

RENOVATION GUIDELINES

On behalf of Putrajaya Holdings Sdn Bhd (PJH), we Property Management Department of Property Services Division (PMD/PSD) would like to take this opportunity to welcome you to lot 2C2 Green Building family of tenants. It is our desire to make your tenancy here as pleasant as possible.

This handbook is prepared to familiarize you with our policies and offer guidelines and resources for renovation. We hope this will continue to serve as an easy reference throughout your renovation period.

Lot 2C2 is a Gold Rating Green Building. All renovations need to be done according to the GBI standard rules and regulations which will be stated in this guideline later. Being compliance with Green Building Index (GBI) standard is compulsory to ensure building Gold Rating status will be retained for the future renewal.

Please comply with the following guidelines, rules and regulations which is designed to make clear the requirement of PJH for any tenants occupying/vacating their premises and wherever applicable, also the common areas.

The intended contract is hereby directed to observe by the rules and regulations herein so as to ensure harmony and to avoid any misunderstanding between PJH and contractors.

We are looking forward to a long lasting and mutually beneficial relationship.



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GENERAL

- a) Wherever possible, renovation work schedule be carried out during the following hours or the time shown in the work permit:-

Mondays to Fridays - 8.00am to 5.00pm

Renovation work may be allowed outside of the above hours and on Sundays and public Holidays, however, prior arrangement must be made with the PMD/PSD and additional charges (if any) will be levied to cover for overtime charges of any staff needed to standby for supervision at the discretion of the PMD/PSD. Two (2) days notice is required for such purpose. Any extended working hours can only be allowed after getting written confirmation from PMD/PSD.

- b) Approval is given only for the work scope and location indicated in the permit. Therefore, all workers shall work within the said location only. It is the duty of all contractors to ensure that, so far is practicable, their workers and other occupants of the building are not exposed to hazard of health and safety when carrying out the work.
- c) Tenant must ensure that all renovation works to be undertaken comply with the requirements of all relevant authorities and obtain all necessary approvals as required by the prevailing acts; by-laws and regulation impose by such authorities. Submissions to the building's architect, structural engineer and M&E engineer where necessary must be made by the tenant's contractor, and the cost thereto shall be borne by the tenant. A copy of such approvals is to be forwarded to the PMD/PSD for record.



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- d) The tenants or its contractor has to pay a sum to be determined by the Maintenance Office being security deposit of 2% of the project cost OR RM5000.00 whichever is higher to cover any damage caused during the renovation works or non-compliance of the condition herein. The deposit shall be refundable free of interest upon the completing of the renovation work according to the approved plans and to the PMD/PSD's satisfaction, and upon due compliance with all the terms therein. The payment should be presented in the form of a cheque or bank draft in favor of **PUTRAJAYA HOLDINGS SDN BHD**. Deductions will be made for any damages caused / cleaning works necessary to the landlord's property, or for any usage of electricity supply from the common area. The tenant or its contractor is also required to forward "as built" drawings to the PMD/PSD for its record before the deposit can be refunded. The contractor is to install his own sub-meter, cost for usage to be based on prevailing TNB's rates of consumption.
- e) Access to the work site for both construction personnel and material handling shall be restricted to the approved location only.
- f) Toilets for the use of the renovation workers shall be restricted to designated toilets only.
- g) The contractor is also fully liable for the cleanliness of the site, area-surrounding site, access staircase and passageways, whereby the said area shall be made good once the work is completed.
- h) Any rubbish/debris around site shall be cleaned immediately, failing which the cleaning work shall be done by PJH's appointed cleaners and the cost will be charged to the contractor based on actual cost of cleaning plus attendance fee.



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- i) Any loading/unloading of material shall be at the approved location as stated in the Work Permit and obstruction of traffic flow is not allowed. The delivery/loading hours are restricted to the time indicated in the Work permit, unless special written request is made and approval given by the Building PMD/PSD's Office.
- j) During renovation, all materials are to be delivered at the designated location. The designated service lift should be used to transport material to the designated floors. Any transfer of material or tools or equipment must be with use of service lift only subject to the loading/capacity specification. You may contact the PMD/PSD or its managing agent to book the service lift with at least two (2) days' prior notice.
- k) Garbage and debris shall be transported out from the Building on daily basis during the renovation work at the contractors' or Tenants' cost, failing which PMD/PSD shall clear the rubbish and shall be back-charged to the contractor at the discretion of PMD/PSD.
- l) Contractor's vehicles are not permitted to park on the whatsoever, unless with permission granted by the PMD/PSD.
- m) Under no circumstances should a generator be placed in an enclosed working area.
- n) The contractor shall always follow the instructions, from PJH's officer or its managing agent at all times.
- o) Usage of electricity in the common areas strictly prohibited.
- p) This is a green building, the usage of polystyrene is not allowed whether as a food container, cup or any other form.



