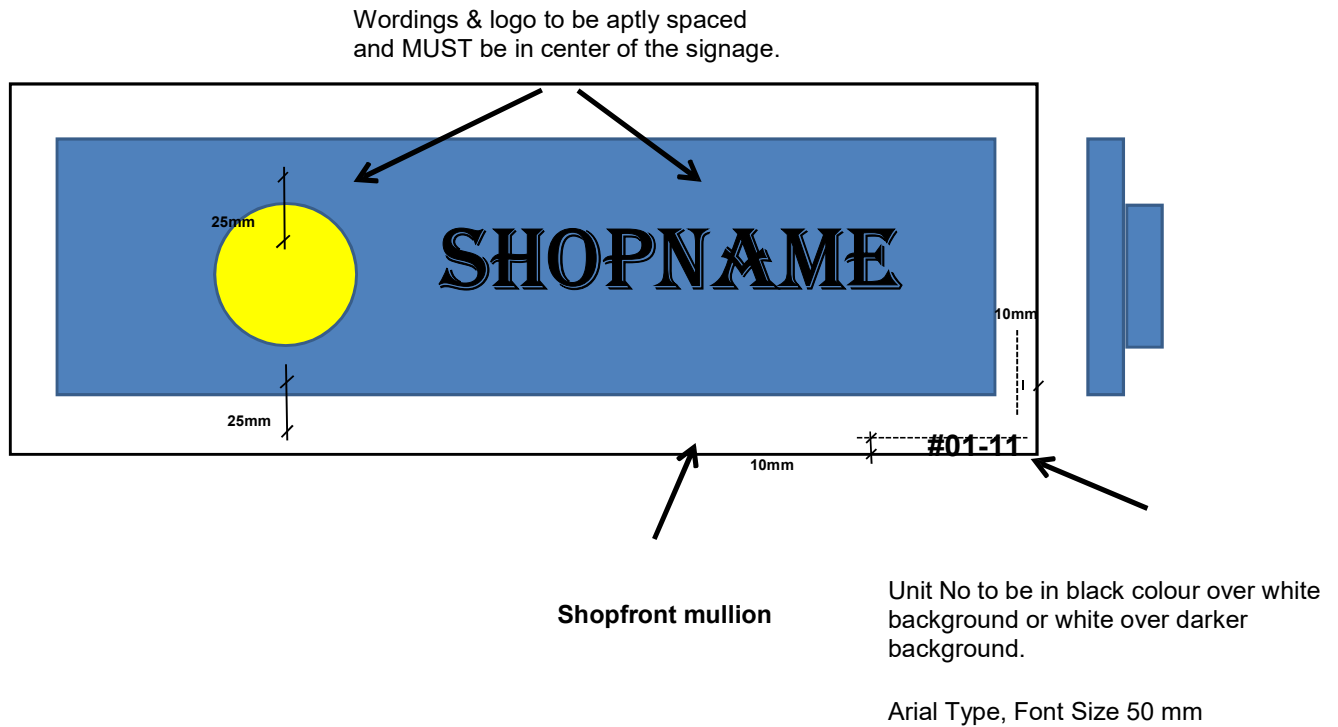
Haw Par Villa MRT Station 270 Pasir Panjang Road Singapore 117396	Holland Village MRT Station 200 Holland Avenue Singapore 278995
Kent Ridge MRT Station 301 South Buona Vista Road Singapore 118177	Labrador Park MRT Station 701 Telok Blangah Road Singapore 109029
Lorong Chuan MRT Station 150 Serangoon Avenue 3 Singapore 554533	Macpherson MRT Station 171 Paya Lebar Road Singapore 409048
Marymount MRT Station 60 Marymount Road Singapore 573993	Mountbatten MRT Station 301 Mountbatten Road Singapore 398006
Nicoll Highway MRT Station 20 Republic Avenue, #B1-01 Singapore 038970	One-North MRT Station 9 Ayer Rajah Avenue, #01-01 Singapore 138647
Paya Lebar MRT Station (CCL) 15 Paya Lebar Road Singapore 409049	Pasir Panjang MRT Station 119 Pasir Panjang Road Singapore 117424
Promenade MRT Station2 Temasek Avenue Singapore 039193	Stadium MRT Station 3 Stadium Walk Singapore 397692
Tai Seng Garden MRT Station 33 Upper Paya Lebar Road Singapore 534803	Telok Blangah MRT Station463 Telok Blangah Road Singapore 109028
Marina Bay MRT Station 23 Marina Station Road Singapore 018991	-

### Addresses of LRT Stations

Bangkit LRT Station 20 Bukit Panjang Ring Road Singapore 679939	Bukit Panjang LRT Station 11 Petir Road Singapore 678268
Choa Chu Kang LRT Station 15 Choa Chu Kang Ave 4 Singapore 689813	Fajar LRT Station 40 Fajar Road Singapore 679004

Jelapang LRT Station 70 Bukit Panjang Ring Road Singapore 679941	Keat Hong LRT Station 30 Choa Chu Kang Way Singapore 688266
Pending LRT Station 9 Pending Road Singapore 678296	Petir LRT Station 31 Petir Road Singapore 678269
Phoenix LRT Station 40 Choa Chu Kang Road Singapore 689483	Segar LRT Station 50 Bukit Panjang Ring Road Singapore 679940
Senja LRT Station 90 Bukit Panjang Ring Road Singapore 679942	South View LRT Station 50 Choa Chu Kang Way Singapore 688265
Teck Whye LRT Station 10 Choa Chu Kang Way Singapore 688267	-

**DIMENSION OF SHOP UNIT NUMBER ON SHOP FRONT MULLION**



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## NOTICE OF FITTING-OUT/ REINSTATEMENT WORKS

1. The Tenant of Unit No: \_\_\_\_\_ at \_\_\_\_\_ MRT station  
has been given approval by SMRT to carry out Fitting-Out works in the premises between:

Time: \_\_\_\_\_ to \_\_\_\_\_

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

2. The particulars of the Fitting-Out contractor who is authorised to carry out the Fitting-Out works in the premises are as follow:

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

**Address of Company** : \_\_\_\_\_

\_\_\_\_\_

**Telephone** : \_\_\_\_\_

**Person in-charge** : \_\_\_\_\_

**Contact Number** : \_\_\_\_\_

3. This Notice is issued by: **Stellar Lifestyle Pte. Ltd.**  
2 Tanjong Katong Road  
#08-01, Tower 3, Paya Lebar Quarter  
Singapore 437161

Name / Designation : \_\_\_\_\_

Contact Number : \_\_\_\_\_

4. Date of Issue: \_\_\_\_\_ Authorised Signature: \_\_\_\_\_

**IMPORTANT: PLEASE DISPLAY THIS NOTICE AT THE SHOP FRONT /  
HOARDING DURING THE FITTING-OUT PERIODS.**