

# **ENTERTAINMENT BUILDING**

***FITTING OUT HANDBOOK***

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## 1.0 Introduction

- 1.1 This handbook aims to provide relevant information to assist the Tenant and the Tenant's designers/ consultants/ engineers/ contractors in the preparation and submission of proposals for the fitting out of the Tenant's leased Premises in Entertainment Building, No. 30 Queen's Road Central (hereinafter referred to as "the Premises").
- 1.2 It shall not in any way affect and/ or vary the terms and conditions as stated in the Tenant's signed Letter of Offer of which the standard form of Tenancy Agreement forms part. In the event of any conflict, the terms and conditions of the Tenancy Agreement shall prevail.
- 1.3 The Tenant is advised to appoint an experienced consultant(s) to prepare design drawings for the Premises. In particular, complete information for all mechanical and electrical systems related to Premises' layout requirements must be shown on the plans together with all detailed technical information. The costs of the Tenant's appointed consultant(s) or fitting out contractor(s) the Tenant appointed will be at the Tenant's own cost.
- 1.4 Fitting out of the Premises will be processed and coordinated by the Fitting Out Controller, '**Jones Lang LaSalle Management Services Limited**'

Should the Tenant have any queries and need any assistance with regard to fitting out of the Premises, please contact the Controller. For other queries regarding the management services of the building, i.e. material delivery and disposal, etc., please contact the Property Manager (hereinafter referred to as "the Property Manager").

Jones Lang LaSalle Management Services Limited  
17/F Dorset House, 979 King' Road, Hong Kong

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1.5 One (1) set of the following architectural drawings are enclosed herewith for design purpose by the Tenant's consultants:

- General Floor Plan of the Premises

1.7 The following additional drawings will be made available as requested for Premises fitting out work which may involve fundamental changes to the Base Building mechanical and electrical systems:

- MVAC Layout Plan
- Sprinkler System Layout Plan
- Electrical Systems Layout Plan including trunking arrangement
- Miscellaneous Systems Layout Plan, including public address, security and fire alarms, etc.

1.8 The aforementioned drawings will be to a scale of 1: 100 or as specified.

1.9 The Landlord/ Controller should have no responsibility on the accuracy of the provided drawings. Following receipt of the drawings, the Tenant's consultants should verify all dimensions on site immediately after handover of the Premises.

## 2.0 Submission and Approval of Fitting-Out Proposal

2.1 The Tenant and the Tenant's appointed consultants should submit the Tenant's fitting out proposal together with a working schedule to the Controller for review and approval as soon as possible so that sufficient time is allowed to process the submission. Please ensure the Tenant's submitted plans are accurate, clear and detailed to avoid delays. If the submission is made by authorized representatives (consultant / contractor), they must produce an authorization letter to the Controller from the Tenant to prove their identification when submitting fitting out proposal.

The working schedule should indicate clearly the Tenant's expected commencement date, completion date and various stages of the fitting out works. The programme shall be reviewed with the activities and work to be performed by the Landlord's Nominated Contractors which must be coordinated with contractor's work. (Please refer to Section 5.0 for details)

The design proposal should include a minimum of five (5) sets of the following drawings. All drawings must be to a metric scale of not less than 1 : 100 and clearly titled and include drawing numbers, date and revision numbers and a stated scale.

A. Floor Plan in details with:

- General layout including fixtures and fittings, furniture and storage areas;
- Internal partitions or walls with indication of their height and materials of construction;
- Type and colour of floor and wall finishes, and material samples
- Location of any heavy fixtures/ equipment, e.g. file compactors, safe, etc. and their sizes and weight. (Note: The loading capacity of raised floor is 5.0 KPa. A report from a Registered Structural Engineer may be required if necessary.);
- Location of associated plumbing and drainage installation, proposed modifications to existing installation completed with clear indication in dimension and materials used, if any (additional toilets are normally not allowed);

- Layout and locations of additional fire services installations, proposed modifications to existing installation completed with clear indication in dimension and materials used, if any;
  - Layout of additional plumbing and drainage installation completed with clear indication in dimension and materials used, if any;
  - Location(s) of entrance door(s) that is/ are originally provided and/ or proposed to be relocated;
  - Location(s) of wet pantry(s), if any;
  - Location(s) of storage rooms for storing tablecloth, spare tables, refuse containers, and the like for food and beverage tenants.
- B. Reflective Ceiling Plan in details with:
- Partitions penetrating into the ceiling void and details of work within the ceiling void, if any. (Note: No combustible materials nor exposed cables are permitted in the ceiling void.);
  - Indication of ceiling level;
  - Network of electrical wiring, the type and layout of lighting fixtures, including a separate circuit for shop front and signage lighting, if any;
  - Layout of fire services installations at higher level, highlighting any proposed modification;
  - Location of the thermostat control units and any proposed relocation
  - Proposed modification and addition to main ceiling cable trunking system, if any;
  - Changes to or substitution of materials to areas of the Base Building ceiling system, if any.
- C. Front Elevation or Perspective in details with:
- Indication of all signage with dimensioning;
  - Proposed merchandise display unit, if any;
  - Indication of colour scheme adopted, if possible;
  - The front elevation of the Premises viewed from outside including the shop front signage (shop only).
  - Indication of material used and sample submissions.

- D. Other Elevations in details with:
- Internal elevations of all walls;
  - Structural ceiling level;
  - Proposed suspended ceiling level;
  - Height of fixed partitions, showcases, cupboard, etc;
  - All relevant mechanical and electrical provisions, whether existing or proposed modification.
- E. Electrical Layout Plans in details with:
- Rating, type and location of main switchboard, any sub-boards, main switch/ isolator of power circuit;
  - Electrical schematic wiring diagram completed with data identifying all major loads and equipment loads;
  - Interior lighting circuits and catalogue of light fittings;
  - Location of all power telephone and data communication outlets;
  - Interior power supply circuit for appliances;
  - Layout of any ceiling cable trunking system, and separate circuit for shop front and signage light, if any;
  - Electrical maximum demand calculation;
  - Details for all major equipment connections and heavy electrical loads including computers, copying machines and similar equipment;
  - Details of circuits to be connected to the Landlord's emergency power system;
  - Details of wiring to special systems, including communications data, and special low voltage (LV) services.
- F. Mechanical Ventilation and Air-condition Plan in details with:
- Proposed location of Fan Coil Unit/ VAV box and thermostats;
  - Layout of proposed / additional installation/ modification to existing MVAC installation completed with clear indication in dimension and materials used;
  - Calculation of cooling load demand, and load breakdown for special areas, e.g. computer room, where appropriate;
  - Proposed air/ water flow rate of MVAC system;
  - System control diagram.

- G. Fire Services Layout Plan/ Schematic Diagram in details with:
- Layout of any additional Fire Service installation completed with clear indication in dimension and materials used;
  - Any proposed modification to existing installation completed with clear indication in dimension and materials used;
  - Complete details for any equipment or facilities having high heat generation loads such as office equipment, computer systems and copying machines, etc.
- H. Plumbing and Drainage Layout Plan/ Schematic Diagram in details with:
- Layout of any additional plumbing and drainage installation completed with clear indication in dimension and materials used;
  - Any proposed modification to existing installation completed with clear indication in dimension and materials used.
- I. Tenant Signage and Entrance Design Drawings in details with:
- Full details and proposals for the Tenant's signage inside the Premises;
  - Details for the design and materials proposed for the Tenant's office entrance opening off the lift lobby or inter-tenancy corridor.
- J. Other Services Plans include but not limited to the followings:
- Data Communication system;
  - SMATV system;
  - Security system;
  - Uninterrupted Power Supply (UPS) system.
- K. Finishing Materials include but not limited to the followings:
- Sample board of interior finishing materials

- 2.2 The Controller may invite tenants and/ or their representatives to present and discuss their fitting out proposal with all concerned parties in order to speed up progress of approval if circumstance required.

Upon receipt of the Tenant's full proposal and associated information, the Tenant will normally be advised by 14 working days for conditional approval. If the Tenant's plans/ proposal are disapproved or approved with conditions, the Tenant should resubmit revised plans (5 sets) in accordance with comments as soon as possible.

Review of Tenant's submissions by the Controller is made only on the basis that such proposals do not affect the overall design criteria and the efficient running of the building and its services.

- 2.3 The approval of any plan does not in any way imply the Landlord or Controller's or Property Manager's or Agent's endorsement of the specification upon which the proposal has been based. The approval will neither guarantee the performance under any conditions of the plant or materials used nor imply the fitting out proposal will be acceptable to relevant Authorities/ Government Departments. The Tenants are advised to consult the Tenant's own consultants to ensure the Tenant's proposal is fit for the Tenant's purpose and in compliance with government and statutory requirements.

All necessary permissions or consents, if any, from relevant government authorities and public utility companies shall be obtained by the Tenant and all requirements of the Landlord and its Consultants, all government and other statutory bodies, including but not limited to Fire Services Department, Buildings Department, etc., shall be complied with by the Tenant at his own cost. Submissions to the authorities by the Tenant and subsequent approval including drawings shall be copied to the Controller for retention.

- 2.4 Under no circumstance will fitting out work be allowed to commence without prior written approval from the Controller. No claim to any loss will be allowed on account of any delay or loss in submission or resubmission of plans or the Tenant's non-compliance with this Handbook.

- 2.5 Consultants recommended by the Landlord will be appointed at the Tenant's cost to design and prepare working drawings for all modifications that require revisions to the original building construction and services in accordance with the Tenant's layout and fitting out requirements.
- 2.6 No abatement of rent or extra rent free period will be awarded on account of plans not being ready or approved, the need to comply with any conditions or requirements or to make any resubmission, or failure to comply with any regulations.

### 3.0 Design Considerations

#### 3.1 Materials and Finishes

In general, good quality materials and workmanship of works should be used for fitting out works. The Tenant is advised to forward samples of materials to the Controller for approval. Should damage is made to any Base Building Provision, the Tenant should notify the Controller; the repair/ replacement work will then be carried out by the Landlord's nominated contractors and the cost should be reimbursed by the Tenant.

Tenants are required to note and comply with the following requirements:

- (a) Materials used for fitting out work or for any repair or alteration must not contain asbestos in any form.
- (b) Use of materials which contain formaldehyde shall be limited in use. Particleboards, fibreboards and similar composite boards to be used shall conform to European Standard EN 321-1, or alternative equivalent standards.
- (c) All paints and primer to be used must be free from lead. Paints which contain volatile organic compounds shall conform to British Standards relating to solvent.
- (d) Use of solid timber and timber panel products should be obtained entirely from well-managed sustainable sources, which may include suitable re-used timber. Also, use of wood preservatives are not encouraged. Treated timber where it is not recommended in any relevant codes and standards which are applicable to particular building components should not be used. All preserved timber to be used shall be industrially pre-treated ready for finishing on site.

The tenant shall notify the Controller the use of this kind of material when situation arises.

(e) Tenants are required to use eco-products to avoid smell of thinner polluting the internal environment.

### 3.2 Structural Members

Slabs, columns, walls and beams must not be drilled, cut, chipped or chased in any way. The Tenant must make sure that no damage is caused to these structural elements and will be held liable for the full cost of repair. The Controller will stop all Tenants' fitting out works at the Premises until full assessment of the damage is carried out and acknowledged by the Tenant.

### 3.3 Shop Sign Design

Back walls at shop fronts that close the shop interior from the public areas are required to be avoided. No alteration to shop front or door provided will normally be allowed.

For Shop Front facing shopping corridor in the arcade, shop identification signs are required to be confined to the space designated by the Controller. Tenants are responsible for the design and cost of cutting out lettering or other design. All shop front lightings including the lightings of shop sign and shop front display shall be lit up within the opening hour of the shopping arcade at tenant's expenses or otherwise approved by the Controller.

Tenants are required not to display logo other than those approved.

Additional signs may be provided at the Tenants' cost with prior approval from the Controller.

All shop sign designs other than those provided by the Developer are required to be submitted to the Controller for approval.

### 3.4 Office Sign Design/ Office Directories

No projected signs will be allowed. All fascia signs will be subject to approval by the Controller.

### 3.4 Office Sign Design/ Office Directories (Con'd)

Tenants' company names in English or Chinese are required to be shown on the office directories at designated locations. At Tenants' expense, the Property Manager will arrange to have company name to be shown in those directories. To avoid errors, Tenants should confirm details of entries with the Property Manager.

Sign text will be limited to the registered name of the company or organization and other names as shown in relevant tenancy agreement and otherwise approved by the Property Manager. No symbols or logos will be allowed to be shown in floor or main directory.

### 3.5 Dividing Mullion, Ceiling and Partitioning

No fixation/ fastening and drilling to window, glass panel, shop front and curtain wall will be allowed.

Tenant partitions must not abut to the exterior window glass. Partitions shall finish to the window/ curtain wall mullions or to columns. Fixed furniture and other fixtures adjacent to the window wall must provide a clearance of at least 600mm for repair and maintenance to the windows or curtain wall system.

Placing heavy object on window bay is strictly prohibited. Tenants must ensure that no damage is caused to elements of window bay. If damage is caused, the Controller reserve the right to stop all works until a full assessment and an acceptable remedial proposal has been made. Tenants are required to be held liable for all costs of rectification incurred.

As a general rule, partitions should only extend to the underside of the ceiling runners. For senior executive offices and conference rooms, etc., requiring specific sound isolation, bulkhead barriers will be required within the ceiling void between the ceiling and the underside of the structural slab. Acoustic lined air transfer ducts must be provided through the bulkheads to maintain the A/C return air paths.

### 3.6 Curtain Wall

All installation, furniture, fixture must be kept out of any glass panels and all glasses must be visible and readily accessible.

Partitions ending at curtain wall should be merely abut in line with curtain wall mullion instead of glass panel and the joints should be so designed to allow thermal movement. It must be stressed that clearance of 3 mm between the partition and mullion must be kept and no direct fixing and bolting against curtain wall mullion would be allowed.

All curtain wall ventilators should be accessible and operable and always kept closed.

Earthing wires should not be bonded to the mullions of the curtain wall.

All damage, including drilling and bolting to the curtain wall system is not permitted.

No obstruction to the openable panel for cleaning and maintenance purposes to the Active Wall (Ventilated) System is allowed.

### 3.7 Layout Design

All existing building elements inside the tenant area, e.g. walls, staircases, toilets, kitchens, etc. are normally not allowed to be altered/ relocated/ removed.

Any construction of cockloft within the Premises is strictly prohibited.

### 3.8 Expansion and Movement Joint

All construction across joints must incorporate facilities to allow movement and is subject to prior written approval by the Controller.

### 3.9 Ventilation and Air-conditioning System

In case any part of the Tenant's area will generate significant air pollutants, such as print rooms, separate ventilated system will be provided for minimization of recirculation contamination. Tenant should notify and coordinate with the Controller if such cases arise for exact location of the exhaust system and connection details etc.