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- q) The tenant's contractor is to ensure that they have received approval from the Maintenance Office before isolating or connecting any M&E services e.g. power supply, telephone line, fire-fighting, air-conditioning and plumbing.
- r) During renovation, the contractor should take all necessary precautions to avoid damage to the building, fittings, walls, floors, ceilings and glass panels. Extra precautions shall be taken to avoid any damage to the floor/wall/ceiling during material handling and wet works. The contractor is required to vacuum and clean the premises during and after renovation period to the satisfaction of the PMD/PSD. Tenants are fully responsible for the damages caused by their contractors to the PJH's property. For this purpose the renovation contractor shall cover all passageways, wall, service lift and any other building fittings.
- s) The rectification cost of the damages caused by any contractor to the work in item (q) above will be charged to the contractor accordingly.
- t) Upon completion of the proposed works, subject to the approval of the relevant authorities, you are to write to the PMD/PSD for a join inspection of the premises.
- u) Upon the expiry of the tenancy, tenant is required to remove all fixtures and fittings and reinstate the premises to its original state and condition before handing over.
- v) For all aspect of the renovation works, unless it is specifically stated that the Landlord shall provide, the tenants shall be responsible for the expenses thereof.
- w) The PMD/PSD has the right to penalize the contractors if any of the above regulation and rules breached. The penalty may be in the form of deduction from renovation deposit or stop work order.



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1. WORK PERMIT

Upon entering any place of work, the contractor shall take work permit and work pass from PJH Officer and/or its managing agent. Permit To Work (PTW) issued on daily basis and is valid for 24 Hours only. Extension beyond permissible period shall require renewal. The PTW shall be displayed at the work location throughout the permissible working period.

All contractors are required to submit the following before applying for the PTW and commencement of work:-

- a. Renovation layout**
- a. Work schedule**
- b. Site supervisor (Name and Telephone Number) both from Tenant and Contractor**
- a. Third Party Insurance**
- b. Copy of immigrant workers work permit (Work Permit Form must be duly filled up and submitted for approval)**

2. SAFETY, SECURITY AND LEGAL REGULATIONS

- a) The Contractors shall comply with all legal requirements i.e. the Occupational Safety and Health Act 1994, The factories and Machinery Act 1967, the Factories and Machinery (Building Operations and Works of Engineering Consultation) (Safety) Regulations 1986, the Uniform Building By-Laws 1984, BOMBA's requirements and other related government agencies regulations and any amendments to the above thereof, to ensure the safety and health of the workers at the place of work and the public.



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- b) Existing health and safety acts or laws shall govern all work. Any matters related to public safety, and construction safety regulations and common practice on site shall be complied with.
- c) The contractors are fully responsible for the security and safety of the site after the site possession. PJH and its agent shall not be responsible for any loss/damage of materials for the works carried out during the renovation period of any liability to the public/third party due to work at the said location.
- d) Proper safety signage and hoarding/barricade must be installed to the satisfaction of PMD/PSD before the works commence.
- e) The materials for construction on site shall be arranged in a safe manner not to endanger both construction personnel and the public passing by.
- f) In addition to this Renovation Rules and Regulations, The Tenants are required to refer to the Tenancy Agreement to consult/inform their contractors for any other requirement stated in that Tenancy Agreement but not in the Renovation Guidelines.
- g) All forms of nuisance including but not limited to the following shall be controlled:
 - a. Noise
 - b. Noxious fumes
 - c. Major impact to soffits, slabs and walls
 - d. Dust
 - e. Excess fluids or chemicals
 - f. Disorganized disposal of rubbish and waste material
- h) No flammable materials are allowed to be stored in any part of building during the renovation works.



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- i) No illegal immigrant or worker should be employed by the tenant or contractors in carrying out the works. The Landlord or its managing agent shall not be responsible for such act or acts by the tenant or contractors and they shall indemnify the owner for all consequences arising there from.
- j) List of name and NRIC Numbers of workers for the renovation works is to be submitted to the Owner or Management Office at least one (1) day before commencement of work.
- ☐ k) All specialized work like welding, concreting, plumbing/sewerage, ducting work and wiring shall require special work permit before the work commence. Early written notification is required. (I.e. not less than five (5) days before the work commence)

3. **CIVIL & STRUCTURE**

- a) No modification to the building structure and services, breaking of any portioning walls or removal of fire rated doors area permitted unless with prior written approval from the building owner. Special approval is also required for coring of floor and hacking of walls.
- ☐ b) All office floors are designed to take loads not exceeding 3.5 kN/m². The placing of heavy load in excess of thus weight must be checked and approved and endorsed by the Structural Engineer. Proper drawings indicating the location for such loads and their details must be submitted to the Structural Engineer when such approval is required and costs including the Structural Engineers' fees shall be borne by the tenant. Generally, safes and other heavy objects should be placed along beams and columns. A copy of such approvals is to be forwarded for our record.



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- a) Only light weight partitions must be used and these should comply with the minimum fire rating prescribed by the prevailing building regulation. The material use for the proposed partition must be a non-combustible nature and acceptable to the relevant authorities and Green Tech Malaysia for GBI requirement.
- b) If the work uses Ready-Mixed-Concrete, the contractor is required to submit written notification (within seven (7) days) before the concrete is delivered to site.
- e) No drilling, cutting or closing of any openings of any description in any part of the basic building structure is allowed. Prior approval shall be obtained from the Owner or Management Office if any of the above activities are deemed necessary. Special work permit required.

4. **ELECTRICAL WORKS**

- a) A registered electrical contractor with Suruhanjaya Tenaga (ST) / Tenaga Nasional Berhad (TNB) must be engaged to undertake the wiring works in accordance with the requirement of TNB/ST/IEE and the PMD/PSD.
- b) No works can be carried out without the Owner or Management Office's approval. The contractor appointed to undertake the works must submit the detailed layouts/single line drawing/circuit diagrams indicating the locations of the proposed electrical points.
- c) All additional wiring within the demised premises must be concealed in G.I conduits.
- d) All electrical supply must be tapped from the designated distribution board in or around the demises premises. Any additional distribution boards required will be at the tenant's cost.



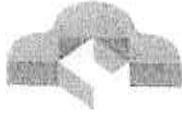
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- e) All alteration to the electrical fitting and wiring works must be reinstated to its original state when the tenancy expires.
- f) A separate switch outlet should be provided for each electrical appliance in regular use. Multi-point adaptors should not be used where these might lead to the total fused rating of the connected appliance exceeding the safe fused rating of the electrical circuit.
- g) Use of distribution Board (DB) and unauthorized change of fuse is not allowed and use of electrical heavy equipment shall require Earth leakage Circuit Breaker (ELCB).
- i) Tenants are required to apply and install their own TNB sub-meters prior to renovation work. TNB office-in-charge is 03-8886 6888 (Kedai Tenaga, Galeria PjH located at Precinct 4, Putrajaya)

5. **GENERAL LIGHTING AND OFFICE ELECTRICAL EQUIPMENT**

- a) In compliance with green building requirements, the illumination level for the building shall generally be in accordance with the recommendations of the illumination Engineers Society (IES). Generally, the following illumination levels are applicable:

No.	Location	Lux Level
1	Typical Office	300-400
2	Loading Bay	150
3	Retail and Cafeteria	500
4	Store	100
5	Plant room	200
6	Car park	200
7	Lobby	300
8	Staircase, escalator	100
9	Corridors	100
10	Toilet	200



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The design shall provide adequate control and flexibility in lighting arrangement.

b) General Lighting Requirements:

- a. Lighting zone switch controls shall be not more than 100 m².
- b. Individual/enclosed spaces to be individually switched.
- c. Switched and switching centers shall be clearly labeled, and easily accessible by occupants.
- d. Maintain daylight auto sensor controlled lighting for perimeter general lighting control.
- e. Maintain motion sensor controlled lighting for internal general lighting control.
- f. Additional lighting fixture(s) c/w ballast if required shall follow the base building specification.
- g. Lighting power density and illumination level on work plane shall match the base building design.

No.	Description	Provision
1	Light Density	9.4 W/m ²
2	Ballast	High frequency electronic ballast. Two ballast per fixture.
3	Lighting Control (Perimeter)	Photo sensor lighting control with EIB Control System
4	Lighting Control (Internal)	Motion sensor control



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- c) Office and working spaces plug load requirements:
 - a. 70% of staff laptops of power rating 15-50W
 - b. 30% using desktop computers with LCD monitor (200-500W).
 - c. Having a network printer per 300m² (1200W printing, 75W stand-by & utilization assumed 50%)
 - d. Individual printer for a maximum of 30% of staff (30W, 50% utilization)
 - e. Security access (2.5W/person)
 - f. Task light (7W/person)

6. **AIR-CONDITIONING WORKS**

- a) An experience and qualified contractor shall be appointed to undertake the ACMV works in accordance with GBI requirements and Owner/Management Office's guideline.
- b) The contractor must submit proper drawing indicating any additional air-conditioning unit installation and their capacity. This should be submitted in advance to allow for sufficient time for the Owner/Management Office's consideration and approval.
- c) Tenants are advised to locate all rooms away from the air-conditioning main ducts. No modification to the air-conditioning ducts is permitted without the written approval of the PMD/PSD.
- d) In any circumstances, if the air-condition ducting at the work site and operating office nearby come from the common duct, the contractor shall make necessary arrangement to avoid dust entering the office nearby.



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- c) Please ensure the air-conditioning system is properly designed, as additional partition will affect the original air distribution. The tenant is required to engage an M&E consultant/specialist contractor for the re-design, so as to achieve comfortable condition after renovation. System checking shall involve air distribution, duct sizing, installation of butterfly volume control dampers, number of outlet for VAV box, temperature sensors relocation, adequate air grilles/diffusers, etc. Air balancing must be carried out after renovation, to the satisfaction of the PMD/PSD. Any costs involved shall be borne by the tenant. In addition, the air-conditioning design applied must follow green building specification as stated below:

No.	Description	Provision
1	Air conditioning type	Centralized VAV System
2	VAV area coverage (Perimeter)	50 m ²
3	VAV area coverage (Internal)	50 m ²
4	VAV temperature sensor location	VAV Box
5	Diffuser Type	4 Way 600 x 600 supply air diffuser c/w plenum box
6	Diffuser coverage	17 m ²

The designated air temperature for green building is 24 °C ± 1 °C and RH of 55 – 70 %.



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- f) If additional air-conditioning units are to be installed (prior approval from Owner/Management Office is required):-
- i) Air-conditioning units must be of split unit or fan coil unit and the chilled water can be tapped from the building supply. An hour meter shall be installed inside the FCU control panel and chilled water tap-off, at the tenants cost for billing by the PMD/PSD for usage of the facility.
 - ii) The unit(s) must be securely installed with proper vibration isolators and acoustic insulation to avoid noise and vibration later.
 - iii) Proper drainage system should be installed and the outlet should be terminated in the AHU rooms/toilets or located on the same floor. The tenant shall reinstate all damages, if any, for proper termination.
 - iv) The unit(s) should be serviced regularly by the tenants. Proper fitting should be installed for complete service e.g. strainer, gate valve at both end of pipe work.
 - v) The building owner shall impose a monthly charge for the use of the centralized chilled water system, according to the hour meter installed in the control panel.
 - vi) The condensing units are not allowed to be installed inside the ceiling space. The contractor shall obtain prior approval from PMD/PSD on the recommended location.
 - vii) The tenant's chilled water pipe work (if any) is to be discussed with PMD/PSD and obtain prior approval and should be pressure tested and flushed to the satisfaction of the PMD/PSD, before connecting to the risers.



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- viii) Please be informed that tenant owned supplementary air conditioning system (i.e. additional FCU, split unit, etc.) is **not allowed** to be installed in the tenanted space. If any tenant need to use air conditioning after office hour or during the weekend, kindly inform the building management in advance.



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7. MATERIAL SELECTION GUIDELINES

- a) In order to maintain an excellent level of Indoor Environment Quality, all renovation must be constructed using the material stated in this guideline. Thus, minimizing sources of pollutants via sustainable material selection and procurement. It is the intent of this guide to maintain the level of Total Volatile Organic Compounds (TVOC) and Formaldehyde below the limits of the Air Quality Code of Malaysia.

According to Code Of Practice		
Indoor Air Contaminants	Eight-hour time-weighted average airborne concentration	
	ppm	mg/m ³
Carbon dioxide	1000	
Carbon monoxide	10	
Formaldehyde	0.1	
Total volatile organic compounds	3	
Respirable particulates		0.15

This includes:

- Flooring materials (carpet, timber, vinyl and coatings)
- Adhesives materials
- Furnishings (fabrics, furniture, and blind)



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- iv. Other building materials (paints and coatings, insulation)
- v. Carpet and Rugs (Recommended VOC limit)

Description	VOC Amount
Carpet/Flooring Product	0.5 mg/sq. m VOC or less 0g PVC
Backing	1 mg/sq. m VOC or less 0g PVC
Glue	10 g/sq. m or less 0g PCV

*Recommended by Carpet and Rug Institute (CRI)

c) Adhesives and Sealants

There are three types of low VOC formulas for adhesives/sealants:

- Water-based: latex and acrylic
- Reactive: silicone and polyurethane
- Solvent-based

d) Paints, Coatings and Primers Architectural paints, coatings and primers applied to the interior walls and ceilings must not exceed VOC content limits listed below. The paints, coatings and primers, but not limited as follow, shall comply with the following criteria:



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Coating Types	Maximum VOC content (gm/Litre)
Architectural Flat Paints	50 g/L
Architectural Non-Flat Paints (Primers)	150 g/L
Anti-Corrosive and Anti-Rust Coatings	250 g/L
Clear Wood Finishes	Varnish 350 g/L Lacquer 550 g/L
Floor Coatings	ALL Floor Coatings 100 g/L
Sealers	Waterproofing Sealers 250 g/L Sanding Sealers 275 g/L All other Sealers 200 g/L
Shellac	Clear 730 g/L Pigmented 550 g/L
Stains All Stains 250 g/L	All Stains 250 g/L

e) No Urea Formaldehyde

All material used in the renovation shall be free from urea formaldehyde. The materials to be considered shall include, but not limited to:

- Particle board
- Medium Density Fibreboard (MDF)
- Plywood
- Other composite wood and agrifiber products
- Laminating adhesives
- Insulation foams
- Draperies



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f) Records and Submittals

Submission of product catalogues supplement with material composition test report with detailed VOC content, and/or other emissions properties is required to be submitted to PMD/PSD. An Air Quality Test shall be carried out to verify compliance to the Air Quality Code of Malaysia.

8. **FIRE FIGHTING**

- a) The erection of the proposed partition shall not in any way obstruct the sprinkler operation, roller shutter and coverage. If the sprinkler or roller shutter coverage is affected by the said partitions, you are to engage a Professional Engineer (P.E) to submit the amended sprinkler plan to the authorities for approval before the physical works are to be carried out. A copy of such approval from the authorities is to be forwarded to the PMD/PSD for record. Water discharged/back-filled for the renovation work shall be borne by the tenant.
- b) All rooms should have adequate fire sprinkler or alternative fire fighting system e.g. CO₂ system or any approved clean agent suppression system is recommended

for computer rooms. In the event of sprinkler heads need to be relocated, draining off should be pre-arranged 7 days in advance with the Owner/Management Office. Any costs involved shall be borne by the tenant.

- c) The renovation workplace shall be protected using appropriate and adequate fire extinguishers based on the type of area to be renovated.



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9. **PLUMBING AND SANITARY WORKS**

- a) The appointed contractor must submit proper drawings indicating the proposed work to be undertaken. This should be submitted in advance to allow for sufficient time for the PMD/PSD's consideration and approval.
- b) All work must be undertaken in accordance with the requirements of the building by-laws, DOE, etc.
- c) There should be no pipes running along the common corridor and staircase as well as above electrical DBs/isolators.
- d) All charges for water consumption will be borne by the tenants. A separate water meter must be installed before the tap and this shall be read by the Owner/Management Office for billing purposes. (If applicable)
- e) A proper drainage system must be installed and the outlet should be directed to the toilet. All damaged fittings / finishes must be replaced to match the existing ones. Gradient should be taken care for prevention of overflow. Damages of ceiling as a result of leaking shall be borne by the tenant.
- f) Water supply should be sourced from the toilet or sanitary duct nearby.
- g) A grease trap / strainer must be provided at the waste water pipe below the basin, and serviced regularly by the tenants.
- h) The incoming water supply pipes should run above the ceiling. Gate valve should be installed for isolating purpose. All pipe work should be properly pressure tested before connecting to main, to prevent water leaking in the future.



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- i) Any blockage to the drain (open or close drain) as a result of the renovation work of your contractor shall be flushed/cleaned before the hand-over of site to us. If the blockages are beyond flushing/cleaning (in case of hardened concrete), your contractor is fully responsible to rectify the blockage.

10. CONSTRUCTION WASTE MANAGEMENT

- a) In managing construction waste management, tenant should take full responsibility in arranging all of the construction waste. A minimum of 75% volume of non-hazardous construction waste needs to be recycled and/or salvaged. The measurement of volume shall be based on the quantity of truck loads.
- b) The contractor should use all reasonable means to minimize construction waste. Of the inevitable waste that is generated, as much of the waste material as practically feasible should be salvaged, recycled or reused.
- c) The construction waste categories to be considered for recycling and reuse should include, but not limited to the following:
 - a. Land clearing debris (If applicable)
 - b. Asphalt
 - c. Concrete and brick
 - d. Metal (i.e. rebar, roofing, ducting, piping, stainless steel, aluminum, copper, zinc, brass, bronze)
 - e. Wood
 - f. Glass
 - g. Paper (i.e. Cardboard, paper packaging material, newsprint)
 - h. Plastic (i.e. HDPE, PVC, ABS)
 - i. Gypsum
 - j. Non-hazardous paint and paint cans
 - k. Carpet
 - l. Green Waste (biodegradable landscaping materials)



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- d) A waste management plan is to be submitted prior to commencement of work. The plan should demonstrate how the target waste diversion can be achieved. The plan should include, but not limited to the following:
- i. Overall strategy for reducing and managing construction waste.
 - ii. Implement, monitor and report all of the waste management activities.
 - iii. Identify specific waste materials to be salvaged, resale, reused and/or recycled.
 - iv. Identify receiving entities for salvaged, reuse and/or recycled waste materials. Receiving entities can include recycling contractors, manufacturing factories and non-profit organizations such as schools, etc. The names, addresses and telephone numbers for the receiving entities to be included.
 - v. Identify materials that cannot be reused or recycled and to be sent for disposal. The names, addresses and telephone numbers for the landfill and incinerator facilities to be included.
 - vi. Identify handling and transportation procedures. This should include methods to be employed for the collection and separation of construction wastes, the sizes and the labeling of the containers and their designated locations as well as the means of transportation of the recyclable waste from the site.



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- e) All necessary containers, bins and storage areas to facilitate effective waste management should be provided. Containers, bins and storage areas are to be clearly labeled and identified to facilitate effective waste separation and transportation. Hazardous wastes shall be separated, stored and disposed according to applicable environmental management regulations.
- f) Tenants are required to provide sufficient recycling facilities in their premises for the waste generated by their occupants. The recycled waste can then be stored at the main recycle bins of the building.
- g) We aim to divert your construction waste from the landfills, and recycle your waste at recycling centers. We keep track of the waste you produce to remind you to that the environment is too precious to be riddled with landfills.
- h) All waste management activities shall be maintained and recorded and to submitted to The Owner/Management Office:
 - a. Quantity of waste generated
 - b. Quantity of waste diverted through sale, salvaging, reuse or recycling
 - c. Quantity of wasted disposed by landfill or incineration. Records should be kept in conforming to Table 1 and also to the GBI Design Reference.



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11. REINSTATEMENT GUIDELINES

A) AIM

These guidelines are to make clear the requirements of PUTRAJAYA HOLDINGS SDN BHD (PJH) for any tenants vacating their premises upon expiry/termination of tenancy, with regards to the reinstatement of the said premises, and wherever applicable, also the common areas. The reinstatement work shall include but not limited to restoration of all building finishes and decorative items, all building systems and services, and all structural work carried out prior to tenant moving into the said premise previously.

B) GENERAL

- (1) In general, all building revisions and modifications are to be reinstated to their original positions and condition based on the as-built drawings provided by PMD/PSD. This also includes restoration of the original functionality of the above items where applicable.
- (2) The contractor should adhere to the renovation rules and regulations before commencing the reinstatement work.
- (3) All reinstatement should comply with building technical specifications as per the details provided by PMD/PSD and/or its managing agent.
- (4) Any conflict in the event of past handing over, discrepancies in drawings/ specifications, or lack of drawings/specifications should be referred to PMD/PSD and/or its managing agent before commencing work. In resolving conflicts, PMD/PSD decision is final.



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- (5) Any item deemed obsolete and out-modeled should be replaced with equivalent or superior specifications or model. The replacement should be approved by PMD/PSD prior to the installation work.
- (6) PJH has the right to penalize the Tenant if any of the above guidelines breached. The penalty may be in the form of deduction from rental or utility deposit.
- (7) Tenants are also required to refer to the tenancy agreement for any additional or unique requirement for reinstatement, which may not be included in these reinstatement guidelines.

C) CIVIL, STRUCTURE & SANITARY PLUMBING

- 1) All holes and hacked floor slab should be covered with the original specified cement type and should be leveled as per original condition.
- 2) To make sure that the ceiling level is up to the standard and specification as per the original condition.
- 3) All curtain blinds should be reinstated as per the original specification with full accessories.
- 4) Ceiling boards other than the building specified type/model would not be accepted. Any marked/cut/damaged/drilled ceiling board should be replaced with equivalent type.
- 5) The wall should be repainted to the original colour. All wall paper and/or tinted sheets for windows should be removed.
- 6) All hacked wall should be reinstated to the original condition (2 Hours fire wall if it is an inter-wing party wall)



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- 7) All partitions shall be removed and any damaged to floors, ceiling 'T' or ceiling boards due to partition installation are to be rectified/replaced.
- 8) All cold water and sanitary pipes unrelated to the building should be removed.
- 9) All ironmongeries should be replaced to the original specification with new sets of keys, if any.
- 10) All keys to the offices, pantry, executive toilets and mailboxes should be return to The Owner/Management Office.
- 11) Any attached toilets, ablution area within the tenanted area should be demolished and the affected area should be reinstated back to original specification and as-built drawings
- 12) All built-ins and its accessories should be removed and the affected area should be reinstated back to back to original specification and as-built drawings.

B. FIRE FIGHTING SERVICES

1. Roller shutters should be realigned to the original length after removing the raised floor, if any.
2. To ensure that all the services connected to the buildings fire fighting system which was not originally installed, to be removed.
3. All sprinkler points are to be reinstated according to as-built drawings, which also includes replacement of ceiling boards, if any.



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4. Any blinded or extended sprinkler points should be removed or reinstated as per the original as-built drawings and specifications.
5. All sprinkler point layout should strictly follow the as-built drawings.

C. ELECTRICAL AND TELEPHONE SERVICES

1. All wiring for the electrical Distribution Board (DB) should be rewired according to the original schematic drawings.
2. Any excess wiring/conduit/trunking/casing/ should be removed from the ceiling.
3. Any excess switch socket outlet/telephone box/switches etc should be removed and the wall or cladding should be made good as per the original condition.
4. All wiring inside the telephone/cable junction box should be removed and the underground trunking be made clear from any obstruction.
5. All Distribution Board (DB) should be reinstated back to the original location and condition.
6. The upgraded TNB meter and related cables should be reinstated back to original specification.
7. Any upgraded/revised tap off Unit should be reinstated back to original specification as per the as-built drawings.
8. Any blinded or extended ceiling speaker, lighting diffusers, emergency light points should be removed or reinstated as



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per the original as-built drawings according to the original specification and type/model/make.

9. All ceiling speakers, lighting diffusers, emergency light layout should strictly follow the as-built drawings.

D. AIR CONDITIONING AND MECHANICAL VETILATION SERVICES

1. All split air conditioning and its accessories should be removed and any cored holes should be patched back to the original condition/specification and up to the satisfaction of The Owner/Management Office.
2. All air conditioning diffusers and return air grills should strictly follow layout shown in the as-built drawings.
3. Any blinded or extended ducting, diffusers and return air grills should be removed or reinstated as per the original as built drawings according to the original specification and type/model/make.
4. Any modified air conditioning units must be returned to its original condition and be tested prior to acceptance by The Owner/Management Office.

E. COMMON AREAS

1. All common area lighting points which were linked to the tenant's DB should be rewired back to buildings's DB.
2. Any modifications/alterations to the floor, wall, ceiling, should be reinstated according to the original specifications and as-built drawings.



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3. Any modification/alterations to the toilets and/or its accessories should be removed and reinstated back according to the original specifications and as-built drawings.
4. Any light or electrical devices which have been added or used to replace existing ones shall be removed with all items to be reinstated according to original specification.

12. JOINT MOVING-IN AND MOVING-OUT INSPECTION

- a) Tenants are required to appoint an authorized representative liaise with the Owner/Management Office.
- b) Appointed representatives from the tenant, contractor and the Owner/Management Office are required to attend inspections prior to commencement of any renovation work and after the reinstatement of the area. This is to determine the condition of the premises and landlord's fittings.
- c) The Joint Inspection forms are available at the Maintenance Office and should be completed and jointly signed and stamped by appointed representatives. A copy of the form will be given to tenants and the original will kept by the Owner/Management Office.
- d) Upon expiry of the tenancy, tenant must reinstate the premises to its original state and condition.



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13. FORMS

The tenant's contractor is responsible to obtain the approval from the Owner/Management Office. (1) Approval to Commence Renovation Work. (2) Approval to Release Security Deposit.

Approval to Commence Renovation Works			
Item	Description	Yes	No
1.	Security deposit has been paid?		
2.	TNB tenant's meter has been installed?		
3.	All drawings have been revised and submitted? a) ACMV b) Fire Protection System c) Plumbing & Sanitary d) Electrical system including plug load calculation e) Architectural/Fit-out		
4.	Load calculation has been submitted? (For all raised floor/water feature/strong room area)		
5.	Protection to existing finishes done?		
6.	Others: 		
Remarks:		Approved By:	



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Approval to Release Security Deposit			
Item	Description	Yes	No
1.	Architecture/M&E as-built drawings have been submitted? E.g. Air-con, Electrical, Plumbing, Fire. In hard and soft copy		
2.	M&E as-built drawing are completed and legible?		
3.	Any damages to existing finishes?		
4.	The contractor has commissioned the Air-con system?		
5.	The contractor has invited PJH for quality check, e.g.		
6.	Flexible duct connection by cable stripe?		
7.	Any back charges, e.g. Rubbish not cleared daily.		
8.	Other: 		
Remarks:		Approved By:	



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WORK PERMIT APPLICATION FORM



PERMIT TO WORK

Property Mgt's Tel : 03 - 8883 8866 / Fax : 03 - 8889 5199

REF. NO. : _____

TYPE OF PERMIT :

- ☐ To attend to Work Order / Planned Preventive Maintenance
- ☐ To attend to Defects List / Rectification (during Defects Liability Period)
- ☐ To attend to Outstanding Works (during Defects Liability Period)
- ☐ Housekeeping / Sanitizing Services
- ☐ Periodic servicing
- ☐ Others (pls. specify) : _____

Work location

- ☐ New work / PPM
- ☐ Alteration / NOC
- ☐ TCV
- ☐ Major
- ☐ Minor

☐ JCA (Contractor) Completed

☐ Others

☐ Remarks / Notes

Work Order No.

Applicant's Name

Company Name

Company's Contact No.

Emergency Contact

Mobile No.

From _____ to _____ Unit _____

Date

For the Workday

Signature

Print Name

This PERMIT TO WORK is valid for 24 HOURS ONLY. Extension beyond permitted time shall be subject to approval.

Household members must be notified and safety approval required to carry out the works.

<input type="checkbox"/> Safety Helmet	<input type="checkbox"/> Working Work	<input type="checkbox"/> Temporary Work	<input type="checkbox"/> Lifting Work
<input type="checkbox"/> Safety Shoes	<input type="checkbox"/> Working in a Field	<input type="checkbox"/> Crane or Hoist	<input type="checkbox"/> Safety Harness
<input type="checkbox"/> Safety Harness	<input type="checkbox"/> Working in a Trench	<input type="checkbox"/> Tubular Scaffolding	<input type="checkbox"/> Working at Heights
<input type="checkbox"/> Safety Glasses / Goggles	<input type="checkbox"/> Working in a Confined Space	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Working on Live Wires
<input type="checkbox"/> Overhead Lines	<input type="checkbox"/> Gas Working Permit	<input type="checkbox"/> Work on Live Wires	
<input type="checkbox"/> Working in a Trench	<input type="checkbox"/> Other Permits		

Application verified and endorsed by (Signature) of Property Mgt. (The following conditions must be followed when carrying out the works):

Permit is valid for 24 HOURS ONLY. Extension beyond permitted time shall be subject to approval.

Name

Signature

Date

Permission granted by (Signature) of Property Mgt. (Address)

The following conditions must be followed when carrying out the works:

Name

Signature

Date

Work completed verified by (Signature) of Property Mgt. (Address)

The following conditions must be followed when carrying out the works:

Name

Signature

Date

Remarks

Permit to Work cancelled by (Signature) of Property Mgt. (Address)

The following conditions must be followed when carrying out the works:

Name

Signature

Date

Remarks

When carrying out the works, the following conditions must be followed when carrying out the works:



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TENANT'S CHECKLIST

Before commencement of the renovation works, the Tenant shall ensure that the following are to be complied with:-

NO	PARTICULARS	YES	NO
1.	Renovation Deposit to be deposited with Putrajaya Holdings Sdn Bhd		
2.	Insurance Policies to cover Public Liability and All Risks copy to Maintenance Office		
3.	Approved design to be given to the Owner / Management Office for checking and co-ordination		
4.	Notice of Renovation on Site		
5.	All enquiries to be directed to the Owner / Management Office		
6.	As-Built drawings to be submitted within one month to Landlord after Practical Completion of renovation		
7.	All design criteria to be referred to the Owner / Management Office		
8.	Security passes must be obtained from the security office prior to any entry. Tenant's contractor and supplier are only permitted to work within the designated area.		
9.	Tenant's Contractor and suppliers are allowed only to complete their Renovation Works within the days and time agreed by the Owner / Management Office		
10.	Submit all document approved by the Authorities to the Owner / Management Office pertaining to sign licenses and business licence.		
11.	Submit list of work's names to the Owner / Management Office		



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12.	Submit Renovation Works arrangement and schedules to the Owner / Management Office prior to commencement on site		
13.	Joint site Inspection and Acceptance of Demise Premises Handover.		
14.	During progress of the renovation works, establish operation policies, power and water requirements on matters of supervision and administration.		
15.	Arrange for inspection and acceptance of the completed renovation works with the Owner / Management Office .		
16.	Submit the Memorandum of completion to the the Owner / Management Office .		
17.	Submit SOCSO Number to the Owner / Management Office for all persons working on site.		



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HANDOVER FORM

UNIT NO

COMPANY NAME

ADDRESS

ATTENTION

NO	DESCRIPTION	PROVISION	REMARKS
1.	<u>General Construction</u>		
a.	Floor	Cement Finish	
b.	Floor Loading	3.5 kN/m ²	
c.	Structural Column		
d.	Suspended Ceiling		
e.	Wall	Plastered Brick /lightweight block wall/ glass panel	
2.	<u>Services</u>		
a.	Electricity	Floor trunking with service box	
b.	Telephone	Provided at riser	
c.	Air-conditioning	Centralized Air Handling Unit	
d.	Lighting	T5	
e.	Signage	Not provided	



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f.	Fire Fighting	Hose Reel & Sprinkler System	
g.	Sanitary & Plumbing	Water supply provided for tapping-off at the nearest riser	
h.	Liquefied Petroleum Gas	Metered LPG supply provided at designated risers for tapping-off	

ACCEPTED AND AGREED ON THIS DAY.....
AND SIGNED BY

PUTRAJAYA HOLDINGS SDN BHD

TENANT:
UNIT NO:

