

ANNEX B - SECURITY AND HOUSEKEEPING RULES FOR REINSTATEMENT WORKS AT LEVEL 7, THE URA CENTRE (“THE PREMISES”)

Security & Safety Rules

- 1) The Contractor shall apply to the URA (landlord) and obtain a valid and approved permit to work before commencement of works. A copy of the approved permit to work shall be displayed prominently in the premises throughout the entire fitting-out period.
- 2) The Contractor must submit to the URA (landlord), the particulars (i.e., Name, NRIC Number or Work Permit Number) of workers who are authorized by him to work at the premises. The Contractor shall also ensure that the work permit of these workers is valid for the whole duration of the renovation period.
- 3) The Contractor and his workers must exchange for “Contractor Pass” with their identity card or work permit pass at the 1st storey security counter of The URA Centre before they are allowed to enter the buildings to work at the premises. For security and identification purpose, the Contractor’s workers shall always display the Contractor Pass prominently when they are working in the buildings.
- 4) The Contractor must return the “Contractor Pass” to the security officer at the 1st storey security counter of The URA Centre at the end of each working day.
- 5) The working hours for the Contractor are as follows:
 - a) 8:30 am to 7:00 pm during weekdays for work that does not generate noise.
 - b) 7:00 pm to 10:00 pm during weekdays and on Saturdays for noisy works (e.g., hacking and drilling) and subject to strict compliance with NEA’s noise regulations and relevant fire safety regulations.

No work is allowed on all Sundays and Public Holidays. However, should the Contractor require works to be done on Sundays and Public Holidays, CLC and/or the Contractor shall seek the approval of URA (landlord) with a minimum of one week’s notice period.

- 6) If the Contractor should breach the regulations above, the Contractor will bear penalties and costs imposed under the regulations. The Contractor will also not be allowed to continue the works until they have obtained the approval from the CLC or URA (landlord) to resume work.
- 7) The Contractor shall comply with all instructions issued by the security officers at The URA Centre and East Wing.
- 8) If loading bay access is required, the Contractor shall submit to URA (landlord) and copy CLC for vehicle clearance with a minimum of 3 working days’ notice period.

- 9) The Contractor shall ensure that their workers take all necessary safety precautions and to comply with Ministry of Manpower's prevailing Workplace Safety guidelines.
- 10) The Contractor shall ensure that they take up the following insurance policies at their own cost and expense for the fitting out works:
 - Contractor's All Risks (including Fire and Perils and Public Liability)
 - Work Injury Compensation
 - Any other Insurance Policy deemed necessary

House-keeping Rules

- 1) The Contractor's workers are not allowed to consume food or smoke while working at the premises.
- 2) The Contractor's workers are to confine their work strictly to their workplace at the premises. They are not allowed to loiter about in the building or trespass to other floors. They are allowed to use the toilets located at Level 1 of The URA Centre, near the service lifts lobby.
- 3) The Contractor's workers must not cause any obstruction at the common areas (such as the corridors, staircases, lift lobbies, car parks) or create excessive noise to cause inconvenience to other occupiers in and visitors to the building.
- 4) The Contractor's workers are not allowed to dirty the common areas (such as the corridors, staircases, lift lobbies, car parks) by throwing food wrappers, plastic bags and other unwanted building materials indiscriminately.
- 5) The Contractor is responsible to protect from damage all the existing properties belonging to URA (landlord) e.g., the granite floors and walls, the wooden doors, staircase ceramic tiles, carpet tiles, lifts' stainless-steel panels, toilets' taps, w.c. bowls, urinals, mirrors, wash-hand basins, etc. The Contractor shall reinstate and made good all damage caused by him and/or his workers to the satisfaction of the URA (landlord) at the Contractor's own cost.
- 6) The Contractor shall not cause damage to any existing mechanical and electrical systems or services. The Contractor shall reinstate and make good any damage to the mechanical and electrical systems or services caused by him and/or his workers to the satisfaction of the URA (landlord) at the Contractor's own cost.
- 7) It is the Contractor's responsibility to restrict his workers, sub-contractors and agents to use only the assigned lift for travelling and for transporting of building materials, tools and equipment to the designated floor to work. The Contractor is to strictly enforce this rule on his workers, subcontractors and agent alike as any damage to the other lifts not assigned to them for use but nonetheless used by them without the URA's permission shall be made good by the Contractor at his own cost and expense within the timeframe specified by URA (landlord), failing which URA shall make good the damage and to charge all costs and expenses incurred to the Contractor.

- 8) The Contractor shall provide at his own cost a bulk container or skip tank for disposal of all unwanted building materials, debris and wastes from the premises and to cart away all unwanted building materials, debris and wastes from the premises to an approved government dumping ground.
- 9) The Contractor shall not dispose of his unwanted building materials, debris, etc. at The URA Centre's bin centre.
- 10) The Contractor shall bear the full cost of any false fire alarm activations caused by the negligence of the Contractor's workers, sub-contractors, or agents in the course of their work.
- 11) The Contractor shall comply with all instructions issued by CLC and URA (landlord) from time to time during the renovation work.