

# CENTRAL PLAZA MANAGEMENT CO. LTD.

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**To : Tenant's Fit Out Designer / Contractors**

**c.c. : Tenant**

Dear Sirs,

**Re : Central Plaza**

We understand that you are appointed as fit-out designer/contractor for your client's new office in the captioned building.

In addition to the fitting out rules stated out in our Technical Guide & Fitting Out Rules Handbook, we would like to draw your attention to the following:-

## **A. SUBMISSION**

- Six copies in Technical Guide & Fitting Out Rules Handbook was briefed with following important points being highlighted.
- Drawings should be included
  - Floor plan showing partitions
  - Reflected ceiling plan
  - Fire services layout plan
  - Air-conditioning layout plan
  - Electrical layout plan
  - Plumbing & drainage plan
  - Detailed layouts for special items (i.e. computer areas, pantries & inter-stairs etc.)
  - Elevation plan showing the design & material of tenant's signage & front entrance.
- After completion of fitting out works tenant must submit the as-built drawings, including floor plan showing partitions reflected ceiling plan and E & M services modification layout plan, to Central Plaza Management Co Ltd (CPMCL) for record. In particular, the designer should indicate the floor loading or sliding-filing cabinets on the floor plan.
- After receipt of the submitted plans, CPMCL shall be entitled to a period of 18 working days in which to review and approve the tenant's fitting out proposals.
- All the necessary prior permission, if any, required from relevant Government Departments shall be obtained by the tenant, and all regulations specified by Government Departments in particular, the Fire Services Department, shall be complied with by the tenant.
- Fitting out works must be carried out in accordance with approved drawings and specification. Any additional or alteration work shall be submitted separately to CPMCL for consideration and approval.

## **B. TECHNICAL ISSUE**

### **1. Recommended or Approved Subcontractors**

- Tenant shall appoint the building recommended or approved subcontractors for fitting out work regarding installation, modification to building services and structural engineering to ensure compliance with the original construction specification and to maintain the quality standards of the building. [For the latest contact list for Recommended/Approved Subcontractors, please check with CPMCL.]

### **2. Limitations**

- Tenant is NOT permitted to cut or chase the existing floor slab or structural wall for laying marble slab or concealing conduit or pipe.
- NO fixing, chasing, painting work to the glass area of frame of the curtain wall is permitted.
- The aluminium mullion, sill and blind pocket, and any metal part forming the frame of the curtain wall system shall be maintained INTACT at all times and NO hole, drilling or damage shall be caused to the same.
- CPMCL reserves right to claim for damages, should contractor breach any one of these limitations.

## Circular to Central Plaza Tenant's Fit Out Designer/Contractors

### B. TECHNICAL ISSUE (.../cont'd)

#### 3. Return Air Louvres

- Tenant shall provide an unimpeded air passage for return air from the tenant area to reach those central ceiling grilles at the public corridor.
- Any of the tenant's area compartment with full height partitions, door louvres, wall louvres or ceiling transfer louvres with inter-connecting air duct should be installed for return air, to ensure air-conditioning performs effectively in that area.
- Sufficient passage should be provided for return air to flow into the public corridor. Stainless steel louvre panel should NOT be blocked.

#### 4. Electrical Distribution

- Empty trucking running along the corridor at ceiling void are reserved to facilitate tenant's wiring distribution:
  - Upper trucking - power cable
  - Middle trucking - telephone cable
  - Lower trucking - computer cable
- With the combination of ceiling trucking, flat wiring can also be used for power distribution, computer and telephone cabling.
- When proposed public corridor is included within tenant area, all original lighting should be disconnected and rewiring through tenant's MCB by tenant's own fitting out contractor. Disconnected wires should be terminated with proper disconnect.
- All concealed wiring should be enclosed in galvanized steel conduits.

#### 5. Public Corridor Area

- Tenants are NOT permitted to affix their company logo and name or alike at the public corridor and lift lobby area.

#### 6. Exit Door

- All exit doors, including electric door lock, shall be readily openable from inside without a key when locked. The electric door lock should be fail safe type so that it can be openable freely in case of electricity supply failed.
- Exit sign should be added beside the fire exit doors.
- Doors along the escape route should be openable to the direction of escape.

#### 7. Electrical Door Lock

- The electrical door lock should be fail safe type so that it can be openable freely in case of electricity supply failed.

#### 8. Fire Services Modification

- In order to cope with tenant design, necessary fire service modification should be carried out as per the recommendation provided by the building recommended or approved fire services sub-contractor. [For the latest contact list for Recommended/Approved Subcontractors, please check with CPMCL.]

#### 9. HVAC Arrangement

- In order to cope with individual requirement, the tenant should seek professional advice for the HVAC arrangement, especially when there is any alteration of the existing HVAC system and/or any partition being built.

#### 10. Access Opening

- Detail rating of the MCB box should be submitted. Access openings should be provided in the gypsum board ceiling for repair and maintenance of E & M services.

#### 11. Pantry

- Wet pantry is not allowed.

#### 12. Additional Fire Alarm

- Addition of fire alarm bells at office area may be considered since existing fire alarm bells were installed at public corridor only.

## Circular to Central Plaza Tenant's Fit Out Designer/Contractors

### C. MANAGEMENT ISSUE

#### 1. Management Office

For all on site work please arrange with our management staff at Basement 1 Management Office (B1 Office) at Telephone 2586-8123 or 2586-8124.

#### 2. Work Permit

- For tighter security control, all workers are required to wear a Work Permit when they are working in the tenant's area. The main contractor shall be responsible to distribute the permits to all sub-contractors. Any workers spotted working in tenant's area without valid identification will be asked to leave the work site immediately.
- The main contractor shall inform us of the number of Work Permits required and make prior payment of a refundable deposit of HK\$20.00 for each permit to our Accounts Department at Suite 2802 Central Plaza. Permits are available for collection at B1 Management Office.
- The receipt of deposit should be presented when applying for deposit refund. Contractors can only apply for deposit refund within six months from the application date. Except with solid reasons, Central Plaza Management Co. Ltd. will not accept any application for deposit refund after the specified period.

#### 3. Working Hour

- Fitting-out hours are restricted from 8:30 am to 6:30 pm daily. If additional working hours are required, prior approval from the Management Office is necessary.

#### 4. Working Area

- The working area should be kept tidy and must be confined within the tenant's premises at all time. NO public and staircase area should be used as working and/or storage place. Tenant's work is not allowed to affect the other tenants or outer environment, i.e. in the aspect of sound, pollution, vibration, dirt etc., proper hoarding must be erected by Tenant's contractors prior to fitting out commencement.
- All fit-out works which generate noise, vibration, irritation smell or cause nuisance to other tenants should not be carried within normal office hours or other hours as specified by Central Plaza Management Co Ltd (CPMCL). Any disturbance work carried out within the restricted hours without CPMCL's prior consent, CPMCL has absolute right to stop all fit-out works and demand any work and demand any workers or contractors to leave the working site immediately.
- Tenant's appointed designer or main contractor should complete an acknowledgement confirming their agreement of the above statement and return to CPMCL before commencement of fit out.

#### 5. Temporary Electricity Supply

- The temporary electricity supply can be arranged by either
  - a) the tenant's fit-out contractor dealing directly with The Hongkong Electric Co., Ltd.; or
  - b) HK\$1,000.00 for installation of a temporary supply board through CPMCL and HK\$75.00 daily service charge. Four days prior notice and the payment of HK\$1,000.00 to our Accounts Department (at Suite 2802, Central Plaza) is required.
- CPMCL must be given prior notice in writing as to when the tenant wishes to terminate this temporary supply.

#### 6. Water Supply

- Please remind all your contractors/sub-contractors that the hose reel should only be used under emergency circumstances and not for ordinary water supply. Water can be obtained from the disabled toilets on each floor.
- All workers are strictly forbidden to use all tenants' toilets and they should instead use the disabled toilets on each floor. Should the Management Office find any damage caused to the tenant's toilets as a result of unauthorized use by workers, we would hold all contractors working on that floor liable.

#### 7. Delivery of Material

- At least one-day prior arrangement with CPMCL B1 Management Office for booking of the service lifts for material delivery is required. 30 minutes free parking will be given if the ticket is stamped with either the tenant's or the main contractor's chop, after which prevailing parking fee\* will be charged [ \* please check with B1 Management Office at 2586-8123 or 2586-8124 ].

## Circular to Central Plaza Tenant's Fit Out Designer/Contractors

### C. MANAGEMENT ISSUE (.../cont'd)

#### 8. Debris Removal

- A debris removal fee according to the following table shall be paid to Central Plaza Management Co. Ltd. at Suite 2802, Central Plaza prior to the commencement of fitting out / reinstatement works.

Leased Area (lettable)	Debris Removal Fee
Under 1,500 s.f.	HK\$2,000.00
1,500 s.f. or above	HK\$1.40 p.s.f.

- NO debris is allowed to be disposed of in any part of the common area. Debris can be delivery down through service lift and disposed to the Trash Bins in B1 everyday after 6:30 pm.

#### 9. Fire Exit Doors

- In accordance with the Building (Planning) Regulations, all exit route should not be closed with doors unless doors are filled with panic bolts already provided by the Landlord as the sole means of being locked in a closed position.
- Unauthorized locking of fire escape exit doors would constitute a contravention of the Building Regulations.

#### 10. Fire Extinguisher & Air Fresher System

- Portable fire extinguisher and air fresher system will be supplied to the main contractor before the commencement of fit-out for using in the work area, and are to be returned upon completion of the programme. A penalty of HK\$500.00 and HK\$3,000.00 will be charged if the main contractor fails to return the fire extinguisher and air fresher system respectively within six months from the application date.

#### 11. Openable Windows

- The openable windows shall only be operated by authorized personnel from Central Plaza Management Office. Under no circumstance should the windows be opened by the tenant and/or any of his contractors.

#### 12. Temporary Protection

- A set of wooden board will be provided to the main contractor before the commencement of fit out for protection of the wall paper and carpet at the public corridor, and is to be returned upon completion of the programme. A penalty of HK\$250.00 will be charged for each piece of standard wooden board if the main contractor fails to return.

#### 13. Insurance Policies

- Tenant must undertake employees compensation insurance and third part liability insurance for their works and premises and the policies of which must be produced to the Management Office before the commencement of fitting out works.

#### 14. Supply of Materials

For supply of carpet, please contact our carpet supplier. The tenant should submit to CPMCL all copies of correspondences with the carpet supplier for his record. It is necessary to advise CPMCL ten days in advance for installation of carpet. The availability of stock and colour depend on supply by the carpet supplier. CPMCL do not accept any responsibility or liability in case of out of stock. Therefore, tenant should contact the carpet supplier well in advance.

- For collection of material, two days prior written notice to B1 Management Office is required.

#### 15. Fitting Out Guideline

- Tenants/Appointed Contractors shall abide by all rules and regulations set out in the Fitting Out Guideline and all House Rules issued by CPMCL from time to time.

We trust the above are in order and look forward to your mutual co-operation. If further clarification is needed, please do not hesitate to contact the Estate Officer-in-charge at 2586-8111.

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