

UPDATED ON 1ST OCT 2021

RENOVATION WORK / AIR-CON (INSTALLATION / CLEANING)

NAME: _____ (OWNER / TENANT)	DATE OF APPLICATION: _____
BLOCK NO.: # _____	UNDERTAKING: <i>I agree to adhere to the terms and conditions mentioned on the following pages and that the information is true to the best of my knowledge. I/We consent to provide my/our personal data for the above purpose.</i>
RESIDENT CONTACT: _____	

CONTRACTOR COMPANY: _____

PERSON TO CONTACT: _____ CONTACT NO.: _____

DATE OF WORK: _____ TO _____

HACKING DURATION (If any): _____ TO _____

**HACKING WORK ARE ONLY LIMITED TO A MAXIMUM OF 5 DAYS. NO NOISY WORKS ALLOWED ON SATURDAY*

**STRICTLY NO WORKS SHALL BE CARRIED OUT ON SUNDAY AND PUBLIC HOLIDAYS*

DESCRPTION OF WORK: _____

Cheque payable to: THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2874

===== FOR OFFICE USE =====

- REFUNDABLE DEPOSIT (AIRCON-CHEMICAL WASH) : \$300/-
(CHQ: _____/OR#: _____)
- REFUNDABLE DEPOSIT (RENOVATION/AIRCON REPLACEMENT OR INSTALLATION) : \$500/-
(CHQ: _____/OR#: _____)
(Note: it will take at least 5 working days to process the return of refundable deposit cheque)
- REFUNDABLE DEPOSIT (HACKING) : \$1,000/- (CHQ: _____/OR#: _____)
(Note: it may take 30 days to process the return of refundable deposit cheque)
- LIFT PADDING FEE (RENOVATION/AIRCON REPLACEMENT) : \$20/- CASH
(CASH: _____/OR#: _____)

APPROVED BY: _____ DATE: _____

Mon to Fri : 9AM-5PM
Sat : 9AM-12.30PM

No work shall be carried out on Sunday and Public Holidays

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RULES AND REGULATIONS GOVERNING ADDITION ALTERATIONS AND RENOVATIONS WORKS

1.0 Type of Work

- 1.1 Applicant & his nominated sub-contractors can only carry out the type of work specified in the "Application for renovation" form which must be submitted to the Management of SunGlade at least three (3) weeks before commencement of work.

2.0 Working Hours

- 2.1 Work can only be carried out after receipt of "Approval for Renovation" and, unless otherwise provided, within the following hours:

MONDAYS TO FRIDAYS	9AM TO 5PM
SATURDAY	9AM TO 12.30PM

Strictly no work shall be carried out on Sunday and Public Holidays and no noisy works on Saturday

- 2.2 All works causing noise disruption such as hacking, knocking, hammering, drilling etc. and painting/ varnishing works which generate strong odour are to be carried out between 1000 hrs and 1700 hrs from Mondays to Fridays only.
- 2.3 Hacking shall be carried out up to maximum five (5) working days. Written application must be submitted to the Management if extension of work duration is required.
- 2.4 Maximum work duration is one (1) month. Written application must be submitted to the Management if extension of work duration is required.
- 2.5 The applicant shall obtain prior written approval from the Management to carry out work beyond the hours stipulated, provided such extended work does not disturb the residents.

3.0 Deposit

- 3.1 The applicant shall pay a deposit of S\$500.00 (for minor renovation) / S\$1,000.00 (for major renovation e.g. hacking) / S\$300.00 (for air-conditioner chemical washing) and S\$500.00 (for installation of air-conditioning units) and cheque made to payable to "MCST 2874" which will be refunded free of interest and it will take at least 5 working days to process the return of cheque upon the completion of renovation work. Any hacking work involved, deposit may be refunded after 30 days upon completion of renovation and subject to all claims by the Management for damages to the common property and/or properties of subsidiary proprietors in SunGlade.
- 3.2 If the deposit is insufficient to meet the claims of the Management, the applicant shall pay the difference between the said deposit and the amount so claimed by the Management. The whole deposit would be forfeited with advanced notice if any of the conditions stated herein were not complied with.

4.0 Security

- 4.1 All workers of the applicant and that of his sub-contractors shall inform the Security Personnel at the Guard House of their intention to enter any unit to carry out renovation work.
- 4.2 All contractors must report at the Security Guard House checkpoint to obtain identification cards, and must wear these identification cards at all times.
- 4.3 The applicant shall be responsible for the good conduct and behaviour of all workers and that of his sub-contractors while they are in SunGlade.
- 4.4 Any worker found misbehaving and/or refusing to comply with the security procedures will be removed from SunGlade.

5.0 Use of Lifts in SunGlade

- 5.1 All deliveries/ removals workmen shall use only designated lifts and staircases directly serving the apartment they are going, so as not to inconvenience other residents. Packing and construction materials must be removed and disposed of by the occupants on the same day as they are being brought in. The lifts shall not be held unnecessarily and not longer than 10 minutes at a time.
- 5.2 The applicant shall pay a non-refundable padding fee of \$20 in cash for the rental of canvas protection for the lift with the management office during registration and shall ensure that adequate protection is given to the lift wall and flooring when carrying furniture and fittings to and from the apartment unit.

6.0 Cleanliness

- 6.1 The applicant shall maintain the general cleanliness of the common property used by all his workers and those of his contractors. The applicant must ensure that any area, soiled by his workers and that of his sub-contractors, is cleaned up immediately to the satisfaction of the Management.
- 6.2 No debris should be placed/ left at any part of the common property.
- 6.3 At the end of each day, all debris must be removed from the common property. No rubbish or building material shall be thrown down the rubbish chute.
- 6.4 During chemical washing of air-conditioner compressor, please do not affect the below units. If below units are affected, the refundable deposit of \$300.00 will be forfeited.

Mon to Fri : 9AM-5PM
Sat : 9AM-12.30PM

No work shall be carried out on Sunday and Public Holidays

UPDATED ON 1ST OCT 2021**7.0 Other Terms and Conditions**

- 7.1 The applicant shall allow any authorized representative of the Management into the unit under renovation for the purpose of checking that no unauthorized work is being carried out.
- 7.2 The Subsidiary Proprietor or the contractor undertakes to comply with all statutory regulations and in the case of renovation requiring permits from the relevant authorities, such as the Building & Construction Authority, Urban Redevelopment Authority, Public Works Department, etc the onus is on the owner and the contractor to secure such permits to the satisfaction of the Management before commencing such renovations. The Management's approval of the renovation works shall be subject to approval from the relevant authorities; and shall not constitute a waiver on the applicant's part to ensure approval from the relevant authorities.
- 7.3 If the Subsidiary Proprietor or the contractor fails to secure such permits when such permits are required by the statutory regulations to comply with such statutory regulation, the owner or contractor shall be liable for such expenses incurred by the management as a consequence of such breach.
- 7.4 The Management reserves the right to reject any applicant or revoke any approval granted by its own discretion.
- 7.5 The Management shall not be liable for any damage arising from the rejection of the applicant or revocation of approval granted. Approval shall not be unreasonably withheld.
- 7.6 The following general guidelines for renovation work shall be strictly adhered to:
- No hacking of any structural wall, beam, slab or column
 - No re-running of the common electrical system.
 - No alteration to or relocation of external windows.
 - No alteration to or relocation of balconies or doors and doorways.
 - No raising of the floor level or increasing the total load of the floor.
 - No trellises of any design.
 - No permanent or retractable clothes hanging devices protruding beyond the units boundary other than those approved by the Management or if prior written approval had been given from the Management.
 - The installation of railings or grilles for the windows, doors, balconies or any part of the unit shall be done only for the purpose of security and according to the colour scheme and design as specified by the Management.
- 7.7 Air-conditioning units shall be installed in positions in conformity with other units in a position approved by the Management.
- 7.8 All sunshades window film shall be subject to the approval of the Management.
- 7.9 The Subsidiary Proprietor shall ensure that works to be carried out will not in any way affect the structure of the building or the common property nor will it in any way cause any nuisance to other residents.
- 7.10 When requested, plans for the renovation works will have to be submitted to the Management.
- 7.11 Waterproofing - No hacking of wet areas without prior written approval from the Management.

8.0 Unauthorized Renovation Work

- 8.1 The Management reserves the right to take legal proceedings against any unauthorized renovation work carried out in the unit.
- 8.2 The applicant or the Subsidiary Proprietor will indemnify the Management against any loss, damage or costs of legal proceeding arising from such works regardless of whether or not it arose from the negligence of the owner, contractor or any of their servants or agents.
- 8.3 Such indemnity must be made on the prescribed form that shall be submitted along with the "Application for Renovation".

9.0 Safety Requirements for Works of Engineering Construction

- 9.1 Such indemnity must be made on the prescribed form that shall be submitted along with the "Application for Renovation".
- 9.2 The Contractor shall be responsible to provide all necessary safety devices and safety precautions to eliminate danger to its workmen, occupants, staff and the general public and property of others.

10.0 Risk Management

- 10.1 The Contractor shall be responsible for compliance with the requirements as stipulated in WSH (Risk Management) Regulations and submit a risk assessment of the work to the MCST before commencement.

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Sat : 9AM-12.30PM

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