



Fit-Out Guidelines

## **FIT-OUT GUIDELINES**

We are pleased to have your presence as a gracious occupant of our most prestigious project "Jewel of India", JLN Marg, Jaipur. Your comfort and experience as an occupant is our foremost priority and maintenance team to take care of the same is deployed for your assistance.

Given below are the few pointers to be followed for hazard free operations while Fit-out :-

- Fill the fit-out / interior work form has to be submitted before commencing fit-out work.
- Interest-free, refundable deposit is collected towards security deposit before the commencement of fit-out work. These amounts are payable in favour of \_\_\_\_\_
- Specify the scope of work and submit plans of the proposed work to the FM team at least 07 business days prior to your scheduled commencement of work.
- Changes in the approved layout (removing partition walls, etc.) is not permitted without necessary prior statutory consent / permission / approval from the concerned authorities.
- If any work is carried out without the necessary approvals, a notice shall be issued to stop work immediately.

- Fit Out" for "Jewel of India" project.

Type of Apartment	3 BHK, 4 BHK, 5 BHK
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- Submit the details of the contractors / workers to the FM team at project site for the issue of identity cards / temporary passes (temporary passes are issued by FM team if any contractor / worker visits the apartment only for a day). Contractor / worker will not be permitted to enter the project site or carry out any fit-out work in the apartment without a valid identity card. (Below 18yrs of age Labors will not be allowed inside the premises).
- Fill and submit the form identifying the contractor/worker along with 2 photographs and their respective Govt. identity proofs before the commencement of fit-out work. Upon verification, FM will issue the work permission letter and worker identity cards.
- If the validity of the identity cards issued to the contractor / worker lapses, the updated identity cards must be obtained from the FM office.
- Fit-out / interior works are permitted to be carried out only between 9:00 am to 6:00 pm. No fit- out work is permitted between 2:00 pm to 4:00 pm. Also, no fit-out work is permitted on Sundays and National Holidays. The Company reserves the right to modify the fit-out work timings.

Prior to the commencement of fit-outs, ensure that the common area floor is adequately protected to prevent any damage during material movement from the service lift to the apartment.

Only the designated service entrance and service area to be used while transporting material to the apartment. All Loose dust etc is not allowed in the premises. Height of material vehicle is restricted to 7 feet, to facilitate via basement. All contractors / workers to use the service entrance and service elevators to reach the apartment. Any deviation from this may result in the withdrawal of permission for fit-out work.

- Good and materials in flat during and after fit-out is defined through basement 2 service lift only service lift should be well protected by a covering sheet before shifting of material.
- Ensure no work is carried out in the common areas, namely, car parks, staircases, lobby, etc.
- Ensure that the RCC elements (slab / beam / column / sheer wall) are not chiseled or cut.
- Only the designated service entrance and service are to be used while transporting material to the apartment. Height of material vehicle is restricted to 7 feet, to facilitate via basement. All contractors / workers to use the service entrance and service elevators to reach the apartment. Any deviation from this may result in the withdrawal of permission for fit-out work.

- Good and materials in flat during and after fit-out is defined through basement 2 service lift only.
- Ensure no work is carried out in the common areas, namely, car parks, staircases, lobby, etc.
- Ensure that the RCC elements (slab / beam / column / sheer wall) are not chiselled or cut.
- Changes are not permitted in the external elevation / façade of the tower. This includes the sliding windows / balcony railings / colour of the balcony walls, other external areas, etc. Placing of potted plants / planters / clothes lines in the flower bed / dry balcony / balcony / other external areas are not permitted. Installation of grills and mosquito nets in the flower bed / dry balcony / balcony / other external areas are not permitted.
- Modification in the elevation of the lobby / enclosing the lobby is not permitted. Also, no additional structures are to be installed in the lobby area.
- Size reductions in the toilet shaft windows are not permitted. The access to the toilet shaft should not be blocked / obstructed. Shaft area cannot be enclosed to be made a part of the apartment. Relocating the flush tanks, etc. in the toilet shafts are not permitted.
- Installation of loft tanks are not permitted.
- Store and clear the debris from the apartment as and when required. The debris should be cleared at the end of each day. Any deviation from this may result in withdrawal of permission for fit-out work. Debris should only be kept in designated provided area.
- Debris must be removed and taken out from the premises each day which would be at owners/contractor cost.
- No debris to be placed in the common areas – lobby, staircase, etc.
- All the debris should be covered
- Debris load should be evenly distributed in the apartment.
- The main/Servant entry door of the apartment must remain unchanged.
- Extra space in the common area/s cannot be used in any way.
- Installation of shoe rack / stand / counter / platform is not permitted in the passage / lobby area.

- Dish antennas / Flower Beds are not permitted in the dry balcony / balcony / other external areas of the apartment.
- Child labour and children loitering around the fit-out work area is not permitted. Lady worker is not permitted to work beyond the stated working hours without a substantiated documented reason.
- Ensure contractors / subcontractors provide their workers safety and personal protective equipment (PPE) like helmets, safety harness, safety glasses, rubber boots, hand gloves, etc. Any work carried out at an elevated level in the apartment should always be evaluated basis accessibility and accordingly provide adequate protection to workers to avoid any occurrence.
- Adequate insurance for the fit-out staff needs to be taken by the flat owner.
- Ensure the safety and security of the workers employed for carrying out the fit-out work in the apartment.
- Changes in the plumbing line are not permitted.
- Creation of new washroom/s and shifting of plumbing or drainage lines are strictly not permitted.
- Installation of geyser should only be allowed in the designated area provided by the projects under FM supervision. Kindly intimate the FM team before installing the same.
- Modification / civil work in the balconies are not permitted.
- Main Entrance door / skirting's are not permitted to be removed to maintain the uniformity of the Common Area.
- Ensure that water is judiciously used by the workers. Ensure to check that all taps are closed well prior to workers departing for the day.
- All material loading / unloading, handling and transportation must be supervised by an authorized vendor decided by the owner of the flat.
- No Fit-out material will be allowed to be taken out from the premises without proper gate pass issued by the fit-out vendor.
- It is advisable to keep all items/belongings under lock and key. The Company / Facility Manager (FM) team / Property Management team will not be responsible for the safety and security of any items / belongings and will not be held responsible for any loss / theft / damage to furniture or fixture. Kindly appoint a site supervisor for the fit-out work period to control and monitor the workers in the apartment.
- Ensure 02 (5Kg) BC type fire extinguisher should be placed in the apartment during the fit-out work period in the apartment. Contractor have to inform and collect Hot and Cold work permit from the FM before commencing the work.

- All cable wires should have proper plug tops. Loose cable wires are not permitted in any plug point.
- Ensure that the contractors / workers do not use the apartment as a temporary accommodation cooking in the apartment by contractor / worker is strictly not permitted.
- The Owner shall be solely responsible and liable for any damage / loss resulting from fire, electrical hazards or any injuries inflicted to any contractor / sub-contractor / worker / third party caused due to or in connection with the fit-out work.
- Upon completion of fit-out / interior works, kindly issue a written confirmation to the FM team. The security deposit will thereafter be refunded to you in 15 working days from the date of confirmation of completion of fit-out work, inspection and No Objection by the Facility Manager. In case of special work as detailed below, the deposit will be handed over to the Society and the decision of refund / return will solely lie with the Society. In case of any damage or violation of guidelines owing to fit-out work, the same shall be adjusted from the security deposit.
- For the movement of any item / goods out of the project site, a gate pass is mandatory. Kindly contact the FM team for any assistance on the same.
- Ensure cleanliness and safety measures are maintained whilst carrying out the fit-out work.
- The contractor should follow the Fire, Electrical and health safety policy during fit-out work.
- The fit-out work permission letter and the layout of the proposed fit-out work should be displayed inside the apartment during the course of fit-out work in the apartment.
- The fit-out work should be completed within the requested duration. For extension in the fit-out work period, kindly contact the PM team for further formalities on the same.
- Fit-out supervisor will conduct daily checks and shall keep a track of all fit-out-related activities to ensure the fit-out work is carried out in line with the approvals sought.
- FM shall issue notice for any deviations from the approved plan submitted (inside and outside the apartment). If a suitable response is not submitted to the FM team, the workers shall be instructed to stop the fit-out work after issuing an intimation to the Owner.
- Only three pin plugs to be used for all equipment while fit-out work is in progress.
- Chiseling should not be made on the RCC walls.
- Core cutting of wall is strictly not allowed.

- Chewing of tobacco and betel leaves are not permissible within the premises.
- Only Aluminum based ladders/ scuff holdings are to be used for fit-out work. Bamboo ladders will not be permitted inside the premises.
- Fire Sprinklers should not be covered. Also, no alteration/modifications are permitted to the existing approved fire sprinklers.
- Shoe mat must be placed at the entrance of the apartment prior to the commencement of fit-out work.
- Contractor must provide First-Aid box in the apartment during the course of fit-out work.
- Permission for Hot work to be taken from property management office a day prior to the commencement of work. The said permit should be displayed in the apartment.
- Live wire should not be laid down on the floor.
- Low tension cable/ telephone / TV / data / earthing cable has to be laid on a cable tray and extended up to the distribution board with proper rated ELCB(earth leakage circuit breaker).
- Distribution board and Miniature Circuit Breaker should be compatible with load end points.
- Firefighting pipelines have to be painted Red.
- Ensure fit-out work area is free from combustible material.
- Main door of the apartment must be shut during the course of entire fit- work.
- Owner will be solely responsible for any damages to Tile & Granite of their apartment. Request to take adequate precautions during Fit out works.
- Ensure the Fire smoke detectors caps and sprinkler locks are removed post fit-out work.
- Household material (furniture etc.) movement should be informed 6 days prior to the FM though written communication.
- Any alteration/Changes in the HVAC Equipment & Electrical wiring will lead to a violation of the warranty.

**Special work, if carried out, as listed below:**

1. In terms of any fit-out work / modification made to the flooring in the washroom / kitchen, the Owner shall be solely responsible for any damage to the waterproofing. If civil work is carried out on the flooring, If the flooring is being changed / replaced, ensure waterproofing is implemented again and that the area is waterproofed along with a 48-hour ponding test which should be carried out under the supervision of the PM / FM / Tower-in-charge team. Ensure that the waterproofing work implemented shall stand guaranteed for

10 years. Should there be any seepage in the apartment below due to the work carried out in the apartment, the owner shall be responsible to redo the waterproofing once again at their cost and to the satisfaction of the affected parties within 7 days of notice.

2. If any leakages arise due to installation of any new fixture in the wash room, the Owner shall be responsible to rectify the same within 02 days of notice.
3. In case the flooring is redone or replaced in any of the room/s, the Owner shall be responsible for any seepage that may arise and shall rectify the same at their cost within 7 days of notice.

In case of any of the above, the fit-out deposit will only be handed over to the registered society

During the society formation.



**Owner**

(Signature)



**Estate Manager**

(Signature)

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(Name of Owner)

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(Name of the EM)