

## EXCHANGE SQUARE BUILDING

### M&E FITTING OUT VETTING FORM FOR TENANCY

#### PART I: To be completed by Tenant's Design Engineer

Floor/ Unit No: \_\_\_\_\_ Floor area: \_\_\_\_\_ m<sup>2</sup> (as stipulated in Tenancy agreement)

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

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

Person in charge: \_\_\_\_\_

| S/N | DESCRIPTION                                  | TENANT'S REPLY (Delete wherever not applicable)                     |
|-----|----------------------------------------------|---------------------------------------------------------------------|
| A.  | <u>Qualified Person</u>                      |                                                                     |
| 1.  | QP in-charge for the Electrical Installation | Name: _____<br>Company: _____<br>Contact No: _____<br>VAT No: _____ |
| 2.  |                                              |                                                                     |
| 3.  | QP in-charge for the ACMV installation       | Name: _____<br>Company: _____<br>Contact No: _____<br>VAT No: _____ |
| 4.  | QP in-charge for Fire Installation           | Name: _____<br>Company: _____<br>Contact No: _____<br>VAT No: _____ |
| 5.  | QP in charge for Plumbing installation       | Name: _____<br>Company: _____<br>Contact No: _____<br>VAT No: _____ |
| 6.  | QP in in charge for Gas installation         | Name: _____<br>Company: _____<br>Contact No: _____<br>VAT No: _____ |

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| S/N | DESCRIPTION                                               | TENANT'S REPLY (Delete wherever not applicable)                                                                                                                                                                                                                                                |
|-----|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B.  | <u>Electrical installation</u>                            |                                                                                                                                                                                                                                                                                                |
| 1.  | Incoming Supply Requirement                               | _____A _____Phase<br>Base building M&E Contractor will be engaged at the Tenant cost for any upgrade of power supply                                                                                                                                                                           |
| 2.  | Connected Load                                            | _____kW                                                                                                                                                                                                                                                                                        |
| 3.  | Maximum Demand                                            | _____kW                                                                                                                                                                                                                                                                                        |
| 4.  | Main Earth Fault/ Earth leakage protection relay provided | Setting: _____A _____Sec.<br>RCCB: _____A _____mA trip                                                                                                                                                                                                                                         |
| 5.  | Mode and Supply                                           | Single/Dual feed<br>If Dual feed, each feed at 50% of base provision during normal condition, tenant to provide BMS monitoring/control to ensure the total load shall not exceed the base provision & alarm will be activated should each intake feeder exceeds the 50% of the base provision. |
| 6.  | Emergency Supply<br>(Please state floor and capacity)     | At level _____require _____kW<br>(Note: Tenant shall provide Auto-change over switch to connect to their Tenant normal supply board)                                                                                                                                                           |
| 7.  | Public address system:                                    | Additional PA speakers: Yes/No; Qty: _____<br>(Note: Tenant shall provide booster/amplifier c/w overriding receptacle.)                                                                                                                                                                        |
| 8.  | In-house sound system provided                            | No/Yes, Building M&E contractor will be engaged to provide building emergency announcement interfacing at Tenant Cost.                                                                                                                                                                         |
| 9.  | Telephone line required                                   | No/Yes _____Nos. of telephone line                                                                                                                                                                                                                                                             |

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| S/N | DESCRIPTION                                                                                                                                                               | TENANT'S REPLY (Delete wherever not applicable)                                                                                                                       |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | Services using Tenant's Electrical Riser<br>(Please specify)<br>TESR1<br>TESR2<br>TESR3<br>TESR4<br>Tenant Data Riser<br>TD1 _____<br>TD2 _____<br>TD3 _____<br>TD4 _____ | (State services and floors serving)<br><br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____                                                       |
| C.  | <u>ACMV Installation</u>                                                                                                                                                  |                                                                                                                                                                       |
| 1.  | Design Cooling Capacity                                                                                                                                                   | _____ kW                                                                                                                                                              |
| 2.  | Additional chilled water tap-off required                                                                                                                                 | Yes/No. ___ Tap-off and Building M&E contractor will be engaged at Tenant Cost.                                                                                       |
| 3.  | Additional FCU/VAV required                                                                                                                                               | Yes/No _____ FCU/_ VAV boxes and Building M&E contractor will be engaged at Tenant Cost.                                                                              |
| 4.  | Outside business hours air-conditioning usage required                                                                                                                    | a) Operation Hour from _____ to _____<br>b) No. of extended hour requested: _____                                                                                     |
| 5.  | Kitchen Exhaust System Required                                                                                                                                           | No/Yes, vertical shaft provided on site have checked and acceptable. Base building M&E contractor will be engaged at Tenant Cost for fan installation and connection. |
| 6.  | Additional Chilled Water from Standby Chiller for essential cooling                                                                                                       | _____ kW                                                                                                                                                              |
| D.  | <u>Fire Protection Installation</u>                                                                                                                                       |                                                                                                                                                                       |
| 1.  | Net addition of sprinkler head count required.                                                                                                                            | Concealed : _____ nos., exposed : _____ nos.                                                                                                                          |
| 2.  | Additional full height partition                                                                                                                                          | No/ Yes, refer to drawing no. _____                                                                                                                                   |
| E.  | <u>Plumbing/Sanitary Installation</u>                                                                                                                                     |                                                                                                                                                                       |

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| S/N | DESCRIPTION                                                                                                                                                       | TENANT'S REPLY (Delete wherever not applicable)                                                                                                                           |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Additional Floor Trap/Floor Waste                                                                                                                                 | No/ Yes Base Building M&E contractor will be engaged at Tenant Cost for floor trap and pipe connection. Base Building Builder will be engaged at Tenant Cost slab coring. |
| 2.  | Additional Water supply to unit required                                                                                                                          | No/ Yes water supply provided on site have checked and acceptable,                                                                                                        |
| 3.  | Floor trap is insulated to prevent condensation to floor below.                                                                                                   | No/Yes, refer to drawing no. _____                                                                                                                                        |
| F.  | <u>M&amp;E design drawing submitted for vetting</u>                                                                                                               | Drawing no detailed as follows :<br>(Can be expanded as attachment list)                                                                                                  |
|     |                                                                                                                                                                   | 1) _____ Rev _____<br>2) _____ Rev _____<br>3) _____ Rev _____<br>4) _____ Rev _____<br>5) _____ Rev _____<br>6) _____ Rev _____                                          |
| G.  | <u>Other information</u><br>(Additional requirements from tenant requiring the Vetting Consultant's input e.g. Additional Genset, Dedicated Tel line to MDF, ...) | 1) _____<br>2) _____<br>3) _____<br>4) _____<br>5) _____<br>6) _____<br>7) _____<br>8) _____<br>9) _____<br>10) _____<br>11) _____<br>12) _____<br>13) _____              |

Signature : \_\_\_\_\_  
 Filled Up by : \_\_\_\_\_  
 Capacity : \_\_\_\_\_  
 Company : \_\_\_\_\_

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Part II: To be completed By Optima-Consultants Ltd.

## EXCHANGE SQUARE BUILDING

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| S/N | VETTING ITEMS                                                                           | OPTIMA-CONSULTANTS FINDING               |
|-----|-----------------------------------------------------------------------------------------|------------------------------------------|
| 1.  | <u>Electrical services:</u>                                                             |                                          |
|     | a. Main Incoming Electricity Supply (Normal)                                            | Connected load:<br>Circuit breaker size: |
|     | b. Main incoming Electricity Supply (Emergency)                                         | Connected load:<br>Circuit breaker size: |
|     | c. Metering Provision<br>(i) Normal Supply<br>(ii) Emergency Supply                     |                                          |
|     | d. Modification of existing meter-board<br>(i) Normal Supply<br>(ii) Emergency Supply   | No/ Yes<br>No/ Yes                       |
|     | e. Modification of Tap-off unit<br>(i) Normal Supply<br>(ii) Emergency Supply           | No/ Yes<br>No/ Yes                       |
|     | f. Provision of Emergency Light and Exit Sign                                           | No/ Yes                                  |
|     | g. In-house PA/Sound System/AV System connected to Landlord's PA overriding receptacle. | No/ Yes                                  |
|     | h. Clean Earthing System                                                                | No/ Yes                                  |
|     | j. Others                                                                               |                                          |
|     | k. Comments on drawings                                                                 |                                          |
|     | I. Submissions/Additional Info                                                          |                                          |
|     | Mechanical Services:                                                                    |                                          |

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|     |                                                                                                           |                                                                                                                                                                                  |
|-----|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.  | a. Chilled Water Supply tap-off                                                                           | No/ Yes/ N/A, alteration or addition to the existing landlord provision.                                                                                                         |
|     | b. Supplementary Chilled Water Supply tap-off                                                             | No/ Yes/ N/A, alteration or addition to existing landlord provision.                                                                                                             |
|     | c. ACMV System                                                                                            | No/ Yes/ N/A., alteration or addition to existing landlord provision                                                                                                             |
| 3.  | d. Plumbing & Sanitary System                                                                             | Tenant to provide for all in-house pantry sink or add sink with new storage tank cum transfer pump for the sink discharge point to the existing landlord soil waste stack pipes. |
| 4.  | Does the increase of sprinkler heads have any adverse effect to existing sprinkler control valves system? | No/ Yes/ N/A, adverse effect on existing sprinkler control valves system.                                                                                                        |
| 5.  |                                                                                                           |                                                                                                                                                                                  |
| 6.  |                                                                                                           |                                                                                                                                                                                  |
| 7.  |                                                                                                           |                                                                                                                                                                                  |
| 8.  |                                                                                                           |                                                                                                                                                                                  |
| 9.  |                                                                                                           |                                                                                                                                                                                  |
| 10. |                                                                                                           |                                                                                                                                                                                  |

## EXCHANGE SQUARE BUILDING

### M&E FITTING OUT VETTING FORM FOR TENANCY

| S/N | GENERAL COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a)  | Unless noted otherwise, the following works shall be included in the Tenancy Fit-out Works: <ol style="list-style-type: none"> <li>Interfacing requirement between Building Telephone Line and block terminal at tenant space.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| b)  | Unless noted otherwise, tenants shall engage Base Building MEP Contractor to supply, install, test and commission the following systems: <ol style="list-style-type: none"> <li>Tap-off for Electrical Cabling Works.</li> <li>Additional Tap-off from Main Chilled Water Supply At Main Riser Outside Tenant Unit.</li> <li>Tap-off from Supplementary Chilled Water Supply</li> <li>Fire Alarm System and Sprinkler System.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| c)  | Unless noted otherwise, tenants shall ensure the following requirement: <ol style="list-style-type: none"> <li>New Energy meter shall be installed for any new additional tap-off required by tenants for main and supplementary chilled water system and the cooling energy meter shall be connected as per IBMS Schedule at tenants' cost. Tenant to install (to be confirmed) for all new cooling energy meters</li> <li>Earth fault and over current and discrimination control between Landlord's upstream and Tenant's downstream.</li> <li>Water leakage detection system for wet equipment and connected to the BMS.</li> <li>All new condensate pipe works are insulated.</li> <li>New BMS kWh meters to be provided for all incoming feed, emergency supply feed including maximum demand indicators to Base building BMS system for monitoring, alarm and control per attached Dwg. No _____</li> <li>Tenant's Genset(s) drawing Fuel from the Landlord fuel system shall be provided with digital fuel flow regulator and fuel flow /consumption meter including all interface with the building BMS system</li> <li>Tenant to submit technical specs for all the new equipments installed for vetting and approval.</li> <li>Tenant to comply with the following base building lighting power density               <ul style="list-style-type: none"> <li>Lighting power budget based on 10 W/ m<sup>2</sup> for typical office as per design provision.</li> <li>Receptacle load for typical office based on 45 W/ m<sup>2</sup> as per design provision.</li> <li>Receptacle load for typical retail area 150 W/ m<sup>2</sup> as per design</li> <li>Restaurants provision load 150 W/ m<sup>2</sup> as per design</li> <li>Kitchen provision load 400 W/ m<sup>2</sup> as per design</li> </ul> </li> </ol> |
| d)  | Tenants shall submit following documents to HongKong Land for their record: <ol style="list-style-type: none"> <li>As-built M&amp;E drawings</li> <li>Records of M&amp;E Testing and Commissioning</li> <li>Electrical Supply Turn-on Test Report and Certification of Readiness and Compliance (Before Supply Turn-on)</li> <li>Catalogue of all new equipments installed.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| e)  | Unless noted otherwise, tenant will have to install a portable storage tank cum transfer pump to pump up/out the basin waste water discharge to the waste pipe provision at high level of the same floor. The intention is to avoid floor coring to other tenant floors below. Tenants to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



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| S/N | GENERAL COMMENTS                                                                                                                                                                                                                                                                                                                                                                           |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | ensure that the proposed works and product complies with NEA Requirement. A copy of NEA approval is to be submitted to HongKong Land for record.                                                                                                                                                                                                                                           |
| f)  | Unless noted otherwise, tenant to engage base building M&E contractor at Tenants' Cost for new floor trap and pipe connections. Base building Builder will be engaged at Tenants' Cost for any slab/wall coring.                                                                                                                                                                           |
| g)  | Unless noted otherwise, tenant to seek base building structural consultant's approval for all coring/penetration works through slab/wall.                                                                                                                                                                                                                                                  |
| h)  | Unless noted otherwise, tenants and their OP to ensure that all ducts passing through a fire compartment/room shall be provided with fire damper(s) or with a Hong Kong Standards approved fire rating material. The proposed fire ratings of that material to be not less than the fire ratings of that compartment/room.                                                                 |
| i)  | Unless noted otherwise, tenant with FM 200 System installed in their unit is to engage their own OP to design and submit to Hong Kong Standards for approval and supervise the testing and commissioning of the installation. The system routing and pipes run shall not in any way affect the integrity of the Based Building Fire Protection System provision of the affected Unit/Floor |
| j)  | Tenants to incorporate the following including all comments annotated in this plans vetting form Part I, II and III in their As-built drawings:                                                                                                                                                                                                                                            |
| k)  | Other Comments:                                                                                                                                                                                                                                                                                                                                                                            |

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**PART III : M&E Fitting Out Vetting Clearance Form**

The above tenant design to \_\_\_\_\_  
has been vetted and to our best knowledge, we confirmed the fitting out work would not have any  
adverse effect to the Building M&E system subject to comply with above  
comment/requirement on Part II of this vetting form.

This is to make known to all tenants that vetting on M&E work does not review suitability of design in  
view of tenant's operation and technical requirement.

Signature : \_\_\_\_\_  
Vetted By : \_\_\_\_\_  
Date : \_\_\_\_\_