

FORM OF PROPOSAL

To :

Name of Supplier :

Singapore Arts School Limited

Address :

Office of Procurement
1 Zubir Said Drive,
Administration Office #05-01
Singapore 227968

Invitation to Propose Opening Date:
26 September 2025

Please Submit by:
10 October 2025 at 6pm

INVITATION TO PROPOSE NO. SAS/OP/2025/004/SP FOR THE OPERATION OF CAFÉ AT ZUBIR SAID CAMPUS

1. **Singapore Arts School Ltd. (SAS)**, the company that manages the **School of the Arts, Singapore (SOTA)**, governed by the Ministry of Culture, Community and Youth (MCCY), invites proposals for the **Operation of Café at Level 5, 1 Zubir Said Drive, Singapore 227968** as described in the attached documents.
2. You are required to submit your proposal via email by **10 October 2025, 6pm Singapore Time**. Late and incomplete submissions will be disqualified.
3. The documents enclosed in this proposal include:
 - (a) Schedule 1: Overview for Applicants
 - (b) Schedule 2: Important Instruction to Applicants
 - (c) Schedule 3: Forms
 - (d) Annex A: Requirements for Healthy Meals in Schools Programme (HMSP)
 - (e) Annex B: Rules and Regulations
 - (f) Annex C: Fitting - Out / Renovation / Reinstatement Guidelines
 - (g) Annex D: Conditions of Contract
 - (h) Annex E: Café Location
 - (i) Appendix 1: House Rules
 - (j) Appendix 2: Microwave Oven Service Agreement
4. The proposal shall be submitted by the applicant's authorised representatives.

5. The Site Show session will be available upon request at 1 Zubir Said Drive, Administration Office #05-01, Singapore 227968. Applicants are required to request an appointment via email procurement@sota.edu.sg at least one day before the site show session.
6. All enquiries regarding this proposal should be made in writing and directed to:
 - (a) Submission Matters : Ms Lisa Yao, Direct Line: 6594 8413 &
Email : procurement@sota.edu.sg
 - (b) Requirement Specifications : Ms Rachel Lee, Direct Line: 6342 5758 &
Email : opm@sota.edu.sg
7. No oral representation shall be binding on SAS or construed as varying or adding to any part of this proposal.
8. SAS accepts original proposal submission and strictly without any alteration to the content and format.
9. The allocation of the Café will be at the discretion of SAS.
10. Shortlisted applicants may be requested to submit a food sample and / or invited for a food sample submission.

Yours sincerely

(No Signature Required)

Lisa Yao

Buyer, Office of Procurement

SINGAPORE ARTS SCHOOL

Schedule 1 : OVERVIEW FOR APPLICANTS

SCHEDULE 1: OVERVIEW FOR APPLICANTS

1. The Café caters primarily to SOTA students and staff. The student and staff population in Year 2025 are estimated to be 1115 and 260 respectively. The recess times and lunch times of our students are staggered as follows:

RECESS TIME (30 minutes)	30-minutes slot between 0915 hrs – 1115 hrs
LUNCH TIME (1 hour)	1-hour slot between 1115 hrs – 1415 hrs

Please note that the above information is for reference only.

2. The types of food to be sold in Café are as follows:-

- a) Pastries and Sandwiches
b) Beverages with Healthier drink options:

Packaged / Ready-to-Drink Beverages

- Only drinks carrying the Healthier Choice Symbol (HCS) can be sold.
- Drinks must contain $\leq 6\text{g}$ sugar per 100ml.
- For primary school canteens: Drinks must not contain added artificial sweeteners. (Secondary and tertiary schools may allow sweeteners.)

Freshly Prepared Drinks

- Fresh juices, tea, or coffee must be prepared with less or no sugar.
- Sweetened condensed milk should be replaced with evaporated milk, low-fat milk, or skimmed milk where possible.

Restricted Items (Not Allowed in School Canteens)

- Soft drinks, isotonic drinks, and energy drinks.
- Drinks with $> 6\text{g}$ sugar per 100ml.
- Bubble tea, cordials, and coloured syrup drinks.

(Drinks offered should comply with **Healthy Meals in Schools Programme** (HMSP) guidelines for food and beverage. e.g. soda beverages are not allowed)

3. The types of food currently offered by existing canteen stalls are as follows:

- Chicken Rice
- Chinese Cooked Food
- Japanese Food
- Muslim Food
- Noodles and Soups
- Western Food
- Fruits and Juices
- Snacks and Drinks

Please ensure that the proposed type of food to be sold is different from those stated from the canteen stalls (refer to point 3).

4. SOTA functions five (5) days a week from Mondays to Fridays. SOTA will observe all public holidays in Singapore. The operating hours for the Café are strictly from **Mondays to Fridays from 7.30am to 5.00pm** excluding public and school holidays with the flexibility to operate outside the stated days/ time if deemed necessary, e.g. during examinations or school activities period, subject to explicit approval from SAS.
5. Applicants are required to submit **one (1) set** of the proposal and supporting brochures/ handbooks (if any).
6. Applicants are required to note the monthly Café rental (refer to Schedule 3-1, Point 2) that they are prepared to pay to SAS for every month of the Contract.

7. Electricity and water services will be supplied through SAS and be metered separately for the Contractor. The Contractor shall make payment for the consumption of electricity and water through SAS to the appointed utility provider. SAS will not be liable for any physical, financial or other damage incurred by the Contractor arising from or in connection with the use, supply or pricing of the electricity and water.
8. The Contractor shall at its own expense make all necessary arrangements to maintain cleaning, pest control standards, grease trap, exhaust system and fixed equipment installed by him/her in the Café area.
9. Applicants are required to fill up the Application Form as set forth in **Schedule 3** and submit it together with the **Proposal**.
10. Applicants shall provide a price list for every food item they propose to sell. The selling price of the items should be reasonably cheap and lower than the prevailing market prices (compared to that of bakeries/public Cafés). The items of the said food supplied shall be of good quality and reasonable quantity to the satisfaction of SAS. The approval of SAS shall be sought for each menu item and corresponding price during the term of the Contract.
11. The Contractor shall provide wholesome food and cater to the nutritional needs of the students. **Annex A** sets out guidelines on the food to be sold in the Café in line with the **Healthy Meals in Schools Programme** (HMSP) or any other programmes initiated by the relevant authorities. Full compliance to **Health Promotion Board** (HPB) Guidelines for sale of food and beverages in Café and/or vending machines is expected.
12. The cost of setting up the Café shall be deemed to be part of the Contractor's business startup cost. The setting up of the Café must be completed and ready for operation by **1 January 2026**.
13. The Contractor shall comply with all obligations imposed by law and such Rules and Regulations made from time to time in connection to the Café (see **Annex B**)
14. The Contractor shall not assign or sublet, or part with the possession of the said Café or part thereof or assign or hand over his/her said business to any person whomsoever, unless approved or directed by SAS. The Contractor shall be subject to termination of the contract within seven (7) days of prior written notice for any breach of the terms.
15. SAS will not bear any expenses incurred by the applicants in preparing his/her proposal.
16. The Proposal submitted shall be valid for six (6) calendar months from the closing date of Invitation to Propose.
17. The successful applicant shall be notified of the acceptance by SAS of his/her proposal and he/she would be required to sign a Contract (see **Annex D**).
18. The Contract shall commence on **1 January 2026** and shall continue till **31 December 2027**. SAS shall have an option to renew the Contract for up to twenty-four (24) months before expiry under the same terms and rates, unless or otherwise advised one (1) month prior to the renewal date.
19. Applicants are to declare if any of his/her immediate family members are presently holding management positions in SAS, or are employed by SAS.
20. The successful applicant shall pay Goods and Services Tax in addition to the monthly rental fees with deposit within fourteen (14) days upon accepting the "Letter of Acceptance".
21. The Security Deposit will be forfeited if the successful applicant fails to commence business within one (1) month from the operation date, unless agreed by both parties in writing.

22. SAS will grant Contractor a rent-free fitting out period from 1 December 2025 to 31 December 2025 to carry out the renovating and fitting out of the Café.
23. The Contractor shall ensure that all his/her staff will be sent for the HMSP culinary training sessions organised by Health Promotion Board (HPB) within two (2) months from the date of acceptance and meet other requirements as specified by relevant regulatory authorities.
24. The Contractor shall comply to SAS's Green initiatives such as, but not limited to "No Styrofoam and plastic containers". Updates of such initiatives shall be communicated by SAS to the Café prior to its implementation.
25. The Contractor shall comply to the provision of Microwave Oven Reheating Services and the Terms and Conditions stated in Appendix 2.
26. The Contractor shall obtain food catering license to provide catering service (including individually packed meals) for SOTA students and staff if required.

Schedule 2 : IMPORTANT INSTRUCTIONS TO APPLICANTS

SCHEDULE 2: IMPORTANT INSTRUCTIONS TO APPLICANTS

Submission of Proposal and documents

1. Applicants shall respond giving details of:
 - (a) Schedule 3 - Forms;
 - (b) Appendix 1 - House Rules;
 - (c) Appendix 2 - Microwave Oven Service Agreement;
 - (d) Types of food and drinks to be sold;
 - (e) Price list for every food item;
 - (f) Supply of manpower and Food Hygiene Officer (number of Café employees and respective relevant certifications for both Café employees and Food Hygiene Officer);
 - (g) Concept for the Café frontage and lay-out;
 - (h) Café design and menu signage;
 - (i) Record and details of catering/ Café operating experience for past 3 years;
 - (j) List and details of current Café contracts, value of contracts, current status etc.;
 - (k) Relevant certifications and licenses in catering service;
 - (l) Track record and expertise of the individual/ team who will be undertaking this project;
 - (m) Any other information pertaining to the successful operation of the Café; and
 - (n) Proposed rental per month for the duration of the Contract.
 - (o) Able to provide catering services – including individually packed meals for SAS students, staff, school functions, and meetings, if required.
 - (p) Comply with MOE/HPB's Healthy Meals in School Programme (HMSP)

Evaluation and Selection Criteria

2. Evaluation of proposals shall be based on:
 - (a) *Types of food and drinks to be sold;*
 - (b) *Selling price and food proportion for every food item;*
 - (c) *Supply of manpower (number of Café employees) for corresponding hours of operation;*
 - (d) *Overall concept of the Café (including décor, frontage, lay-out and menu signage);*
 - (e) *Quality of service standards rendered to schools;*
 - (f) *Applicant's proposal, portfolio, track records and references;*
 - (g) *Compliance to HPB's Guidelines and policies and guidelines specified by relevant regulatory authorities.*
 - ✓ (h) Must Comply with MOE/HPB's Healthy Meals in School Programme guidelines
 - ✓ (i) The café vendor shall possess a minimum of three (3) years of relevant café management or operational experience within the preceding five (5) years.

Note: Criteria marked with ✓ are critical.

3. Shortlisted applicants may be invited for food sample submission to SAS.

Schedule 3 : **FORMS**

SCHEDULE 3: FORMS

Section 1: APPLICATION FORM

1. Particulars of Café Proposed

Type of Food:

2. Rent Offered

Rent Per Month (excluding service & conservancy charges, GST and any applicable licence fees)	\$300.00*
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*Note: Rent free period June, November and December

3. Particulars of applicant

Company Name (if any):
Company Registration No. (if any):
Name of Person-in-Charge:
Citizenship:
Age:
Gender:
Address:
Telephone No.:
Email:
Languages/ Dialects Spoken:
Other Sources of Income:

4. **Particulars of Café Employees**

Name	Work Permit No/ Employment Pass No (for foreign workers)	Date of Food Handling Certificate acquired	Relevant Working Experience

5. **Experience in Café Operation**

Type Of Café	Location Of Café	No. Of Years Of Service	Contract Period	Type Of Licence Applied

Section 2: Statement of Compliance

*The indication of Compliance (C) or Non-compliance (NC) will be deemed to be applicable to each **main** section, unless it is clearly stated to be otherwise.

** Please indicate the specific items/points of non-compliance where applicable.

Specification	Compliance (C/NC)*	Explanatory Remark**
Annex A – Requirements for Healthy Meals in Schools Programme (HMSP)		
1		
2		
3		
4		
Annex B : Rules and Regulations		
1		
2		
2 (a)		
2 (b)		
3		
3 (a)		
3 (b)		
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28		
29		
30		
31		
31 (a)		
31 (b)		
31 (c)		
31 (d)		

Specification	Compliance (C/NC)*	Explanatory Remark**
31 (e)		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
46 (a)		
46 (b)		
46 (c)		
47		
48		
49		
50		
50 (a)		
50 (b)		
Annex D – Conditions of Contract		
1		
1.1		
1.2		
1.3		
2		
2 (a)		
2 (b)		
2 (c)		
2 (d)		
2 (e)		
2 (f)		
2 (g)		
2 (h)		
2 (i)		
2 (j)		
2 (k)		
2 (l)		
2 (m)		
2 (n)		
2 (o)		
2 (p)		
2 (q)		
2 (r)		
2 (s)		
2 (t)		
2 (u)		

Specification	Compliance (C/NC)*	Explanatory Remark**
2 (v)		
2 (w)		
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14 (a)		
14 (b)		
15		
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17(a)		
17(b)		
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24		
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26		
27		
27(a)		
27(b)		
27(c)		
28		
29		

6. I hereby declare that
- (a) The information given above is correct.
 - (b) I am able to prepare the food and drinks to be sold in accordance to the requirements as stated by SAS.

I fully understand and agree that notwithstanding the fact that the Statement of Compliance as herein declared is subjected to the SAS acceptance.

I am aware that my Contract will be terminated forthwith should I have obtained the Café Contract through giving false information in this application.

Date

Signature (Authorised Representative)

Name (as in NRIC/FIN):

Company Name (if any):

Designation (if any):

Section 3: PRICE AND MENU

Template for applicant

You may use this template as a guide for your menu or food proposal or adapt it for your needs

S/N	Food Item Description	Unit/Food Portion	Price Per unit	Remarks
Example 1.	Nasi Lemak set – Choice A. Rice, ikan billis, chicken wing, egg and cucumber	per plate	\$2.00	Student price
Example 2.	Nasi Lemak set – Choice B. Rice, ikan billis, fish otah , egg and cabbage	per plate	\$3.00	Student price (upsized)

Annex A :
**REQUIREMENTS FOR HEALTHY
MEALS IN SCHOOL PROGRAMME
(HMSP)**

ANNEX A: REQUIREMENTS FOR HEALTHY MEALS IN SCHOOLS PROGRAMME (HMSP)

1. The Healthy Meals in Schools Programme (HMSP) seeks to enhance the availability of healthier food and beverage choices at schools. Café contractors are expected to follow food service guidelines, which aim to limit the fat, salt and sugar content of food and drinks sold in schools.
2. Contractors must comply to serve brown rice and wholemeal bread, vegetables and meat with optional fruit servings in the form of healthy, well-balanced set meals. These healthy set meals incorporate food from the four main food groups – brown rice and wholemeal bread, meat and others, fruit and vegetables.
3. Please refer to HPB website at <https://www.hpb.gov.sg/schools/school-programmes/healthy-meals-in-schools-programme> for the Food Service Guidelines under the Healthy Meals in Schools Programme (HMSP) updated 19 November 2024
4. Within the duration of the contract and its optional year of extension if exercised, the successful applicant shall comply with the Healthy Meals in Schools Programme (HMSP) and its subsequent updates as and when it is updated by Health Promotion Board (HPB). Contractors are encouraged to visit HPB website for HMSP regularly.
 - i) Healthy Meals In Schools Programme (HMSP) Guidelines
https://www.hpb.gov.sg/docs/default-source/pdf/healthy-meals-in-school-programme-v2-0-guidelines_20230414_final.pdf?sfvrsn=914969d5_2
 - ii) Healthy Meals In Schools Programme (HMSP) Guidelines Frequently Asked Questions (FAQS)
<https://www.hpb.gov.sg/schools/school-programmes/healthy-meals-faq>
 - iii) Suppliers with Healthier Ingredients for Mainstream Schools (HMSP)
[https://www.hpb.gov.sg/docs/default-source/pdf/hmpp-hmisp-suppliers'-list_august-2022.pdf?sfvrsn=9182357_4](https://www.hpb.gov.sg/docs/default-source/pdf/hmpp-hmisp-suppliers-list_august-2022.pdf?sfvrsn=9182357_4)

Note : Contractors must comply with the prevailing HMSP guidelines as stated in the above points 1 to 4

Annex B : RULES AND REGULATIONS

ANNEX B: RULES AND REGULATIONS

1. The Contractor must be a registered company or a sole-proprietorship, preferably with Accounting and Corporate Regulatory Authority (ACRA) unless otherwise exempted. Refer to ACRA's guidelines for exemptions from registration.
2. The Contractor must observe the hours of operation determined by SAS. Authorised entry to the school are as follows: -
 - (a) From 7:30am to 5.00pm on Mondays to Fridays (School is only accessible after 5.00am) except Public Holidays and School Holidays
 - (b) For Weekends (Sat & Sun), Public Holidays and School Holidays, prior approval to be sought from OPM
3. The Contractor is permitted to employ Café employees, who are also required to abide by these rules and regulations by relevant governing authorities and Majlis Ugama Islam Singapura (MUIS) regulations where applicable. The Contractor shall also ensure the following:
 - (a) there is sufficient number of employees to run the Café efficiently. No foreign worker shall be employed unless he/she has a valid work permit or employment pass issued by the relevant authority to work in Singapore; No Foreign Domestic Workers (FDWs) are allowed.
 - (b) at no point during the lifespan of the contract, (whether directly or indirectly) employ, use or permit the use of any illegal immigrant in the operation of the Café.

SAS reserves the right at its sole discretion to require the Contractor to terminate the services of any employee working at the Café.
4. The Contractor must register and pass the Workforce Skills Qualifications Basic Food Hygiene Course (WSQ BFHC) and then apply for a Hawker / Food Shop license from relevant governing authorities. Food hygiene certificates are valid for 5 years upon completion. After passing the basic food hygiene course, food handlers can attend food hygiene refresher courses to ensure continued practice of good food hygiene, within the period shown in the following table.

Food Hygiene Refresher Training	Compliance
1 st refresher training	By 5 th year from the Basic Food Hygiene Course (BFHC) course passed date
2 nd and subsequent refresher training	Every 10 th year from last refresher course pass date

The hygiene standard must be maintained at Classification category "A" or its equivalent Food Hygiene Recognition Scheme (FHRS) grading by the relevant governing authorities.

5. Under the new Environmental Public Health (Food Hygiene) Regulation 2012, all food handlers, are required to complete Food hygiene course. Under the said Act, no person shall engage in sale or preparation for sale of any food unless he has successfully completed such course (including refresher course) on food hygiene.
6. No person suffering from a contagious or infectious disease shall be allowed to engage in the preparation or sale of food on the school premises.

7. All persons engaged in the preparation and sale of food and drinks in the Café shall take steps as may be reasonably necessary to protect the food and drinks from contamination. They shall not handle or be permitted to handle any such food with their fingers, but shall use a scoop or other suitable implement for every such purpose. They shall not apply their fingers to the mouth, eye, ear, nose or scalp during the performance of such packing or serving. They shall not use their teeth to open any bag or wrapper. They shall not wipe their hands upon their clothing or by any means other than a clean towel. They shall not cough or sneeze near any food. They shall keep their hands clean by frequent hand washing with soap and clean water before and during the preparation and serving of food and after visiting the toilet.
8. The Contractor and his/her employees must be clean and neat in their personal attire. No male contractor should keep his hair long.
9. No person shall spit or smoke within sight of staff and students of SAS or chew any substance while engaged in the preparation or sale of food and drinks. Refer to Item No.50(b) for more details.
10. The Contractor shall operate the Café on a self-service operation mode. The Contractor shall provide adequate number of trays and cutlery for purchasing of food and receptacles for collecting the used trays, plates, bowls, cups and cutlery. The Contractor shall ensure that a timely collection of used plates, bowls and cutlery is practiced to avoid avenue for the birds to feed on the leftovers.
11. The Contractor shall be responsible for the physical cleanliness and pest control of the Café and the areas surrounding it and shall be responsible jointly with his/her employees to keep the Café clean to the satisfaction of SAS who shall have free and unrestricted access to the Café premises for the purpose of inspecting the conditions thereof, including pest control measures to prevent breeding of pests in the Café and its surrounding areas. A copy of the cleaning contract (if any)/ pest control contract (including any subsequent signed contract of such if any), its servicing schedule and monthly servicing reports must be forwarded to SAS prior to the commencement of operation of the Café and upon each completed servicing works, respectively.
12. The Contractor is required to thoroughly clean food preparation areas and the cooking exhaust hood surfaces, at least, on a daily basis. The maintenance of the exhaust hood air filters and exhaust fans will be taken care of by SAS. The Contractor must be available during the servicing date as SAS and/or SAS appointed term contractor will need to access the Café to carry out the maintenance.
13. The Contractor is required to maintain the Café and its immediate vicinity in a clean, tidy and serviceable condition, to the reasonable satisfaction of SAS.
14. If SAS in its reasonable opinion considers that the Contractor has failed to clean and service the Café area SAS may give written notice to the Contractor to carry out within forty-eight (48) hours or such longer period as SAS in its reasonable opinion may allow the necessary cleaning and servicing work in the Café.
15. In the event that the Contractor fails to carry out the work as directed, SAS may without further notice close the Café area or any part thereof for a period not exceeding two (2) days on any one occasion to cause the said area and its immediate vicinity to be cleaned and serviced and the Contractor shall pay the cost thereof to the SAS on demand.
16. The Contractor shall be responsible for the maintenance of the floor drain / gully trap and food waste interceptor in the Café. The Contractor is required to carry out cleansing and clearing of all the floor drain / gully trap and food waste interceptor in the Café area for which the Contractor is liable, at least, on a daily basis and all the drainage and sewerage pipes in the Café area to SAS's reasonable satisfaction to prevent choke and blockage of the drainage, and to ensure that all water and liquids discharged from the Café are free of grease. Under National Environment Agency (NEA) guidelines, effective 1 June 2017, the Contractor are required to have their used cooking oil (UCO) collected by licensed collectors only. A list of NEA Licensed

Used Cooking Oil Collector can be found in Part 2. A copy of the UCO collection contract (including any subsequent signed contract of such if any), its servicing schedule and servicing reports must be forwarded to SAS prior to the commencement of operation of the Café and upon each completed servicing works, respectively.

17. It is strictly prohibited to dispose UCO directly into the sink or into the drains. Empty used cooking oil tins needs to be flattened before disposing them into the Bin Centre at level 2 outside the Loading Bay.
18. The repair cost incurred by the SAS in cleansing and clearing of choked and blockage of drains, sewers and grease traps due to the act, default or negligence of the Contractor or any of its employees, will be chargeable to the Contractor.
19. Any paper which has been printed or written or drawn on or had been used previously for other purposes shall not be used as wrapping material for food sold on school premises except as an outer covering in addition to an inner food grade wrapping.
20. Food on sale on school premises shall be kept at least eighteen inches from the ground and shall be protected by fly-proof covers, and be kept in a temperature controlled display shelves or cabinets preventing prolong exposure of food to the temperature danger zone which is 5 °C to 60°C which will accelerate the rate of bacterial growth and quicken the food spoilage process.
21. No ice which has been kept in sawdust shall be placed in or on any food offered for sale on school premises.
22. The Contractor shall offer set meals for cooked food as part of its food menu daily. These set meals incorporate food from the four main food groups – (1) brown rice or wholemeal noodles or wholemeal bread, (2) meat and other proteins (e.g chicken, fish, lentils, beans and tofu), (3) vegetable and (4) fruit. If the Contractor offers a sandwich that comprises of at least 2 sliced bread or its equivalent, it will constitute as a meal and has to follow the four main food groups guideline set by the Health Promotion Board (HPB) under the Healthy Meals in School Programme (HMSP). The fruit component of the meal shall be sold at a reasonable price either inclusive in the set meal or to any arrangement set as deemed fit by SAS.
23. The Contractor shall submit the list of food menu and drinks where applicable to SAS. In lieu of fair competition, the Contractor shall narrow down the list of food menu they offer to a maximum of 15 dishes. No food other than those stipulated in Schedule 3 – Section 3: Price and Menu to the Contract or subsequently approved by SAS shall be sold by the Contractor. All food sold shall be of the quality and at prices approved by SAS. Any changes or addition to the menu and prices after this ITP shall be submitted to SAS for written approval prior to implementation at least 2 weeks before the start of every Academic semester. SAS reserves the right to deny any changes in the menu and prices as it deems fit.
24. The food menu or drinks where applicable and its corresponding prices must be displayed prominently at the shopfront acrylic signage holder of each stall at all times. SAS must be informed prior to any change in food prices and any change of food items offered for sale in the Café must have the prior written approval of SAS. The display must be in English and shall be put up in such form, manner and at such locations as approved or prescribed by SAS.
25. No commodity which involves a game of chance shall be sold on the school premises.
26. No article other than food and drinks shall be sold in the Café.
27. Muslim-owned Café are advised to obtain Muis Halal certification as this provides an independent testimony and assurance that the food they serve are Halal. However, SAS do not penalise Muslim-owned Café should they make halal claims to their operations as it is their religious responsibility to ensure so. Contractor will take responsibility over the halal status of the food that serve.

RULES AND REGULATIONS

28. Unauthorised person should not be permitted to remain in the Café or food preparation area.
29. No person shall be allowed to sleep or smoke in the Café or in any area of the building.
30. SAS is not responsible for any private transactions of contractors and their employees.
31. A Contractor whose Café employee or the contractor himself/herself:
 - (a) is persistent in being unreasonable in his/her attitude thereby making the efficient running of the Café difficult or impossible;
 - (b) is quarrelsome and uncooperative with SAS authorised representatives;
 - (c) fights with anyone within the school premises;
 - (d) neglects his/her business for a period exceeding one (1) week; or
 - (e) overcharges for food.shall be dealt with by the Principal and/or the SAS's authorised representative/ personnel with corresponding Demerit Points sanction.
32. SAS is not responsible for the loss of any article/ food/ drinks etc. from the Café and Contractors are requested to take adequate security measures for the safe custody of their business and personal property.
33. The Contractor who uses electrical energy for purposes other than for lighting, shall ensure that separate power meters are installed. The tapping of electricity from the School's mains is strictly forbidden.
34. The Contractor shall, in the event of any damages caused to the Café premises, at his/her own expense make good all such damages promptly and in the event of his/her failure to do so within fourteen (14) days after the occurrence of such damage, the Contractor hereby irrevocably authorises SAS to make good such damage and thereby covenants to indemnify SAS against all costs, charges and expenses in respect thereof.
35. The Contractor shall at all times keep SAS indemnified against all loss, damage, actions, claims, proceedings, costs, expenses and other liabilities of whatsoever nature which may be incurred or suffered by SAS arising from or in connection with the rights granted to the Contractor under the Contract.
36. All correspondences on any matter connected with the Café must be addressed to or through the Manager, Office of Property Management of SAS, and/or any representative of SAS as notified by authorised representative of SAS. If the Contractor doesn't go through the proper channel and SAS finds that his/her complains hold no bearings or fallacious in nature to undermine a SAS personnel, his/her contract will be reviewed and may face possible termination of the contract.
37. SAS may introduce any instructions and/or the rules and regulations herein by adding or deleting any or all of them or making new rules and regulations at its absolute discretion from time to time without prior notice. Upon SAS's publication of the rules/revisions to the contractor by way of affixing the same to the canteen Notice Board at Level 5 canteen area near Stall no. 1, the rules/revisions shall be deemed incorporated herein and having been expressly agreed to by the Contractor.
38. A Contractor who has been convicted by a Court of Law for a criminal offence shall have his/her Contract cancelled.
39. The Contractor shall send a representative for any meeting, including School Canteen Contractor's meeting conducted by SAS and follow up on the necessary actions promptly.

RULES AND REGULATIONS

40. The Contractor shall not accumulate 30 or more demerit points under SOTA Points Demerit System (Part 1) otherwise Contractor may be terminated at the discretion of SAS.
41. The Contractor shall attend to any non-compliance highlighted by SAS promptly failing which the Points Demerit System for Contractor as shown in Part 1 shall apply.
42. All Fitting-out, Renovation or Reinstatement works shall comply with SAS Renovation/Reinstatement guidelines.
43. a) All Fitting-out, Renovation or Reinstatement works shall be at the Contractor's expense. It shall nonetheless be subject to final confirmation by SAS.
- b) If the Contractor wishes to take over the existing fittings and equipment, that arrangement will be made directly with the incumbent.
44. The Contractor shall reinstate the Café area to the original condition during hand-over/take-over stage or such other condition as may be agreed to by SAS in writing, upon the expiry of the contract as well as ensuring that he/she terminates her water and gas subscription and food licence within the first 2 weeks after the last day of this contract.
45. The Contractor shall comply with SAS House Rules as shown in Appendix 1.
46. In addition to guidelines set by HPB for the HMSP, the following guidelines, but not limited to, are to be further observed. A complete set of the HMSP Guidelines can be found in Annex C.
- (a) No fried food, may it be deep fried / shallow fried or pan fried with the exemption of air fried food.
- (b) No pre-fried processed food (e.g. chicken nuggets, brown fish cakes, chicken wings/drumlets, chicken karaage etc.)
- (c) No selling of titbits or any junk food.
47. The Contractor shall seek approval with SAS authorised representative if he/she wishes to arrange for any meeting within the School premises with any external party.
48. The Contractor shall ensure that all the items to be delivered to his/her stall shall be arranged when he/she or his/her employee is around to receive it. It should be arranged within the School's operating hours while avoiding the peak hours between 6.30am to 8am (6.30am to 9am on designated late reporting days) during school days.
49. As part of the School's Green initiative, take away food is strongly discourage. For any instances approved by SAS that it is allowed, the Contractor shall use **biodegradable** and Earth-friendly containers such as paper boxes and wooden cutleries. Use of styrofoam boxes and plastics are strictly prohibited including the use of plastic straws.
50. The SAS abides by all existing and future Singapore statutory laws, guidelines and mandates. Hence, this contract aligns itself with it. Some example of it but not limited to is:-
- (a) Bird feeding is an offence under the Animals and Birds (Pigeons) Rules, and those caught are liable for a fine of up to S\$500. Fines will be amended to a steeper S\$5,000 penalty for first-time offenders, and double that for second-time offenders
- (b) Under the Smoking (Prohibition in Certain Places) Act, smoking is prohibited **IN** and **WITHIN 5-metres** of the educational institutions. Particulars of offenders will be submitted to NEA, the offences will be compounded by the Authority

Part 1

POINTS DEMERIT SYSTEM FOR CONTRACTOR ALIGNING WITH SINGAPORE FOOD AUTHORITY (SFA) LIST OF OFFENCES.

<u>Offences</u>	Demerit Points
Failure to report feedback or complaints to proper channel and proven to have fallacious claims and detrimental accusations	Immediate Termination
Food poisoning	Immediate Termination
Employment of Illegal Workers	Immediate Termination
Allow non-Café persons into the school and/or to the Café food preparation area without prior approval by the School or security screening	10
Failure to comply with statutory safety and health regulations (e.g smoking, feeding birds, improper disposal of used cooking oil, etc)	10
Failure to ensure adequate supply of food for students and staff	10
Food unfit/unsound for human consumption	6
Fail to register assistant	6
Fail to store raw food below cooked food	6
Pack food in unclean package	6
Pack food with printed paper	6
Keep food outside temperature danger zone for more than 4 hours	6
Pack food with wrapper that will contaminate food	6
Pack food in wrapper containing ingredient that will be absorbed by the food	6
Store food in receptacle used to contain poison	6
Bring food that is unfit for human consumption into licensed premises	6
Sell food which is unclean	6
Sell food not prepared in licensed premises	6
Sell food that has been dropped on the floor	6
Sell food with re-used wrapper	6
Sell food with uncleaned used crockery	6

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Prepare food on floor of premises	6
Wipe apparatus with dirty cloth	6
Use unclean crockery	6
Use same utensil to handle raw food and cooked food	6
Use same utensil to handle cooked food and other things	6
Handle food with bare hands	6
Fail to cover lesion with water-proof dressing	6
Fail to wash hands with soap and clean water after visiting toilet	6
Fail to keep licensed premises free of infestation	6
Failure to provide quality and healthy food	5
Failure to follow the food and drinks menu and price list	5
Failure to ensure hygiene standards maintained at Governing Authority Classification equivalent to category "A".	5
Failure to ensure the clear the used plates and cutleries from the return tray/container promptly causing it to overflow.	5
Failure to conform to Café operating hours as specified	5
Drink alcohol, gamble, quarrel, fight, assault/ attempt to assault within the view from the school premises	5
Failure to respond and act in accordance to the School's instruction(s) within reasonable time	5
Written and valid complaints from the School, students, staff or visitors	5
Non-compliance of orders/ instructions issued by the School	5
Use of abusive language/ Express dissatisfaction to any co-workers, service providers, students, staff or visitors	5
Fail to keep storage area clean	4
Fail to keep chiller clean	4
Falsify the information on the sign/label/packaging knowingly	4
Place unclean material in contact with food	4
Cough, spit or sneeze or expel mucous from the nose	4
Fail to wear clean attire or keep body clean	4

RULES AND REGULATIONS

Fail to keep finger nails clean and short	4
Fail to keep licensed premises clean	4
Fail to keep space around stall clean	4
Fail to attend food hygiene course when required	2
Fail to ensure thawed frozen meat is wrapped and labelled	2
Fail to thaw frozen meat in a chiller	2
Fail to store frozen meat in freezer	2
Fail to store chilled and thawed meat in chiller	2
Fail to produce information on the source of food	2
Fail to display licence and grade	2
Allow person to assist sale without approval	2

Follow-Up actions under the Points Demerit System

1st offence with up to 4 accumulated Demerit Points will be considered Recorded Verbal Warning

2nd offence with up to 10 accumulated Demerit Points will be issued with Warning Letter and the case will be reported to the Governing Authority (e.g. SFA , NEA). Liquidated Damage penalty of \$200 will be imposed.

3rd offence with up to 15 accumulated Demerit Points will be need to close for 2 business days and the case will be reported to the Governing Authority (e.g. SFA , NEA). Liquidated Damage penalty of \$300 will be imposed.

4th offence with up to 30 accumulated Demerit Points will be subject to review of contract for possible termination and the case will be reported to the Governing Authority (e.g. SFA , NEA). Liquidated Damage penalty of \$500 will be imposed.

Notes:

- The accumulated demerit points are only valid for 2 years during the contract duration.
- SAS reserves the right to terminate/ take actions deemed necessary to ensure the safety of the students and staff and to safeguard the interest of the School depending on the severity of the non-compliance.

