

Annex C

CHECKLIST FOR FITTING-OUT PRIOR TO COMMENCEMENT OF WORK

S/No.	Description	Yes	No	N / A
1.0	Insurance Policy			
1.1	Contractor's Commercial General Liability Insurance			
1.2	Insurance policy covering the designated premises for the term of rent			
1.3	Any other insurance policy deem necessary			
2.0	Deposit			
2.1	Fitting-Out/Reinstatement/Utility Deposit			
3.0	Fitting-Out Plans / Renovation Drawings			
3.1	Architectural / ID (A1 size) Plans (layout plan, reflected ceiling plan, floor finishing plan, signage, etc.) Sections Elevation (Façade / shop front, internal) Perspective / Visual in colour Material / Sample board			
3.2	Electrical Services Electrical lighting and power distribution layout plan Table of loading / Equipment list Services routing plan			
3.3	Mechanical Services Air-conditioning layout plan with details of supply and return air grille Exhaust system plan with details All equipments list			
3.4	S & P Services Sanitary / Plumbing layout plan with details List of fixtures with specs			
3.5	Fire Protection System Public Announcement system plan Sprinkler system plan (with PE endorsement) Section through ceiling Specification of sprinklers used Fire alarm system plan			
3.6	Material Sample Boards			

S/No.	Description	Yes	No	N / A
4.0	Letters / Forms			
4.1	Letter of Undertaking for Taking Over Existing Fixtures and Fittings, if applicable.			
4.2	Occupier's List of Consultants, Contractors and Workers.			
4.3	Work Program.			
4.4	Details of all personnel, equipment and materials, entering and leaving the complex, for issuing security permits by the complex security office.			
4.5	Obtained from the Appropriate Authorities and furnish to the Landlord a copy of all requisite approvals/ clearances, where applicable.			

- Please indicate 'NA' of not applicable.

Name: Date:

Position:

Signature: