



CIMB Plaza & BNI Tower

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PERMIT TO WORK (for adhoc work, to be displayed on site)

To be submitted at least 3 working days in advance

Serial No. _____

A) PARTICULARS OF APPLICANT

Name & Address of Applicant (Tenant) :	Name & Address of Applicant / Contractor:
Contact person:	Contact person:
Contact nos.: (O) _____ (HP) _____	Contact nos.: (O) _____ (HP) _____
E-mail address:	E-mail address:

B) DETAILS OF WORK

Nature of work:	Duration of work: Date: From: _____ to _____ (inclusive) Time: From: _____ to _____ (inclusive)
Location of work: (please tick the appropriate box) <input type="checkbox"/> Level _____ <input type="checkbox"/> Others, specify _____ For work inside MDF Room, pictures submission to MCST 4735 is required showing clearly completed work (Cable Routing to the Main Distribution Frame). (Any Access into the MDF Room will require to submit an Authorised letter from the approved TELCO) MDF Room work completion pictures <input type="checkbox"/> Type of key(s) required MDF Room <input type="radio"/> Riser <input type="radio"/> AHU <input type="radio"/> Roof <input type="radio"/> Others <input type="radio"/> _____	Documents to be submitted before commencement of work: i. Worker's List <input type="checkbox"/> ii. Risk Assessment for Environmental, Safety and Health (RA) <input type="checkbox"/> iii. Method Of Statement with drawing indicating cable route, mounting of equipment and etc. <input type="checkbox"/> iv. Work Schedule & Emergency Contact List <input type="checkbox"/> v. P.E Endorsement, if applicable. <input type="checkbox"/> vi. Public liability Insurance (SGD 1 MIL) <input type="checkbox"/> vii. Hot Work Permit (R4) <input type="checkbox"/> viii. Fire Alarm Isolation (R6) <input type="checkbox"/> ix. Working At Height permit attached (R9) <input type="checkbox"/> x. Connection to Landlord Power Supply <input type="checkbox"/> xi. BCA Approval on business resumption, if required <input type="checkbox"/> xii. Worker's SGWork Pass Approval, if required <input type="checkbox"/> xiii. Any other requirement <input type="checkbox"/>

Lockout-Tagout: _____ (Location) _____ (Equipment) _____ Period for the LOTO

C) DECLARATIONS

TO BE COMPLETED BY APPLICANT - TENANT: I declare that I have duly authorised the said contractor to carry out the above works and fully agree to abide by all terms and conditions stated under Section E.	TO BE COMPLETED BY APPLICANT - CONTRACTOR: I declare that the information given by me is true and accurate. I fully agree to abide by all terms & conditions stated, and further undertake to be fully responsible for the fire safety of the area which has been isolated as a result of the above-mentioned work.
Signature (Tenant) _____ Company Stamp _____	Signature (Contractor) _____ Company Stamp _____

D) FOR LANDLORD/SP USE

<input type="checkbox"/> We have reviewed and approved the works requested by the Tenant and/or their Contractor. We hereby submit this to The Management of Strata Title Plan No. 4735, for your review and approval.	
Landlord/SP Company: _____	Company Stamp: _____
Name: _____	Signature / Date: _____

E) FOR MCST USE ONLY

Management Corporation Strata Title Plan No. 4735 (MCST 4735)	() Approved () Not Approved
Name: _____	Signature / Date: _____

Special Instruction(Remarks):

E) TERMS & CONDITIONS
1. The Permit to Work form must be submitted at least 3 days in advance for approval and is valid only for the duration of the work specified.
2. The Worker's List must be completed and submitted together with this Permit to Work form for issuance of contractor passes by the Security Supervisor before the commencement of works. The contractor shall ensure that no illegal workers are working in the building. The landlord and/or its representatives reserve the right to remove workers or refuse entry to any worker at its discretion.
3. The Applicant shall ensure full and strict compliance of the local regulations, such as Workplace Safety and Health (Risk Management) Regulations, Workplace Safety and Health Act (WHSa), code of practice on environmental, health and safety etc. The Applicant shall hereby agree and undertake to reimburse The Management Corporation – Strata Title Plan No. 4735, The Subsidiary Management Corporation No. 1 - Strata Title Plan No 4735, The Subsidiary Management Corporation No. 2 – Strata Title Plan No 4735 and/or its representatives, for all claims and expenses plus a 15% admin fee that may arise as a result of the Applicant's non-compliance of the said Act and its regulations including any damages to the Landlord's property.
4. This Permit to Work does not constitute approvals to design, method statements, submitted risk assessment, usage of materials / equipment or approvals from relevant authorities whatsoever. The applicant shall be solely responsible for compliance with all statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA etc.; and shall conform in all respects with the provisions of such laws, rules and regulations.
5. In the event of an emergency, e.g. fire alarm activation, all works shall cease immediately and Fire Command Centre be notified without delay.
6. All work areas shall be properly barricaded and standard safety / warning signs shall be displayed at all times. (For renovation works, a copy of the approved Permit to Work must be displayed at the site entrance).
7. Approved site protection of the common areas including the Service lift and washable filter protection for air-condition equipment (if applicable) must be in place before commencement of works.
8. All works shall be confined to within the approved premises and no workers shall be permitted to loiter in other areas, or eat, smoke, litter and use the toilets (except the designated toilet) in the building. They are to comply to the BMO and Security instructions given. Any Power Supply connection to the building power supply is to be done with an 13A portable ELCB (no direct connection). This is to avoid tripping of building electrical power supply. Failure to comply will be resulted to fines as listed in the house rules.
9. Duplication of keys drawn is strictly prohibited. Upon demand, keys must be returned immediately to the FCC or BMO. No keys shall be kept overnight by any external parties.
10. All noisy works (eg drilling & knocking etc), work creating smell (eg painting, carpet gluing etc) and work that will affect the operation of common area are not allowed during the following timings: Office Weekdays : 7.00 am to 7.00 pm , Saturday : 7am to 1pm Retail Weekdays : 10.00 am to 10.00 pm , Saturday : 10am to 3pm
11. All doors to area of work shall be locked after completion of work or when leaving the work area.
12. The workplace shall be kept clean, free of hazardous materials, and all debris shall be cleared at the end of the day.
13. An administrative fee shall be charged to the applicant on the following: a) S\$100 (excl GST) for loss of Contractor Pass/Access Card b) S\$100 (excl GST) per occasion if failure to comply with any of the Do's & Don'ts (including workers were found consuming food, smoking or littering in the building; use and dirty the toilets; loss of each key drawn; failure to return the key within the same day of work) c) S\$500 (excl GST) Failure to remove bulky debris d) S\$200 (excl GST) Failure to dispose of rubbish in designated area e) S\$100 (excl GST) Failure to inform Landlord for any works carried out in the building
14. The applicant shall agree to indemnify The Management Corporation – Strata Title Plan No. 4735, The Subsidiary Management Corporation No. 1 - Strata Title Plan No 4735 & The Subsidiary Management Corporation No. 2 – Strata Title Plan No 4735 . on all incidents when submitting this application.
15. Action will be taken against any non compliance of this permit.

FORM R1

WORKER'S LIST FOR TENANT'S CONTRACTOR

(To be completed by Tenant's Contractor)

Particulars of Tenant			
Name of Company		Unit No.	
Email Address		Contact No.	

Particulars of Contractor			
Name of Company			
Address			
Person-in-Charge		Contact No.	
Email Address			

Particulars of Worker(s)			
S/N	Name of Sub-contractors / Workmen	NRIC(Las t 4 Digit) /FIN/WP No.	Work Permit Expiry Date

Attach worker name list if necessary

We certified that the information given above is true.

Name & Signature (Tenant)_____
Company Stamp & Date (Tenant)_____
Name & Signature (Contractor)_____
Company Stamp & Date (Contractor)

Control of Contractor's Workmen

The contractor shall be responsible for the conduct of the workmen and shall restrict them only to the site of the works and ensure that they do not trespass into adjoining property and existing buildings on the site on which work is not in progress. He shall take all necessary precautions to prevent trespass and nuisance and shall indemnify the Management against any damage, injury or claim arising in connection therewith.

1. Name of Tenant's Contractor

- (i) Tenants are requested to appoint and maintain a supervisor, throughout the duration of the construction works, who is authorized to control workmen engaged in the demised area and to receive instructions from representatives of the Management during an emergency.

2. Contractor's Workers

- (i) The Management may refuse to admit workmen employed by the tenant or the contractor's sub-contractor whose admission would in the opinion of the Management as undesirable.
- (ii) The workers must be properly attired in uniform which clearly identifies them as the contractor's workers and should put on the contractor pass.
- (iii) The contractor is responsible for the conduct and behavior of their workers.
- (iv) Contractor's workers must submit the name list of their workers.
- (v) Upon arrival at the site for works, the workers shall inform the duty security guard the purpose of the visit and hand over their identification cards in exchange for contractor's pass. Loss of the pass will be subjected to a charge of \$60 (subjected to GST) per pass.

3. Employment of Illegal Workers /Immigrants

- (i) Tenants are to advise the main contractor of the above mentioned in the execution of the Fitting Out work.
- (ii) Tenant's contractor shall ensure that all foreign workers shall have valid work permits or employment passes and that all provision of the Immigration act (Cap 133) and the regulations and directives thereunder are complied with at all times.
- (iii) Tenant's contractors shall observe, perform and comply, in every respect with the provisions of the Employment Act (Chapter 91) and the Employment of Foreign Workers Act (Cap 91A) and any amendment thereof for the time being in force.
- (iv) The Management and its representative shall not be responsible for such action by the contractor and they should be fully responsible and shall indemnify the Management and its representative arising from it.

The Management or its Authorized personnel reserves the right or add to revise the terms and conditions herein. Such revision or addition shall be valid with immediate effect.