Central air-conditioning will be provided by Property Manager during Normal Supply Hours at a prescribed rate. The Normal Supply Hours is shown herebelow:

Office:	Monday – Friday	08:00 – 19:00
	Saturday	08:00 – 14:00
	Sunday & Public Holidays	No Supply
Shop:	Monday – Sunday, including Public Holidays	09:00 – 21:00
	Restaurant:	Monday – Sunday, including Public Holidays

Central air-conditioning supply outside Normal Supply Hours is available at extra cost payable by the Tenant. For details, please contact the Property Manager.

### 3.10 Plumbing and Drainage System

Tenant is required not to change any of sanitary ware and fittings nor partition/ cubicles inside the lavatories.

Tenant is required not to make connection to any existing drainage or supply water pipes unless prior approval is sought from the Controller.

It is the responsibility of the Tenant to apply for water meter from the Water Authority, if water supply is required by the Tenant. No water pipeworks is allowed to embed into any wall/ floor slab.

### 3.11 Fire Service Installation

Tenant is not allowed to cover up any smoke detector, hose reel, breakglass unit and alarm bell.

A clear space of at least 600 mm must be maintained below all sprinkler heads. Fire bells must be audible in all parts of the Premises and if necessary additional bells must be provided by the Tenant.

### 3.12 Electrical and Lighting System

Interior lighting for the offices floors must be designed in accordance with "CIBSE Code for Interior Lighting, 1994" guidelines on maintained illuminance on the working plane, illuminance variation and limiting glare index.

All fluorescent and lamps with modulating (fluctuating) output must be fitted with high-frequency ballast in all the areas used for office work and lamps shall have a CIE general colour rendering index 80 or above.

The power supply to the Premises is provided by the China Light & Power Co. Ltd., rating at 380V, 3-phase, 4-wire, 50Hz.

Tenant has to obtain written approval from the Controller for any power consumption exceeding the nominal capacity main supply switch for the Leased Area prior to proceeding with installation.

Tenant has to apply for individual meter from the China Light & Power Co. Ltd.

All electrical wiring and installation works shall be carried out by competent electricians in strict accordance with the latest edition of the Supply Rules of the Hong Kong Electric Co. Ltd. and Codes of Practice of EMSD.

### 3.13 CCTV, SMATV, Security and PA system

Tenant is not allowed to alter or block the scanning cameras and loudspeakers.

No music systems, TV and other telecommunication facilities may be installed in the Premises without prior approval from the Property Manager.

### 3.14 Provision of Access Panels to Ceiling

The design for the Premises must at all times allow the Landlord and his representatives to access to the Landlord's equipment including VAV boxes, isolating and control valves, fire dampers, etc. and pipeworks for upper floor, i.e. drainpipes inside toilets, etc. Access to such equipment and pipeworks including ceiling voids, pipe ducts, meter rooms and mechanical rooms must be maintained by the provision of suitably sized and positioned access panels, doors and access space.

No Open Ceiling which is visible from outside will normally be allowed.

### 3.15 Building Management System

Tenants are required not to change the programme of the Building Management System (BMS) but to follow the services provided by the Property Manager.

### 3.16 Service Core

Any additions and alterations to any fittings/ fixtures and equipment installed inside the service core are not allowed, i.e. install locks, removal of doors, etc.

### 3.17 Lift Lobbies

No additions and alterations to lift lobbies of office floors are allowed.

### 3.18 Blind System

The selection of blind systems shall be subject to the approval by the Controller.

### 3.19 Advertisement/ Display of Signage behind Glazed Curtain Wall of the Tower

No penetration through the window, glass panel, shop front and curtain wall will be allowed. Moreover, no display of neon sign or illuminated logo, sign, advertisement, etc., will be allowed to be installed so that it is visible from the outside.

#### 4.0 Shop front Design Parameters

The basic objective of shop front design parameters is to ensure high quality and consistent design of the project. Basic shop front design requirements are as follows:

- 4.1 All shop front designs shall be subject to approval by the Controller, who may take into consideration Tenants' business and operation.
- 4.2 All shop fronts or window displays that form part of the interior of the Premises which are visible from outside of the building shall be subject to the Controller's approval in respect of their display, presentation and appearance. Display of advertisement, which can be seen from the face of the curtain wall/ exterior shall be subject to Controller's prior approval.
- 4.3 Neon light shop front signage and/ or logo are not allowed unless otherwise approved by the Controller.
- 4.4 Shop front designs including the shop identification sign may be rejected on the basis of not keeping with the design context of the development and also may require modification in the event that they are similar to a neighbouring store or if they are not to the entire satisfaction of the Controller.
- 4.5 Shop front or partitioning works, display, etc. shall not extend beyond the shop boundary.
- 4.6 Obstruction along shop front particularly installation of storeroom/ changing room/ blinds or the like along the shop front area so as to block or cover the same is strictly prohibited.
- 4.7 Shop closure of vertical solid roller shutter is highly discouraged. In case if roller shutter is proposed, the shutter must be in high graded transparent acrylic type within the Premises with guide rail frame of natural stainless steel finish and shall be subject to approval by the Controller. Open shop front design should not be allowed.

- 4.8 Any alteration of entrance of the shop front closure is subject to Controller's prior approval, which approval will not normally be granted.
- 4.9 Sales promotional materials such as flyers, advertisements, stickers, posters, banners should not be allowed to be displayed on any part of the shop front or placed inside or outside the curtain wall along the perimeter of the building.
- 4.10 Display fixtures/ items should be set back from any part of glass panel by 600 mm.
- 4.11 PVC/ clay tiles for floor finish are not acceptable unless otherwise approved by the Controller.
- 4.12 All shop fronts shall be constructed of tempered glass that can be easily maintained. All materials and their finished installation are subject to the approval by the Controller.
- 4.13 Area under the fire shutters, smoke detectors, compartmentalized by-pass lobbies and outlets of local smoke extraction ducts installed in the Premises shall not be obstructed/ altered/ prevented from operation in any way by Tenant's design and layout of the Premises.

## 5.0 Contractors' Works

### 5.1 Works for Tenant by the Nominated Contractors

All works related to the base building mechanical and electrical services and finishes must be performed by the Landlord's nominated contractors. In additions, the following works cannot be done by the Tenant's own contractor and the Tenant must arrange for the Landlord's nominated contractors to do the following works at the Tenant's costs:

#### a) Electrical System

Any alterations of the main supply and main switch in the switch room. The wiring connection works between meter room and MCB at the tenant area shall also be completed by nominated contractors.

#### b) Air-conditioning System

All alterations and additions to the existing system including air-conditioning supply header, air duct, chilled water tee-offs and VAV boxes.

#### c) Fire Services System

All alterations and additions to the existing system including sprinkler heads, hose reel, smoke detector or breakglass.

#### d) Building Management System (BMS)

Alterations and additions to the existing BMS system are normally not allowed. If such works are considered necessary, it shall be done by nominated contractor at the costs of Tenant.

## 5.2 Works for the Tenant

All decoration or fitting out work inside the Premises is the Tenant's responsibility and at the Tenant's cost.

### a) Floors

All floors finished including tile, carpet or other finishes.

### b) Partitions

All tenant internal partitions as required.

Only dry wall partition construction is permitted. No alterations are permitted to inter-tenancy partitions dividing the Premises, including installation of any concealed conduits, services outlets, etc. No wall-mounted elements to the same are allowed.

### c) Walls

All wall finishes. No applied finishes are permitted to the exterior cladding perimeter wall system. The Tenant is reminded that there are certain difficulties in replacing the spandrel panels and no such work shall be carried out until the Controller's approval has been obtained.

### d) Air-conditioning

Installation of any independent A/C units or equipment for the Tenant's supplementary cooling to computer areas or dealing rooms, etc. Tenants are encouraged to use the existing system, where alternative systems are normally not allowed.

## e) Ceilings

The Base Building ceiling system may only be replaced with an alternative ceiling system or materials as may be first agreed and approved by the Controller at the Tenant's cost.

All materials installed within the false ceiling void must be non-combustible in full compliance with Hong Kong Fire Services Department requirements. Timber framing or plywood is not permitted for ceiling construction.

## f) Electrical

Wiring and connection of any outlets and equipment built into prefabricated fixtures, furniture or desks and supply and installation of any special light fixtures or fittings.

The connection of a meter by electricity power supply company is the Tenant's responsibility and the Tenant should ensure that the necessary application is made to it in good time. The Landlord's Nominated Electrical Contractor will assist the Tenant in completing the necessary forms, if necessary.

## g) Telephone

The Tenant must make his own arrangements with the telephone utility company for telephone connections and wiring.

## h) Data &amp; Communication

Wiring and connections for private system shall be generally provided by the Tenant's Contractors.

## 6.0 Rules and Procedures

### 6.1 Government Approval

It is the Tenant's duty to obtain all necessary government approvals or consents from relevant departments/ authorities for the operation of the Tenant's business, if necessary, and to comply with all such regulations, bye-laws and conditions in relation thereto.

### 6.2 Management Approval

The fitting out plans and specifications must have been approved in writing by the Controller and if appropriate, its consultants. All works must be carried out in accordance to the approved plans and specifications. Any additional and/or alteration works shall be submitted to the Controller for separate consideration and approval.

The Controller reserves the right to require the Tenant to make any alteration if deemed necessary even after the completion of the fitting out works. Any such requirements must be complied within one month from the date on which the Tenant is notified in writing or otherwise specified.

### 6.3 Security Deposit

Tenants will be required to make a deposit as security for any damage to the Premises and other common areas caused by Tenant or his contractors during fitting out period.

The deposit being a prescribed amount of money specified in Section 7.0 does not bear interest and will be refunded to the Tenants at the end of the fitting-out less the cost of making good any damage. This deposit is without prejudice to any other right or remedy that the Controller may have in respect of any damage.

#### 6.4 Temporary Supply of Electricity and Water

##### Temporary Supply of Electricity

Temporary electricity would be provided for tenants at prescribed hours during the fitting out period with the following charges and Property Manager reserves the right to adjust the rates whenever deemed necessary.

- i. HK\$ 240.00 per day (30A TPN from 08:30 - 18:00)
- ii. HK\$ 100.00 per day (30A SPN from 08:30 - 18:00)

The connection fee will be charged by the Controller at a separate fee. Tenant should arrange for the nominated contractors to wire their equipment from the Building's board and be responsible for earthing wires, overcurrent and earth leakage protection. The Property Manager reserves the right to grant temporary power supply or not. Direct connection to any power point(s) in common areas is absolutely prohibited.

##### Temporary Supply of Water

Temporary water supply for the fitting out works can be obtained from the communal toilets designated by the Property Manager. Hose reels should only be used for fire fighting and not for ordinary water supply. Property Manager would levy water charges according to the actual consumption by Tenants for any fitting out works requiring large amount of water consumption at a rate of HK\$ 7.00 per meter unit. In this event, a separate check meter shall be installed at Tenant's cost for assessing the water consumption. Property Manager reserves the right to adjust the above rates whenever deemed necessary.

#### 6.5 Identification of Contractors and Workers

All workmen of tenant's contractors should be under the control and supervision of the Tenant's site representative who should sign in daily at the Property Manager stating the number, the name and HKID card number of the workmen working on that day.

#### 6.5 Identification of Contractors and Workers (Con'd)

Work Permits are required for all workmen on site and will be issued by the Property Manager to the workmen free of charge. No workers without a Work Permit are allowed to carry out any works in the Premises or any parts of the building. All Work Permits shall be returned to the Property Manager everyday for record. The Property Manager reserves the right to levy a fine of HK\$ 100 per permit against the Tenant whose contractor loses the permit.

#### 6.6 Removal of Debris

During the fitting out, all material and debris are to be kept inside the Premises. The Tenant has to ensure the debris is cleared regularly or from time to time as it accumulated and keep the Premises tidy all the time.

The Tenant is responsible for the removal of the debris from Premises with advanced booking through Property Manager, between 07:00 to 08:30 daily or such time specified and approved by the Property Manager.

Unauthorized dumping of fitting out material and debris in the common areas is not permitted. No waste materials shall be discharged into sanitary fittings in toilets or floor drains, and no storage of dangerous or hazardous materials is allowed inside any area of the Building. The Property Manager reserves the right to remove such material and debris originated from the fitting out work and charge all the incurred cost to the tenant.

#### 6.7 Insurance of Works

Tenant is required to effect and maintain an insurance policy of contractors all risks insurance during the fitting out period. The said policy should be in joint name with "South Eagle Investments Ltd" as Landlord, Jones Lang LaSalle Management Services Limited" as Fit-out Controller and Property Manager" and for a limit of not less than HK\$20,000,000.00 for any one occurrence of loss or damage and unlimited in amount for the period of insurance.

#### 6.7 Insurance of Works (Con'd)

The Landlord shall be indemnified against any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the fitting out works and provided always that the same is due to any negligence, omission or default of the tenant, his servants or agents. Copy of the said insurance policies is required to be submitted to the Controller for verification before the commencement of fitting out work.

#### 6.8 Protection against Damage

The Tenant must provide proper and adequate protection to public safety and against the Base Building finishes between the Premises and the service lift including but not limited to the lift lobbies, toilet areas, service corridors, exterior cladding and glass, light fixtures and ceiling, etc. Such finishes shall be protected by the Tenant at all time during the fitting out period to avoid damage. Any damage to the same will be made good by and at the cost of the Tenant. The Controller and Property Manager reserve the right not to allow the contractors to carry out fitting out works if the contractors fail to arrange the required protective measures. The landlord, its agents and the Controller shall not be held any liability if the fitting out works is so suspended/ delayed.

For multi-tenanted floor, facilitation fee would be levied to tenant in respect of fitting out works. This fee covers protection of materials and extra cleaning services for common areas.

The Tenant's contractors must provide proper and adequate fire fighting equipment such as dry powder portable fire extinguisher which must be maintained on the Premises throughout the fitting out period. One dry powder extinguisher must be provided for every 100 m<sup>2</sup> of the Premises. The Tenant is required to be aware of and prevent any false alarm and damage caused by fitting out works. The service charges claimed by Fire Services Department and the charges for the remedial works claimed by Controller will chargeable to the Tenant.

#### 6.8 Protection against Damage (Con'd)

The Tenant's contractors must provide all necessary precautionary measures during all time of work as required by relevant regulations and the Controller/ Property Manager.

#### 6.9 Work Area

The work area should be kept tidy and must be confined within the Premises at all times. All materials and debris are to be kept in the Premises during the working period without obstructing public corridors or any part of the public area of the building. No public and staircase area should be used as working area and/ or storage.

#### 6.10 Designer/ Contractor Details

A list of names, identity card numbers and contact numbers of the contractors, contractor's workers and site representative to be engaged on the works is to be submitted to the Controller, prior to commencement of the fitting out works. Site representative shall be available full time on site for liaison during fitting out works and be responsible for all works going on within the Premises.

Prior to the commencement of the fitting out works, the Tenant are required to inform the Controller the Emergency Contact for responsible person(s) along with a spare key to the Premises for emergency use. The key will be sealed up in an envelope under witness of both representatives of the Tenant, the Controller and the Property Manager.

### 6.11 Working Hours

All fitting out works shall be subject to the inspection by the representatives of Controller and Property Manager from time to time during progress of the fitting out works.

Fitting out work may be carried out from 08:00 to 18:00 daily. The Controller and the Property Manager reserve the right to regulate any working hours as it found necessary. Prior approval must be obtained from the Controller or the Property Manager should the working hours be extended beyond the above.

All fitting out works which generate noise, irritating smell or cause nuisance to other tenants must obtain the Controller's or the Property Manager's prior consent and be restricted to between 07:00 and 08:30 or other hours as specified by the Controller or the Property Manager.

All furniture or other fixtures must be prefabricated and painted off-site and not in the Common Parts of the Building. Any painting or other nuisance activities within the Premises which may in the opinion of the Property Manager cause annoyance or disturbance to other tenants or users of the Common Parts must only be performed when permitted and specified by the Property Manager.

### 6.12 Drilling, Chiseling and Demolition Work

Drilling, chiseling, demolition or other noisy works are normally not allowed in the building. If so, it shall be carefully planned and implemented. The working method shall be submitted to the Controller for approval. Any pneumatic drilling is not permitted on the Premises.

### 6.13 Delivery of Materials

All goods and materials are to be transported to and from the Premises via the designated service lifts and service passageways with prior appointment / booking approved by Controller. No passenger lifts are allowed to be used for the above purposes unless otherwise as directed by the Property Manager.

### 6.13 Delivery of Materials (Con'd)

Only rubber-wheeled carts and trolleys are allowed be used to deliver goods and materials. Care must be taken to avoid damaging floors, ceilings, walls, joinery, lobbies and other common parts.

The Property Manager is not responsible for any loss of tools, equipment and building materials. Tenants are responsible to ensure that contractors remove all debris to the designated collection point in an orderly and proper fashion in specified container and comply with security staff's directions throughout the working period.

Prior arrangement with the Property Manager for the use of the service lifts is required for large volume delivery.

### 6.14 Contractors' Manner

The Tenant's Contractors are required to take proper action to ensure workers to be dressed properly when they are working either in the Premises or common area. No worker being barefooted or naked is allowed to stay at common area. No gambling, smoking, fire, overnight stay or disturbances are allowed in the Premises. The Property Manager reserves the right to ask such person(s) to leave the building and reject them for re-entry whenever deemed necessary.

The disabled toilet will be made available during the fitting out period for contractors' use. The contractors must keep the toilet clean and tidy at all times and not cause any inconvenience to other Tenants. Any damage to the Landlord's finishes, fittings or installation must be made good at the Tenant's cost.

### 6.15 Completion of Fitting Out Works

The Tenant are required to inform the Controller one week in advance of completion and notify the Controller for site inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Controller. The Tenant is required to complete comprehensive cleaning to all kinds of services below raised floor panels well before the site inspection.

#### 6.15 Completion of Fitting Out Works (Con'd)

Within 14 days of completion, the Tenant are required to submit 2 full sets of as-fitted drawings with a copy of the Completion Certificate of the Electrical Works, i.e. WR-1, and Fire Services Installation, i.e. Form 251, to the Controller for reference and record. Those drawings should include but not limited to floor plans, reflected ceiling plans, shop front elevations, all E&M installations, etc.

If the operation of the Premises requires licensing approval from any Government Authorities, a copy of such licensing approval letter shall be submitted to the Controller for retention within 14 days from the approval.

#### 6.16 Others

To meet with the fitting out requirements, if the Tenant needs to temporarily suspend the central system or switch off the main supply for connection to services of the fitting out works, such as discharging water from fire service system, relocation of air-conditioning, teeing of cable, water piping, etc. Please inform the Property Manager for arrangement. In case of damage to the fresh water, flush water and/ or fire service supply pipes or any drainage pipes, thus causing any undesirable consequences and/ or damage to the other parts or equipment of the Building, the Tenant concerned will be held responsible for cost of rectification.

To avoid any fitting out debris/ dust entering the central system and effect to the system, central air-conditioning should not be used while fitting out works is in progress.

Welding or heating of bitumen is prohibited anywhere in the Premises without prior approval from the Controller.

To avoid disturbance caused to other shop tenants and shoppers, shop tenants will be required to cover up all glass panels at perimeters of the shop with white electrostatic film. All doors should be closed during the fitting out works. In addition, it is the Tenant's responsibility to place protective boards on the inner surface of shop glass against scratches or damages.

7.0 Deposits, Charges and Fees

7.1 Fitting Out Deposit

A fitting out deposit will be charged as follows and should be made payable to the Property Manager – **Jones Lang LaSalle Management Services Limited** before commencement of the fitting out works.

<u>Area of Leased Premises</u>	<u>Amount of Fitting Out Deposit</u>
1 whole floor / individual units / shops	HK\$ 20,000.00 per unit / shop / 1 whole floor
More than 1 floor	HK\$ 20,000.00 per floor

The fitting out deposit will be refunded to the Tenant without interest after Tenant's completion of the fitting out works to the satisfaction of the Controller and after Tenant's settlement of any expenses by the Landlord for making good any damage to the Premises, the building and Landlord's property arising from Tenant's fitting out works, whichever is later.

7.2 Vetting Fee of Fitting Out Proposal

For all office premises, the Controller would levy a charge of HK\$ 1.80 per sq. ft.(minimum charge HK\$2,300.00) while HK\$ 2.30 per sq. ft.(minimum charge HK\$2,300.00) would be charged for all retail shops and restaurant/ café. These charges cover the Landlord's consultants' review of the fitting out design proposals. However, in approving the fitting out proposals, the Landlord/ Controller/ Property Manager accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant's purpose, nor does the Landlord/ Controller/ Property Manager imply that the approved proposal will be acceptable to the Authorities. The Tenant shall always consult the Tenant's own consultants to ensure the Tenant's proposal is fit for the Tenant's purpose and in full compliance with Government and Statutory Requirements. The Tenant shall make separate submissions to the relevant Government Authorities.

7.3 Vetting fee should be paid when making the submission of fitting out proposal. Please make a crossed cheque payable to the controller “**Jones Lang LaSalle Limited**”. A demand note will be issued when sending out this Fitting Out Handbook and base building details for tenants. Tenants and their contractors are deemed to accept and abide the conditions and restrictions of this fitting out handbook upon payment of the necessary charges to the Controller for processing the fitting out application.

#### 7.4 Coordination Fee for Reinstatement Work

Coordination fee should be paid with a cross cheque payable to “**Jones Lang LaSalle Limited**” before the commencement of the reinstatement work and the said fee is for coordination and administration of both tenants and their appointed contractor in relations to the building management issues and the requirement of the reinstatement work. The coordination fee for reinstatement work will be charged as follows: -

<u>Type</u>	<u>Charge</u>	
Office	HK\$0.5 per sq. ft.	Minimum HK\$1,000.00 per unit
Shop or Restaurant	HK\$1.0 per sq. ft.	Minimum HK\$2,500.00 per unit

7.5 For the fit-out work and reinstatement work of single-tenanted floor, tenant should appoint lift maintenance contractor of the building to disconnect the service of passenger lifts that reach the floor before the commencement of works, and resume the lift services after the completion of works for safety purpose.

7.6 We may charge any administration / coordination fee from outgoing tenants on any outstanding reinstatement works subject to 5% of the total cost for such outstanding reinstatement work.

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## 8.0 Information on Relevant Contractors

### 8.1 Landlord's Nominated Contractors

Mechanical Ventilation & Air-Conditioning	:	Dah Fung Service Contact : Mr. Matthew YU Tel. : 3180 1319 Fax : 2836 0501
Fire Services System	:	Mansion Fire Services Co., Ltd. Contact : Mr. T. Y. Ting  Tel.: 2907 9393 Fax: 2907 9911
Electrical System	:	Arts View Engineering Ltd. Contact : Mr. Jawry K. F. LAI Tel. : 2574 5019 Fax : 2591 6074  : Precision Engineering Services Ltd. Contact Person: Mr. Jason WONG Tel. : 2846 5936 Fax : 2214 0781
Building Management System (BMS)	:	Johnson Controls Hong Kong Limited. Contact : Mr. Rico Luk Tel. : 2590 0012 Fax: 3641 8159
Plumbing and Drainage	:	Precision Engineering Services Ltd. Contact Person: Mr. Jason WONG Tel. : 2846 5936 Fax : 2214 0781
Ceiling Supplier	:	Asia Engineering Company Contact Person: Mr. K. P. Chau Tel. : 9453 4052 Fax : 2618 0629
Cleaning Service	:	Premier Cleaning Services Ltd Contact Person: Mr. P. M. Sit Tel. : 2846 5658 Fax : 2968 0023

## 9.0 Base Building Provisions

The following information provides general descriptions and details of the Base Building finishes, mechanical and electrical systems including Tenant facilities provided by the Landlord for the Tenant's use.

### 9.1 General

Entertainment Building, Central was designed and developed using the highest quality materials for both interior and exterior Base Building finishes. Similarly, all materials and equipment specified for the building mechanical and electrical services are of the highest quality and the systems have been designed to provide the Tenants with optimum environmental conditions coupled with maximum design flexibility.

### 9.2 Office Floors

The service core at each floor level includes the lift shafts, lift lobbies, fire stairs, core corridors, toilets, pantry area, air-conditioning AHU room, electrical meter room and the telephone/ data communication room.

For multi-tenanted floors, the service core facilities are common areas shared by all tenants on that floor, while the common corridor will be finished with raised floor system with carpet floor finishes by the Landlord. For whole floor tenancies, the toilets, core corridors, lift lobbies and pantry are available for such tenant's sole use.

### 9.3 The Mall

The Mall is located on Ground Floor to 2<sup>nd</sup> Floor, where 1<sup>st</sup> Floor would be shared by the office and restaurant floor lobbies.

\*\*\*\*\* This is the END \*\*\*\*\*