Part 2

LIST OF LICENSED USED COOKING OIL (UCO) COLLECTORS

NO.	CLASS OF WASTE	NAME OF COMPANY	ADDRESS	Telephone No.
1	B.1	ALPHA BIOFUELS (S) PTE. LTD.	5 TUAS AVENUE 10 SINGAPORE 639129	6264 6696
2	B.1	AN CHANG SHUN PTE. LTD.	BLK 222 TAGORE LANE #01-10 TG BUILDING SINGAPORE 787603	9278 2913
3	B.1	APEIRON TWIN GEM BIOFUEL PTE. LTD.	120 TUAS SOUTH AVENUE 2 WEST POINT BIZHUB SINGAPORE 637165	6493 2138
4	B.1	ASTAR BIOFUEL PTE. LTD.	BLK 54 GENTING LANE #06-01 RUBY LAND COMPLEX SINGAPORE 349562	6362 6492
5	B.1	ATLANTIC OIL MFG PTE LTD	Blk10 SENOKO DRIVE SINGAPORE 758198	6366 3972
6	B.1	BREMFIELD GREEN ENERGY PTE. LTD.	Blk5 INTERNATIONAL BUSINESS PARK #05-00 MEWAH BUILDING SINGAPORE 609914	9457 0586
7	B.1	CHOON HUAK TRADING	BLK 461 CRAWFORD LANE #15-79 SINGAPORE 190461	9845 6266
8	B.1	CITYGN ENERGY PTE. LTD.	BLK 511 KAMPONG BAHRU ROAD #03-01 KEPPEL DISTRI PARK SINGAPORE 099447	6514 0873
9	B.1	CRAMOIL SINGAPORE PTE LTD	4 TUAS VIEW LANE SINGAPORE 637750	6861 1101
10	B.1	FATHOPES ENERGY (S) PTE. LTD.	BLK 111 NORTH BRIDGE ROAD #20-05 PENINSULA PLAZA SINGAPORE 179098	9645 3185
11	B.1	GALON BIOENERGY PTE. LTD.	20 KRANJI CRESCENT SINGAPORE 728657	8742 2428
12	B.1	GO GREEN RECYCLE OIL LIMITED LIABILITY PARTNERSHIP	2 BUROH CRESENT ACE @ BUROH #01-01 SINGAPORE 627546	6564 4568
13	B.1	GREENTEC ENERGY PTE. LTD.	BLK 14 TUAS SOUTH STREET 12 SINGAPORE 636953	62611377
14	B.1	HOCK CHYE 75 TRADING	509 JELAPANG ROAD #05-80 SINGAPORE 670509	9235 9839
15	B.1	MENCAST OFFSHORE & MARINE PTE. LTD.	BLK 42E PENJURU ROAD MENCAST CENTRAL SINGAPORE 609161	9751 2003
16	B.1	OIL CENTER PTE. LTD.	BLK 785C WOODLANDS RISE #06-62 WOODLANDS PASTURE II SINGAPORE 733785	9005 3930
17	B.1	OIL VILLAGE SINGAPORE PTE. LTD.	Blk1 TUAS BAY CLOSE #01-12 SINGAPORE 636997	6269 3929
18	B.1	PACIFIC BIOENERGY FATS AND TRADING PTE. LTD.	BLK 110 TUAS SOUTH AVENUE 3 #02-05 THE INDEX SINGAPORE 729499	6362 6414
19	B.1.	S RECYCLING TRADING	446 HOUGANG AVENUE 8 #B1-1635 SINGAPORE 530446	9353 2054
20	B.1	SKYLAND BIO-ENERGY PTE. LTD.	BLK 10 SENOKO DRIVE SINGAPORE 758198	6366 6126
21	B.1	SUMMER RAIN TRADING	BLK 410 SAUJANA ROAD #16-104 SINGAPORE 670410	6519 6675
22	B.1	SUPER ENERGY PTE LTD	1001 TAI SENG AVENUE #01-2526 SINGAPORE 534420	6214 3522
23	B.1	TECK WAH ECOENERGY PTE. LTD.	BLK 40 WOODLANDS INDUSTRIAL PARK E5 WOODLANDS INDUSTRIAL PARK E SINGAPORE 757814	9787 7162

Annex B-9

Last updated in 16 Apr 2025

Annex C:
**FITTING-OUT/ RENOVATION/
REINSTATEMENT GUIDELINES**

ANNEX C: FITTING - OUT / RENOVATION / REINSTATEMENT GUIDELINES

Updated September 2017

CONTRACTORS REINSTATEMENT/FITTING OUT GUIDELINES

I SUBMISSION OF PLANS

Contractors are advised to engage the services of suitably qualified/ registered persons/ consultants/ contractors to design, supervise and execute their REINSTATEMENT/FITTING OUT works. The particulars of the appointed consultants/ contractors must be submitted before commencement of works.

Contractors are required to submit REINSTATEMENT/FITTING OUT work plans/ drawings together with Form A (attached) for the written consent by **Singapore Arts School Limited** (the SAS) at least 2 weeks before execution of lease works and prior to submission of plans/drawings to the relevant Building Authorities for approval. (Please refer to guidelines on "Execution of Lease Works" under item II of this document).

Contractors are required to submit a copy of the approval from the Building Authorities for the REINSTATEMENT/FITTING OUT work plans/drawings together with Form B (attached). Upon completion of the works, Contractors are to submit a set of as-built plans together with Form C (attached).

1 General

- a Contractors are to appoint their own consultants/contractor to design and execute the works. Contractors must submit the particulars of appointed consultants and contractors before commencement of works. A contact person for coordinating the Contractors' REINSTATEMENT/FITTING OUT works shall be appointed by the Contractors and his name and contact telephone number shall be given to the SAS for the purpose of easy communication.
- b A REINSTATEMENT/FITTING OUT Deposit is required for the REINSTATEMENT/FITTING OUT works to the leased premises. The amount payable is fixed at S\$5,000.00, and is payable to the SAS: together with the submission of the proposed REINSTATEMENT/FITTING OUT work plans/ drawings (using Form A) and prior to the commencement of any work.

The REINSTATEMENT/FITTING OUT deposit will be refunded without interest after the Contractors have complied with the conditions governing REINSTATEMENT/FITTING OUT works imposed by the SAS.

The SAS reserves the rights to forfeit the deposit and claim additional costs of damages (if higher than the deposit) or the sum equivalent to the costs of damages arising or due to Contractor's REINSTATEMENT/FITTING OUT works, including the removal of debris left behind in the common areas.

- c Two (2) sets of fully dimensional plans (scale of 1:50 or 1:100) showing the floor-plan layout together with elevations and cross-sections of the new and existing works shall be submitted.

For retail and F & B units, two (2) sets of shop front perspective drawings showing the signboard and window display will also have to be submitted, including material board of the finishes to be used.

When written consent is granted by the SAS, one set of the above plans will be retained by the SAS for record while the remaining plans will be returned to the Contractors for submission to the relevant Building Authorities.

- d All plans submitted must bear the name, signature and status of the applicant, company stamp and to be dated by Contractors.
- e All new works shall be coloured. All existing works proposed to be demolished or dismantled shall be shown in broken lines.
- f A floor plan showing the position of the leased premises relative to the particular floor where the leased premises is on shall also be submitted.

- g All new works and demolitions, alterations to existing works as well as the proposed layout (whether involving building, structural, mechanical or electrical aspects) shall be subject to the approval of relevant governmental or statutory authorities notwithstanding the approval by the SAS. Contractors shall be responsible for securing all necessary written approvals from the relevant authorities and shall comply with all relevant Acts, regulations, by-laws and requirements stipulated by the Authorities.
- h Upon completion of Contractor's interior REINSTATEMENT/FITTING OUT works, a complete two (2) sets of plans showing the **AS-BUILT** conditions and recording the exact locations of all partitions, wiring, pipe, air-conditioning ducts, sprinkler heads, air-conditioning inlets and outlets and all other fittings and fixtures installed by Contractors must be submitted.
- i Contractors are required to engage the services of Building's consultants to design, vet and supervise their renovation works and for submission of their renovation plans, drawings to relevant statutory authorities when necessary. The fees of such consultants appointed shall be borne by Contractors.

Please refer to information below for the building's mechanical, electrical and structural provisions.

ACMV PROVISION

a. Air-conditioning & Mechanical Ventilation System

ITEM	SAS'S PROVISION	WORKS TO BE UNDERTAKEN BY CONTRACTORS
Air-conditioning Supply and Return Air Ducts	Ductwork completed with diffusers is provided only for unit #02-01.	Additions and Alteration of diffusers or ducts to meet Contractor's requirements.
Toilet Exhaust	Ductwork and central fan for toilet in common areas	Any other alterations are required by Contractors
Air-conditioning Unit	VRV system with ducted Fan Coil Unit (FCU) for retail and F & B	Additions and Alteration of diffusers or ducts to meet Contractor's requirements.
Air-conditioning Condensate Drain	Drain pipe for FCU	Addition / alteration of condensate drain pipes within leased premises
Kitchen fresh air supply and exhaust	Ductwork for F&B retail units to terminate at Contractor's premises only for unit #01-06/07	For connection to the Contractor's kitchen exhaust hood
Fire suppression, electronic carbon filter, etc.	No provision	Contractor shall be responsible for the supply and installation of the system for compliance with authorities' requirement.

NOTE: All fitting-out works within leased premises are to be carried out by Contractor unless otherwise stated.

PLUMBING, SANITARY & GAS PROVISION

b. Sanitary, Plumbing And Gas

ITEM	SAS'S PROVISION	WORKS TO BE UNDERTAKEN BY CONTRACTORS
Cold Water Supply	Water supply is extended to the boundary of the Contractors units;	All pipe work within the leased premises from isolation valve. Application to PUB for water supply / meter.
Drainage	Floor traps are connected to Inspection Chamber.	Drainage connection to the main soil and waste stack with strainer by Contractor.
Common Toilet	Sanitary pipe works and cold water supply provided for common toilet	No alteration of the common toilet shall be done by any of the Contractors unless otherwise agreed by the SAS.
Gas Supply	Gas pipes are extended to the boundary of F&B retail units	Application to City Gas for gas sub-meter, interlock solenoid valve, gas detectors, interlocking system, etc to comply with authorities' requirement. Gas pipe/valve concealed above false ceiling, API pipes shall be used to comply with authorities' requirement

NOTE: All fitting-out works within leased premises areas are to be carried out by Contractor unless otherwise stated.

If Contractor is providing gas installation, he is required to box-up the gas valve up to the existing fire rated gas duct.

FIRE PROTECTION PROVISION

c. Fire Protection

ITEM	SAS'S PROVISION	WORKS TO BE UNDERTAKEN BY CONTRACTORS
Sprinkler System	1 st layer sprinklers are provided	Modification and installation of sprinkler heads, pipes and water supply.
Fire Extinguisher	Fire extinguishers for common area only	Fire extinguishers if required for leased premises.
Pre-Action Sprinkler System	No provision.	Additions of pre-action sprinkler system by Contractor.

ELECTRICAL PROVISION

d. Electrical Installation

ITEM	SAS'S PROVISION	WORKS TO BE UNDERTAKEN BY CONTRACTORS
Electricity Supply	<p>Power supply connection to the Contractor's premises in the form of an isolator only</p> <p>Premises with power supply connection of not exceeding 100 Amp – A centralized meter compartment will be provided for Contractors to install their electrical meter.</p> <p>For premises with power supply connection exceeding 100 Amp – Contractor's electrical meter shall be installed by the Contractor in the space provided in the electrical intake switchboard within the Contractor's premises.</p>	<p>Application for electrical supply and installation of electrical meter.</p> <p>To engage a Licensed Electrical Worker (LEW) to liaise with SAS's LEW for CS/3 & turn-on of electricity supply.</p> <p>To engage a LEW of the appropriate grade to undertake to be responsible for the operation of the electrical installation. The letter of undertaking is to be renewed yearly.</p>
Lighting	For public areas	Addition and alteration of light and wiring.
Power Point Outlet	For public areas along the corridor	Contractor's own equipment.
Telephone Cabling Provision	No provision.	Contractor's own equipment.
SCV System	No provision.	Contractor's own equipment & installation of SCV.
Public Address System	Speakers for leased premises.	Addition and alteration of speakers and wiring.
Emergency Lighting	Standard provision in accordance with the Authorities' requirement for common areas and leased premises.	Addition and alteration of emergency lighting and wiring.

NOTE: All fitting-out works within leased premises are to be carried out by Contractor unless otherwise stated.

STRUCTURAL PROVISIONS

Structural

For general areas, the imposed loading including partitions should not exceed the following design load limits:

Leased Areas
5th Storey

Live Load KN/m²
5.0

2 Building and Structural Works

False Ceiling

- a False ceilings shall be constructed with non-combustible material and shall not be installed in a position or height blocking the flow of the return air.
- b For retail units, usage of every compartment or enclosure shall be specified. All dimensions of compartments / display counters / wall cabinets / enclosures and any other built-in fixtures shall be indicated.
- c Should it be necessary for the Contractors to alter the ceiling and the fittings (such as linear diffuser, lighting fittings, loudspeakers, sprinkler points, etc.) provided by the SAS, the Contractors are required to make good the ceiling by using a similar or better ceiling finish and fittings. On no account will the Contractors be permitted to change the ceiling finish and fittings without written approval of the SAS.

Partition Walls

- d All partition walls must be of dry demountable type, (i.e. gypsum sandwich panel with lightweight plaster core or gypsum board with fibre wool insulation layer). Only in special circumstances where security or fire rated enclosure are absolutely necessary will lightweight concrete partitions or other 'wet trade' construction method be allowed with prior written approval of SAS. Approval will be granted on the merits of each case and may be subjected to conditions. All materials used for partitioning and for fitting-out the leased premises must conform to the Fire Resistant Standards as stipulated by the relevant authorities.
- e Partition walls abutting windows must be positioned against mullions. Contractors must not secure or fix any fixtures or partitioning onto curtain walling mullions. Drilling and / or fastening of screws, inserts etc. onto mullions, windowsills, tie-strut aluminum cover etc at the curtain walling are strictly prohibited. Contractors must not place anything (partitions, furniture etc) near or at the windows that would prevent future replacement of windowpanes. Floor areas next to the fire access panels shall be kept free from obstruction at all times
- f All fixed partition including low height ones and all built-in cupboard terminating at window panels must not hinder the full opening of any operable window panel.
- g The low height partition must maintain a clearance of 600mm below false ceiling.
- h All sideboards or cupboards along the window bays must have the height not higher than the window sill.
- i All partitions abutting the window frames must terminate at the window mullion and of a thickness no greater than the mullion.
- j Window glass panels with the sign "Fireman's access no obstruction" should not be blocked or obstructed.
- k All unused floor traps below raised floor should be plugged off using rubber stopper to prevent water back flowing and emission of foul smell.
- l For retail units, if Contractors intend to use existing shop-fronts, internal partitions within the leased premises when abutting the shop-front should coincide with glazing mullions. No partition should abut to the glass panel. Shop entrance doors should not open outwards into the public corridors unless the doors are set back within the limits of the leased premises.
- m Contractor's interior layout must be designed in such a manner so as not to obstruct the existing fire escape corridors, and / or fire hose-reel cabinet.

Structural Works

- n In the event that brick walls / partition walls are proposed to be erected / demolished or heavy equipment to be installed within the leased premises, Contractors must inform the SAS in writing and submit the proposed plan with the necessary endorsement and certification from their Professional Engineer (civil or structural) to the SAS for written consent prior to submission to the relevant authorities for approval. The certification by the above said Professional Engineer on the plan should be as follows:

"I, _____, hereby certify that the brick wall/partition to be demolished/constructed are non-load bearing and that the existing superstructure, walls and foundations of the

building are capable of supporting the additional load of the proposed building works as shown on plan with safety and I will supervise the proposed building works and submit Certificate of Supervision upon completion of works."

- o Major alterations to the building's structures are not allowed. However, for particular requirements under special circumstances, minor alterations (such as provision of penetrations through floor slab for running of soil and waste pipes for executive toilets or pantry) may be permitted. Each case will be evaluated according to its circumstances and decided at the absolute discretion of the SAS. Where necessary, approval must be sought and obtained from the relevant authorities for the alterations. The Contractors must engage structural engineer to check the adequacy of the structures to sustain the applied loading.
- p The use of charge fired fasteners like Ramset nails or bolts for fixing of floor trunkings or any conduits on the floor slab should not exceed a penetration depth of 25 mm from the surface of the floor slab .
- q It will be the Contractors' sole responsibility to ensure that at all times that no part of the leased premises is overloaded in any way. It is the responsibility of the Contractors to inform the SAS in their layout plan of any area within the leased premises where heavy loading may occur resulting from particular equipment, storage units such as safes, fireproof cabinets, compactors, power files etc. and / or works. The Contractors are required to provide all necessary information of equipment, storage units such as safes, fireproof cabinets, compactors, power files, etc. and / or works to allow the SAS's structural engineer to assess the structural implications.

3 Electrical Works

- a The exact position of the distribution board shall be indicated on the Contractor's interior layout plans.
- b Plans showing single-line-diagram to be drawn by a licensed electrical contractor / engineer shall be submitted for written consent by the SAS. This must be one showing clearly the power and lighting circuits proposed and also the particular lighting point(s) to be connected to SAS's emergency supply.
- c The exact positions of all new and existing lighting/power points shall be clearly located and indicated on the plans to be submitted.
- d All wirings shall be concealed and housed in steel conduits according to Energy Market Authority's (EMA) requirements and regulations.
- e All wirings shall be run on a proper cable tray (galvanized iron) under the raised floor. Hacking of structural columns, wall and floor slabs to embed conduit is forbidden.
- f The setting of the tripping Amperes for Contractor's MCB / ELCB shall be as per SAS's Professional Engineer's (Electrical) recommendation.
- g Access into the building's services risers must be arranged with the SAS and any work to be carried within the risers must also be approved by the SAS.
- h No relocation or alteration to the Mechanical and Electrical installation in the leased premises is allowed unless written permission has been given by the SAS.
- i All electrical works must be undertaken by a PUB registered electrician or contractor. Upon completion, the electrical work must be tested and approved by Power Supply Ltd.
- j No upgrading of electricity supply is allowed unless Contractors submit detailed single line drawings and supporting document to the SAS for approval. SAS will only approve based on the availability of the electrical load.
- k All electrical supplies shall be metered by Power Supply's meter.
- l Contractors shall open their own electrical supply account.
- m All neon installations must comply with the Authority's requirements.

- n Starting surges or harmonics generated by Contractors' equipments must not cause a maximum total harmonic voltage distortion at the point of SAS's source, not exceeding a total harmonic voltage distortion of 5 percent.

4 Electricity Supply Connection Charges

- a Contractors' contractor may tap electrical supply from the SAS's supply during the fitting-out works. Contractors shall pay for such electrical supply at a rate to be determined by the SAS.
- b Contractor's LEW shall certify and take charge of the temporary electricity supply scheme during the period of fitting work (Form F).
- c For Electrical Licensing and supply from SAS's Switchboard, please refer to SAS's LEW for Procedures to Energisation of Supply Line To Contractor's Electrical Installation.

5 Air-Conditioning Works

- a All new and existing positions of air-conditioning ducts, air diffusers and return air outlets shall be clearly and correctly located on the plans.
- b Contractors shall engage a qualified person to design for any alteration to the air-conditioning system to ensure that sufficient supply and return air are provided to the partitioned room. The return air outlet/ gap shall under no circumstance be blocked.
- c No ventilation fan shall be installed at the air conditioning outlets to extract cool air from the central air-conditioning system. The main ducting along the common passageway must not be tampered with in any circumstances. Supply and return grilles removed during demolition work must be re-installed upon completion of REINSTATEMENT/FITTING OUT works.
- d In the case where Contractors install own fan coil or water-cooled package unit, the partition layout shall not obstruct the access to the existing air-conditioning system for servicing purpose, and all suction condensate drain pipes must be insulated properly to avoid condensation and must be enclosed in metal trunkings. All trunkings should not be laid on the floor.
- e In circumstances where dust and dirt are likely to be generated from the REINSTATEMENT/FITTING OUT works, Contractors must ensure that the air conditioning supply and return air grilles are properly and securely sealed with plastic sheets to prevent contamination of the central air-conditioning system.
- f Subject to SAS's prior approval, properly sized access opening should be provided at adequate locations on the ceiling for future maintenance work, e.g. access to air conditioning units or air conditioning ducts for monthly servicing etc.
- g When new air-conditioning branch ducts are added, dampers shall be provided for air balancing.
- h In the event of erection of new plastered false ceiling by Contractors, access panel shall be provided for access to mechanical/ electrical equipment in the said ceiling.
- i Direct tapping from the main air-con duct is not permitted.
- j Rooms with provision for 24-hour air-con located next to the staircase, internal wall should be double layered with partition boards and rock wool infill to prevent condensation inside the staircase.
- k Contractor's contractors are responsible to provide secondary filter to cover the existing FCU during the REINSTATEMENT/FITTING OUT works.
- l All new duct openings are to be covered and sealed to prevent dust from entering if the work cannot be completed within the day.

6 Fire Protection Works

- a The building is protected by automatic sprinkler system designed to the requirements of the Fire Code. It is essential that the requirements of the Fire Code are complied with. The Fire Code governs the space allowable between the suspended ceiling and the soffit of the concrete floor above. Combustible materials are not allowed within the ceiling space. Materials for ceiling construction should preferably be of non-combustible materials approved by the Singapore Civil Defence Force (SCDF).

The Fire Code also stipulates the position of walls and partitions in relation to sprinkler heads. The leased premises has been provided with a basic number of sprinkler heads, any additions and alterations to the positions of such sprinkler heads will have to be paid by the Contractors.

- b A plan duly endorsed and certified by Contractors' Professional Engineer (Mechanical) indicating the exact positions of all new and existing sprinkler-heads shall be submitted for SAS's written consent prior to submission to the relevant authorities. Positions of new or relocated sprinkler-heads must be designed and installed by a competent person employed by the Contractors, and the installation thereof shall be in a strict compliance with fire and life safety regulations of the Development & Building Control Division of the Public Works Department. The certification by the above said Professional Engineering on the proposed plan should be as follows:

"I, _____, hereby confirm and certify that the addition of/alteration to the automatic fire sprinkler/detector installation will be designed in accordance with the accepted Code of Practice and upon completion of work, I will inform the Building Authority by issuing a Certificate of Supervision."

- c All new and/ or affected pipes must be painted in accordance to the relevant colour code and ensure pipes do not leak. All works must comply with the latest CP10, CP52 and other relevant authorities' requirements.
- d Request for standby personnel is chargeable. Contractor is to apply directly to our term contractor; fire protection company. The estimated draining fee* is S\$500.00 per drainage & charge-in during office hours. Any work done after office hours including weekends are S\$850.00, (price quote exclude GST). (Please refer to Form E). Fee is subject to change based on the quotation of SAS' Fire Protection Term Contractor.
- e Contractor's interior layout must be designed in such a manner so as not to obstruct existing fire-escape corridors and / or fire-hose reel cabinets.
- f Isolation of the building fire protection system is only allowed for work affecting the ceiling, in which case, isolation of the system should be minimal and confined to office hours.
- g Appropriate numbers of DC or CO₂ fire extinguishers should be located at prominent positions at the work site during the REINSTATEMENT/FITTING OUT works period.
- h If Contractors wants to tap fire alarm signal from SAS's sub addressable panel, Contractors have to provide a sub addressable panel or repeater panel where applicable and Contractors' provision updating onto SAS's fire mimic panel plan. Contractors have to install another mimic panel to cater for Contractors' provision. Contractors shall bear all costs on the additional panels.
- i All Fire Protection Works must be approved by Singapore Civil Defence Force (SCDF) and other relevant authorities. Upon completion of works, Contractors must submit the Fire Safety Certificate (FSC) to Office Of Property Management (OPM).
- j Contractors are to submit soft copy of "as-built" drawings (Scale 1:100) as well as hard copy within 7 days upon completion of works.
- k All risers must be fire-stopped with approved material and the specification of the material is to be submitted.

7 Plumbing & Sanitary System

- a All new works/ alterations to the existing plumbing and sanitary system shall be designed by a professional engineer employed by the Contractors and carried out or installed by a licensed plumber. Such design and installation shall be in strict compliance with regulations and requirements laid down by the appropriate authorities.
- b Forming of any core-holes to accommodate sanitary installation shall be supervised by a competent person (i.e. Architect or Engineer) employed by the Contractors. The forming of any core-holes through brick walls (concrete walls) and / or floor slabs is generally forbidden. However, in the event of absolute necessity, the positions and the manner by which such core-holes are to be formed shall be subject to the prior written consent of the SAS which shall have the absolute right to decide on the positions of such core-holes and / or to grant or reject the application for such approval. No work for forming of core-holes shall be carried out until such approval is granted in writing by the SAS. Contractors shall be responsible and pay all costs and expenses for making good any damages sustained to the building or any part thereof, arising from the forming of such core-holes, to the complete satisfaction of the SAS.
- c Contractors must ensure that the waterproofing is adequately provided to prevent leakage or leakage of water to the premises below. All piping have to be airtight and water proofed affecting flooring and ceiling.
- d Contractors shall bear the full responsibilities for the water tightness upon completion of their REINSTATEMENT/FITTING OUT works.
- e Contractors are to submit a copy of approval letter and testing report from ENV and PUB to Office Of Property Management (OPM) for record.
- f Contractors' electrical meter must be bonded with earth cable.
- g Contractors shall make a curb (one height brick) around the floor trap.

8 Contractor's Signage

Contractors are not allowed to erect or place any signboard outside the leased premises without the SAS's written approval. Contractors may install a signboard at or above the main entrance to the leased premises. SAS must approve the manner of installation. The Contractors' signage is required to be well designed and constructed of good quality material. Where there are multiple Contractors on one floor, the Contractors' signage must be compatible with those already approved by the SAS and installed by the other Contractors.

II EXECUTION OF LEASE WORKS

1 General

- a Contractors are reminded that no works should commence within their leased premises unless REINSTATEMENT/FITTING OUT works plans and drawings for such works have been duly consented by the SAS in writing.

Where the nature of works within the leased premises requires prior approval of the relevant Building Authorities, it is an offence to commence work without a written permit and punishable under The Building Control Act 1989.

Recommended publication - "A Handbook on Building Activities" - The Do's and Don'ts published by The Development Building Control Division, PWD.

- b All lease works shall be carried out within the leased premises and under no circumstances will works be permitted along the common corridors, lift lobbies and staircases. Transitional storage of materials, equipment, etc in common area is forbidden. Mixing of cements in the toilets is strictly prohibited.
- c Contractors' contractors shall ensure that the corridors & passage ways are free from building materials and REINSTATEMENT/FITTING OUT works debris.

- d Contractors are requested to keep any rough and wet work within their leased premises to the minimum and to avoid any operations that create excessive dust and produce hazardous conditions.
- e All hacking, demolition and drilling works shall be carried out from 10.30pm to 7am. Contractors are expected to inform the SAS, at least 1 week in advance prior to the commencement of the works. Contractors have to stop such noisy works if the SAS received complaints from other Contractors or public.
- f Contractors shall ensure that their contractors do not use rubber hose but use only buckets to transport water to their leased premises.
- g It is expected that a large amount of debris and waste building materials will be created during Contractors' internal works. In order to maintain a high standard of hygiene, cleanliness and safety at the site, Contractors shall ensure that the contractors clear the waste and debris on a daily basis. The cost for the bulk bin will be borne by the Contractors' contractor. Dumping of such debris and waste at the refuse bin centre of the building is forbidden.
- h Contractors shall ensure that their contractors do not discharge any cement / mortar water via any floor drain, floor trap, sink, water discharge outlet etc.
- i To prevent entry of dust into the supply air ducts of the leased premises the same must be blocked up for the whole duration of the internal works. To facilitate this, Contractors are to inform the SAS well in advance prior to commencing the works.
- j All hot work operations involving cutting and welding in the leased premises are generally forbidden. Where it is absolutely necessary to be carried out, approval of the SAS shall be sought by submitting Form D (attached).
- k In the event of any varnishing works or use of glue in which the smell of the materials may emit into the central air-conditioning system, Contractors shall arrange for such works to be carried out after the operation hours of the other Contractors in the building or when the air-conditioning system to the work site is switched off. If the smell still lingers, then the air must be purged.
- l All finishes and installations in common areas, such as doors, wall tiles, carpets, lifts / escalator shall be well protected by the Contractors to prevent damage during the REINSTATEMENT/FITTING OUT work period. The Contractors shall make good any damage caused by the REINSTATEMENT/FITTING OUT works.
- m Smoking is strictly prohibited within the leased premises, along the common corridors, lift lobbies, toilets, and staircases etc at all times as stipulated in the Ministry of Environment Act.
- n Consumption of food by any contractors, sub-contractors or their workers is not allowed within the building at all times.
- o Drawings for cable layout and installation method including the risers must be submitted before works are carried out.

2 Fire Protection Works

Sprinkler Works

- a Where there is addition or relocation of sprinkler points, a Professional Engineer's endorsement and certification on plans must be obtained. Contractors are advised to give the SAS the proposed sprinkler layout drawings at least three (3) working days in advance including the payment of drainage fees before the commencement of said work.

The estimated fee* for drainage & charge-in of sprinkler system is **S\$500.00** (exclusive of GST) from Monday to Friday from 8.30am to 5.30pm. After office hours including weekends, the estimate fee* is **S\$850.00** per drainage. The sprinkler installation must be drained before any adjustments can be done. Fee is subject to change based on the quotation of SAS' Fire Protection Term Contractor.

- b Approval of commencement of said work shall be sought by submitting **Form E** to the SAS.
- ### **Fire Alarm Works**
- a Contractors must inform the SAS in advance of any modification to the fire alarm system. Contractors

shall bear the cost of any modification works required for the building's fire alarm system arising from the REINSTATEMENT/FITTING OUT works. Contractors must provide an access panel where the smoke detectors are located under the raised floor panels for maintenance purpose. No fixtures or fittings shall be installed above the smoke detectors.

- b Any accidental tripping of the fire-alarm system during the REINSTATEMENT/FITTING OUT work or thereafter, a re-set fee of S\$500 per incident is payable. Contractors' contractor shall bear the cost if the fire engines are activated due to the false alarm caused.

3 Power Supply for Lease Works

Contractors need to apply and install a temporary distribution board with protective devices to prevent nuisance tripping. Application form for temporary power supply is attached at Form F (at a rate stated below including Sunday and Public Holiday). An additional charge of S\$100.00 per incident will be levied by the SAS on the Contractors to reset any nuisance tripping. Also note that power tools not exceeding 5 AMPS may be used and absolutely no electric welding equipment are to be connected to the power points. (All welding and assembling of the installation are to be completed elsewhere and then brought to the site for installation).

4 Service Lifts and Delivery of Materials / Goods

The use of service lift(s) is **compulsory** for the transportation of bulky items such as furniture, equipment, material, debris, etc.

The use of passenger lifts is not allowed for REINSTATEMENT/FITTING OUT works purposes at any time.

5 Name of Contractors' Contractor

- a. Contractors are requested to appoint a supervisor throughout the duration of the REINSTATEMENT/FITTING OUT works, who is authorised to control workmen engaged in the leased premises and to receive instructions from representatives of the SAS during any emergency.
- b. Contractor's contractors shall only commence work after the following requirements have been complied with.
 - (i) Submission of Workers' List.
 - (ii) Attend the contractor induction meeting conducted by the SAS's Operation Manager with Security Supervisor in attendance.
 - (iii) Endorsement of the Renovation Reinstatement Guidelines.
 - (iv) Payment of the REINSTATEMENT/FITTING OUT Deposit.
 - (v) Issuance of the Permit to commence REINSTATEMENT/FITTING OUT Works. The Permit shall be prominently displayed at the entrance of the Unit.

6 Contractors' Workers

- a SAS may refuse to admit workmen employed by the Contractors or their main contractor / sub-contractors whose admission would in the opinion of the SAS be undesirable.
- b The workers must be properly attired (no slippers) and should put on the contractor pass.
- c The main contractor / sub-contractors are responsible for the conduct and behaviour of their workers. Please note that in the event the Contractors' main contractor / sub-contractors works create a nuisance or persistently ignore the SAS's instructions, the SAS reserves the right to evict them from the site.
- d Contractors must submit the names (including I/C & W/Permit Number) of all their workers at least 3 days prior to the commencement of work at the site. (Please use Form G). Approvals for work permit holders are **subject to the clearance from Ministry of Manpower (MOM)**. The main & the sub-

contractors will be held responsible in the event that any illegal workers are found working at the work sites. Workers whose names are not listed will be barred from entering the building.

- e Any worker with work permit registered to another company other than the main contractor, agreement or purchase order between the main contractor and that company must be submitted together with the list of workers for retention and verification
- f Upon arrival at the site for works, the workers shall inform the duty security guard the purpose of the visit and handover their identification cards in exchange for a contractor pass. Loss of the pass will be subjected to a charge of \$20 per pass.
- g Registration and updating of the workers' particulars at the SAS's Office Of Property Management Department and / or security office must be done daily prior to any commencement of works.

7 Employment of Illegal Workers / Immigrant

- a Contractors are to advise their main contractor / sub-contractors of the above-mentioned in the execution of the REINSTATEMENT/FITTING OUT works.
- b The Contractors and their main contractor / sub-contractors shall be fully responsible and indemnify the SAS and the SAS's agents from the intentional or unintentional employment of illegal workers / immigrants in the leased premises. The Contractors are required to furnish a signed declaration for each piece of work.

8 Insurance

- a Contractors shall ensure that insurance coverage for public and third party liability throughout the duration of the REINSTATEMENT/FITTING OUT works is taken out by their main contractor, indemnifying them and the SAS and the SAS's agents against public claims should it arises.
- b The Contractors' main contractor shall take up a Public Liability Insurance Policy to cover the liability in respect of injury or death, and / or damage to property or persons arising out of or in the course of carrying out of the REINSTATEMENT/FITTING OUT works. The coverage shall be at least S\$1,000,000 in respect of any one accident and unlimited for any one period.
- c One copy of the insurance policy shall be submitted to the SAS prior to the commencement of the REINSTATEMENT/FITTING OUT work.

9 REINSTATEMENT/FITTING OUT GUIDELINES Works Outside Office Hours

Contractor's contractor must give prior notice to SAS for REINSTATEMENT/FITTING OUT works carried out after office hours and on Sundays and Public Holidays. Attendance / standby fee to be borne by the Contractors is S\$50.00 per hour, subject to a minimum of 2 hours.

10 Parking

All contractors shall park their vehicles in the car park and standard parking charges are applicable. Any illegally parked vehicles will be clamped and release charges will apply. No vehicle shall be parked along the service road or any other common areas. Loading Bay is strictly for loading and unloading of goods.

11 Unauthorized Works

Contractors are advised not to commence work before any written approval from the SAS. All unauthorized works have to be rectified by Contractors at their own costs, should any approval are not forthcoming.

III ON GOING REINSTATEMENT/FITTING OUT GUIDELINES WORKS

Random Spot Check / Inspection

- a The SAS reserves the right to gain access into the leased premises to make spot check/ inspection during the REINSTATEMENT/FITTING OUT works period.
- b. If any discrepancies or unauthorized work/ activities are found during the course of spot check / inspection, the SAS reserves the right to immediately stop such works / activities or otherwise stated and these can only be continued upon explanation by the Contractors' main contractor or a qualified person / registered person notwithstanding the approval by the SAS.
- c. The SAS reserves the right to give any immediate instruction to the Contractors' main contractor to do any rectification or repair work required within the leased premises or the building common areas.
- d The SAS reserves the right to access the leased premises to do urgent repair / rectification work deemed necessary.
- e The SAS reserves the right to instruct the Contractors' main contractor to stop all REINSTATEMENT/FITTING OUT GUIDELINES works as and when deemed necessary.

IV COMPLETION OF REINSTATEMENT/FITTING OUT WORK & REFUND OF REINSTATEMENT / FITTING OUT DEPOSIT

REINSTATEMENT/FITTING OUT deposit shall be released upon completion of the REINSTATEMENT/FITTING OUT works subject to the following:

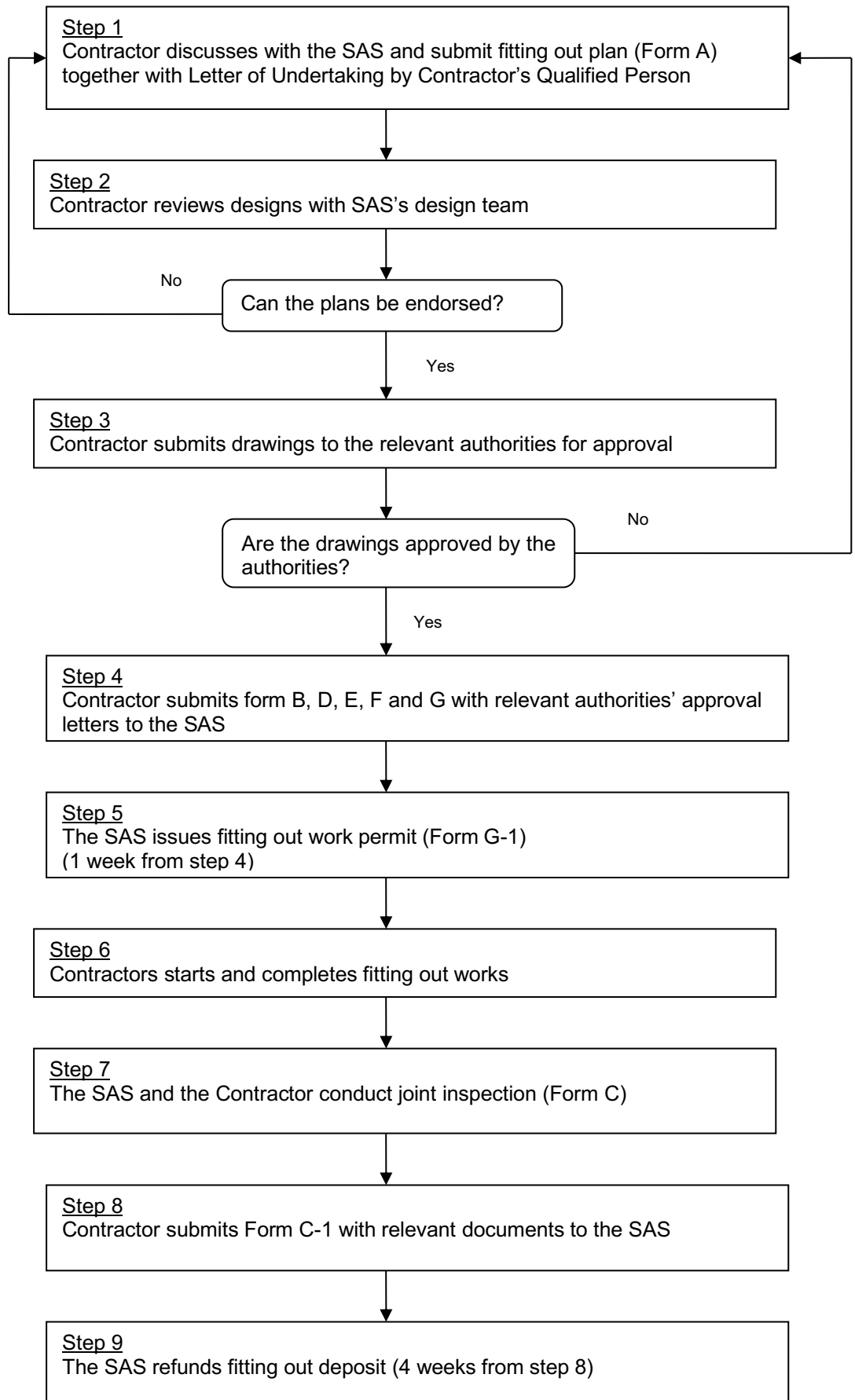
- a One complete set (i.e. layout, electrical, air-con, sprinkler, sanitary, etc) of full dimensional scale plan (1:50 or 1:100) showing the as-built and as-installed of all works in the leased premises shall be submitted to the SAS for record purposes.
- b All plans submitted must bear the name, signature of the applicant and the endorsement and certification of the Registered Professional Engineers involved and engaged by the Contractors or their main contractor in all the various works as given in this REINSTATEMENT/FITTING OUT GUIDELINES.
- c All new works and demolitions, alterations to existing as well as the proposed layout shall be subject to the approval of the relevant government or statutory authorities not withstanding the approval by the SAS.
- d All of the works submitted to the SAS for endorsement shall comply and conform to the guidelines as stipulated in the various Acts of the relevant Government or statutory authorities.
- e Upon completion of the REINSTATEMENT/FITTING OUT works, Contractors are to arrange for a joint inspection with the SAS to determine that the REINSTATEMENT/FITTING OUT works are carried out in accordance with the approved plans / drawings and all defects at the common areas resulting from the REINSTATEMENT/FITTING OUT works have been rectified. All outstanding invoices and charges, including electricity usage, are to be settled.
- f Subject to the SAS's satisfaction of the REINSTATEMENT/FITTING OUT works done and Contractors' compliance with all the conditions imposed by the SAS for the REINSTATEMENT/FITTING OUT works, the REINSTATEMENT/FITTING OUT deposit will be refunded after Contractors' completion of all works including any rectification / repair by the Contractors' main contractor and Contractors' submission of the Joint Inspection Clearance Form **(Form C)** and Completion of Contractor's REINSTATEMENT/FITTING OUT works and Refund of REINSTATEMENT/FITTING OUT Deposit Form **(Form C-1)**.
- g SAS shall be entitled to forfeit the renovation deposit within 3 months after the completion of the renovation if the Contractor fails to comply with any of the conditions stated above from a to f.

V CHARGES & FEES

The SAS reserves the right to amend any charges mentioned herein without prior notice in accordance to prevailing rates. All charges payable pursuant to these Renovation / Reinstatement Guidelines shall be subjected to the relevant GST from time to time.

The SAS may introduce and/or vary the Renovation / Reinstatement Guidelines herein by adding / deleting any or all of them or making new guidelines at its absolute discretion from time to time without prior notice.

SUBMISSION REQUIREMENTS – PROCEDURES CHART



FORM A

CONTRACTOR'S REINSTATEMENT/FITTING OUT WORKS

(To be submitted by the Contractor to seek written consent from the SAS at least 2 weeks before commencement of REINSTATEMENT/FITTING OUT works)

TO: Singapore Arts School Ltd

I Submission of Contractor's Interior Layout Plans to the SAS for Execution of REINSTATEMENT/FITTING OUT GUIDELINES Works

(a) We, of Unit _____, have received a copy of your "REINSTATEMENT/FITTING OUT GUIDELINES", the contents of which we have noted and agreed to abide by all the conditions stated therein. We also agreed to abide by the house rules attached at Form A-2 in carrying out our REINSTATEMENT/FITTING OUT works.

(b) We wish to seek your written consent to carry out the REINSTATEMENT/FITTING OUT works as detailed in the proposed plans:

Layout Plan	(Yes / No)
Partition Plan	(Yes / No)
Ceiling Plan	(Yes / No)
Electrical Installation (lighting/power/telephone) Plan	(Yes / No)
Fire Fighting & Alarm Installation Plan	(Yes / No)
Air Conditioning & Ventilation Installation Plan	(Yes / No)
Plumbing & Sanitary Installation Plan	(Yes / No)
Public Address System Plan	(Yes / No)
Signage Plan	(Yes / No)

Others: i) _____
ii) _____
iii) _____

(c) Notwithstanding your written consent to the REINSTATEMENT/FITTING OUT works, we undertake to seek the Building Authorities' prior approval before commencement of the REINSTATEMENT/FITTING OUT works where such prior approval is required by the Building Authorities.

II Additional Alterations

We further confirm that we shall receive prior written consent from the SAS should we require any alterations (other than approved plan) to be carried out.

II "AS-BUILT" Plans

On completion of our REINSTATEMENT/FITTING OUT works to Unit/s _____, we shall submit to you a set of "as-built" plans.

Authorised Signatory
for Contractor

Name and Designation of
Authorised Signatory

Date

Company Stamp

Particulars of Contractor's Main Contractor / On-Site Supervisor

Name of main contractor : _____
And / or on-site supervisor : _____
Address and Tel no. : _____
(Day and Night) : _____

APPLICATION TO COMMENCE REINSTATEMENT/FITTING OUT WORKS
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Terms and Conditions

1. Contractors are required to obtain the SAS's prior approval for carrying out their REINSTATEMENT/FITTING OUT works.
2. Contractors are advised not to commence work before approval is granted. All unauthorized works have to be rectified by the Contractors at their own costs.
3. Contractors shall be held liable for any damages to any of the SAS's fittings and / or fixtures arising as a result of the proposed REINSTATEMENT/FITTING OUT works.
4. Contractors are to ensure daily removal of all debris, arising from their REINSTATEMENT/FITTING OUT works and also to ensure that such debris is not obstructing staircases, common passageway and other common areas during the period of REINSTATEMENT/FITTING OUT works.
5. No drilling or hacking of any structure member is allowed.
6. Contractor's contractor may tap temporary electricity supply from the SAS's supply during the fitting-out works. Contractor shall pay for such electricity supply at a rate to be determined by the SAS.
7. Contractor's LEW shall certify and take charge of the temporary electricity supply scheme during the period of fitting-out work (Form F).
8. Contractors' contractor must provide their own electrical protection when carrying out works.
9. Contractor MUST APPLY a hot work permit for any hot work to be carried out.
10. Contractors are responsible for even distribution of air-con flow if any additional full-height internal partition is added.
11. All rates and charges mentioned in this form are subject to revision from time to time. Such revision shall be valid with immediate effect.
12. The SAS reserves the right to revise the submission requirements and / or the guidelines stipulated herein. Such revision shall be valid with immediate effect.
13. All Hacking/ Drilling/ Heavy machinery work are strictly permitted only after building operating hours.
14. All toxication applications (i.e. vanishing, enamel painting) is to be done off-site and not within the leased premises.
15. Protection to the common areas, lift lobby, cargo lift and the air-conditioning system must be provided before commencement of REINSTATEMENT/FITTING OUT GUIDELINES works.

HOUSE RULES FOR REINSTATEMENT/FITTING OUT WORKS

1. ACCESS ROUTE

- 1.1 Access to the works area is only via the **approved route** as directed by the SAS.
- 1.2 There shall not be any obstruction to any access area / route.
- 1.3 All loading and unloading of materials shall be at designated access points as directed by the SAS.
- 1.4 Closure of access route, if necessary, shall be subjected to the SAS's approval.
- 1.5 Temporary lightings and power supply, if necessary, shall be provided to the Contractors' contractor at a fee.
- 1.6 All areas, finishes and installed M & E items along the access routes and other areas should be well protected from any damages.
- 1.7 2-metre wide dust mat carpet taped to the floor shall be provided to all the access routes.
- 1.8 All temporary protection on floor and wall shall be removed after practical completion and any damages to be made good to the satisfaction of the SAS.

2 USE OF LIFT CARS AND LANDINGS

- 2.1 The period of use and location of lift / lift landings shall be subject to the SAS's approval.
- 2.2 Only the designated lift shall be used for the transportation of both workers and materials.
- 2.3 All affected lift car walls and floors, landings, architrave, shall be protected by carpet on plywood for floors and padded canvas sheet for vertical surfaces to the satisfaction of the SAS.
- 2.4 All temporary protective linings shall be removed after practical completion and any damages to be made good to the satisfaction of the SAS.
- 2.4.1 The SAS shall impose a cleaning fee of \$300/- per occasion if any of the Contractors' contractor's workers are found using lifts other than the approved lift. In addition, the Contractors' contractor would be required to make good any damages found in the lifts used.

3 APPROVED WORK NOTICE

- 3.1 Approved Work Notice must be put up prominently at the work site to the satisfaction of the SAS, to inform the staffs and visitors of:
 - the nature of work
 - completion period

4 DUMPING OF DEBRIS

- 4.1 Debris to be removed from site daily in an orderly manner.
- 4.2 There will be no dumping in the leased premises. All debris shall be disposed in approved dumping sites as directed by the SAS.
- 4.3 The SAS shall impose a clearance fee of S\$500/- on each occasion of illegal dumping by the Contractors' Contractor, as reimbursement for clearance by the SAS.
- 4.4 Bulk bins are to be placed at designated lots approved by the SAS.

5. ROUTINE CLEANING

- 5.1 The dust mat carpeted areas surrounding the REINSTATEMENT/FITTING OUT GUIDELINES boundaries are to be vacuumed frequently to keep the dust around the area to its minimum.
- 5.2 Any staircase, corridor and wall at the access routes are to be kept clean at all times.
- 5.3 Any stains, scratches or markings, shall be made good to the SAS's satisfaction.

6 SECURITY PASS

- 6.1 The Contractors' Contactor is required to submit the list of workers including their NRIC Nos. or Work Permit Nos. at least two (2) days before the commencement date of the REINSTATEMENT/FITTING OUT works.
- 6.2 Security passes for the workers should be obtained from the Fire Command Centre (FCC).
- 6.3 Workers including Foreman and Site Supervisor must wear the security passes at all times while working in the building.
- 6.4 While applying for security passes, original documentary proof, i.e. Identity Cards for Singaporeans, Passport and valid Work Permits for foreign workers must be submitted to the Security for checking and recording purposes.
- 6.5 The SAS shall conduct regular spot checks in order to ensure that all workers are in possession of their security passes.
- 6.6 No illegal worker shall be allowed to work within the building. If any illegal worker is found to be in the building, the SAS shall refer the worker to the authorities.

7 WORKERS' DISCIPLINE WITHIN SOTA

- 7.1 Smoking, gambling, littering, spitting and any unruly behaviors and creation of public nuisance are strictly prohibited. Any workers found not abiding to the rules shall be ordered to leave the building and the Security Pass shall be withdrawn with immediate effect.
- 7.2 All workers are to be properly attired at all times within the building.
- 7.3 Contractors' contactors' vehicles must at all times be parked at prescribed area or in proper car park. Vehicles that are found illegally parked in the building will be referred to the Traffic Police.

8 SAFETY MATTERS

- 8.1 All works involving drilling, hacking or continuous loud noises are restricted during complex operational hours.
- 8.2 To apply for the approval of any Hot Work (Welding Work) in a separate form. This form has to be submitted to the FSM for approval prior to the commencement of any hot work; Fire Extinguisher must be in place at the site of the hot work, visible to all and can be used in time of emergency;
- 8.3 All High rise and Scaffolding works to be provided with the relevant safety gears (e.g. safety belt/safety helmet/ropes & etc) and the workers must put on the safety gears prior to the work commencement. Work will be stopped immediately upon discovery of breaching of this safety rules and a fine of S\$500 will be imposed.

9 UTILITIES FOR FITTING OUT WORKS

- 10.1 The contractor shall obtain the Sota prior approval for tapping of Power Supply to the premises.
- 10.2 Prior arrangement must be made to gain access to the relevant M&E services (e.g. main electrical supply etc).
- 10.3 All contractors are to install electrical protective devices such as MCBs/ELCBs to all their power supply.
- 10.4 All utilities to be turned off/switched off after use and before leaving the premises.
- 10.5 No Contractor shall be allowed to tap power from any point outside their premises.
- 10.6 Any temporary electricity supply shall be terminated upon completion of the construction work and amount for electricity consumed shall be paid fully to SOTA by the Main Contractor.
- 10.7 Fire Hose reels are not to be used for washing or fitting out work. The contractor shall obtain SOTA approval for tapping water supply to the premise.

10 DO's & DON'Ts

- 10.1 All workers have to display the security pass prominently.
- 10.2 To use trolleys or wheel barrows with rubber castors only;
- 10.3 To use only designated toilet for contractors and to observe proper usage of all common facilities like lifts, toilets, car park etc to avoid inconvenience to other users;
- 10.4 To use only facilities designated by the Office of Property Management (OPM) for transportation of materials. All contractors are not permitted to use the passenger's lifts;
- 10.5 To keep all building materials and equipment from public areas and not block the corridors and passage ways with building materials and construction / fitting-out debris;
- 10.6 To deliver bulky items or equipment outside the carpark building operational hours
- 10.7 To provide protection to the common areas and equipment with proper protection;
- 10.8 To take the appropriate measures to ensure safety of workers on site. Due care must be taken so as not to cause damage or injury to persons or property;
- 10.9 Prior notice of at least 3 days must be given via a written letter to the Management if works done will create excessive dust/smoke and to produce work plan and method statement;
- 10.10 To inform and liaise with the Management on the intended means of hoisting or erection of scaffolding;
- 10.11 No sleeping in common areas of the Building;
- 10.12 No eating of meals in common areas of the Building;
- 10.13 To keep the premise in an acceptable hygiene condition and free from food debris;
- 10.14 No one is allowed to wash himself in the designated toilets;
- 10.15 No residing in the work area after working hours;
- 10.16 Strictly **"NO SMOKING"** in air-con area. (will be referred to NEA)
- 10.17 Any other instructions or rules that will be imposed at the management's discretion at any time.

11 PENALTY

The SAS shall impose the following amounts being reimbursement of costs for attending to disruption of services caused by the Contractors' contractor or his workmen.

<u>Type of Disruption</u>	<u>Reimbursement</u>
False fire alarm activation.	S\$500/- for the first occasion S\$1,000/- for subsequent occasions
<u>Type of Disruption</u>	<u>Reimbursement</u>
Tripping or shutting without prior approval from the SAS or causing breakdown of any services such as Electrical, Plumbing, Gas, etc.	S\$500/- for the first occasion S\$1,000/- for subsequent occasions
Lift breakdown (Jamming of lifts due to poor material handling, etc.)	S\$500/- for the first occasion S\$1,000/- for subsequent occasions
Vandalism Smoking in the building	S\$150/- S\$100/- for the first occasion S\$200/- for subsequent occasions
Workers using passenger lift	S\$150/- for the first occasion S\$300/- for subsequent occasions
<u>Others</u>	
Failure to remove bulky debris	S\$500/-
Failure to dispose of rubbish in designated area	S\$200/-
Failure to comply with any of the Do's & Don'ts	S\$100/-
Failure to inform SAS for any works carried out in the building	S\$100/- per day

12 PERMITTED HOURS FOR REINSTATEMENT/FITTING OUT WORKS

- 12.1 The following are the hours within which works can be carried out subject to the SAS's approval with respect to school and venue operations.:

Monday to Sunday &

Public Holidays - Whole day (Subjective to intensive noise)

Remarks: - All noisy works to be carried out from 10.30pm to 7am

- 12.2 The SAS reserves the right to stop any works anytime if the works disturb the other occupiers in the building or in the adjoining buildings.

13 ASSISTANCE

If you have queries, please contact Office of Property Management (OPM) at 6338-9663.

The SAS would like to take this opportunity to thank you and your contractor for your full co-operation.

Thank you.

I have read and agreed to comply with all renovation guidelines governing the REINSTATEMENT/FITTING OUT works. I further agree that if I do not comply with any of the house rules, the SAS has the right to make deductions from my REINSTATEMENT/FITTING OUT deposit.

Name of Contractor

Signature / Company Stamp

Date

FORM B

CONTRACTOR'S REINSTATEMENT/FITTING OUT WORKS

(to be submitted by the Contractor to the SAS after obtaining written approval from the Building Authorities
and
before commencement of REINSTATEMENT/FITTING OUT works)

TO: Singapore Arts School Ltd

- 1 Further to your written consent dated _____, we wish to inform you that REINSTATEMENT/FITTING OUT works in our leased premises will commence on _____ and is expected to complete on _____. A detailed schedule of our REINSTATEMENT/FITTING OUT works is attached.
- 2 A copy of the approval from the Building Authorities for the REINSTATEMENT/FITTING OUT works plans is attached.
- 3 The permit to commence REINSTATEMENT/FITTING OUT works obtained from the Building Authorities is attached.
- 4 A list of contractors who will be carrying out the REINSTATEMENT/FITTING OUT works (including their company names, supervisors' names and telephone numbers) is attached.
- 5 A _____ (bank) cheque number _____ for \$ _____ being the renovation deposit is enclosed. Cheque to payable to: **SOTA**. This deposit is paid by (the Contractors or on behalf of the Contractors).

Authorised Signatory
for Contractor & Company Stamp

Name and Designation of
Authorised Signatory

Date

Company Name and
Unit Number

FORM C

JOINT INSPECTION CLEARANCE FORM
--

(joint inspection to be arranged by Contractor upon completion of REINSTATEMENT/FITTING OUT works)

Name of Contractor _____

Renovated Unit _____

Name of Main Contractor _____

Contact Number _____(Office) _____(Pg) _____(H/P)

- 1 The above premises were jointly inspected on _____ (date) and the following irregularities were discovered within the Leased Premises and the defects within common areas of the building:

S/N	Description of Irregularities / Defects	Scheduled Completion Date

.....
**Authorised Signatory for Contractor /
Company Stamp**

.....
Authorised Signatory for SAS

.....
**Name & Designation of
Authorised Signatory**

.....
**Name & Designation of Authorised
Signatory**

.....
Date

.....
Date

FORM C-1

**COMPLETION OF CONTRACTORS' REINSTATEMENT/FITTING OUT WORKS AND
REFUND OF REINSTATEMENT/FITTING OUT DEPOSIT**

(to be submitted by the Contractor to the SAS upon completion of REINSTATEMENT/FITTING OUT works)

TO: Singapore Arts School Ltd

- 1 We wish to inform you that the REINSTATEMENT/FITTING OUT works to which you have given written consent on _____ have been completed on _____.
- 2 The Certificate of Supervision from our Architect / Professional Engineers is attached. (Yes / No)
- 3 A set of as-built / as-installed plans with endorsement from Architect / Professional Engineers and the Building Authorities are attached for your record. (Yes / No)
 - Layout Plan
 - Electrical Plan
 - Sprinkler Plan
 - Air Conditioning Plan
 - Plumbing & Sanitary Plan
- 4 A copy of the Acknowledgement Letter from Fire Safety Bureau (FSB) for the submission of Plans is attached. (Yes / No)
- 5 A copy of test certificate from the PUB Inspectorate for the electrical installation is attached. (Yes / No)
- 6 A copy of the Joint Inspection Clearance Form is attached (Form C)
- 7 Please arrange to refund the REINSTATEMENT/FITTING OUT deposit of \$ _____ to the address below

Authorised Signatory
for Contractor & Company Stamp

Name and Designation of
Authorised Signatory

Date

Company Name and
Unit Number

To be completed by SAS's Representative

The REINSTATEMENT/FITTING OUT deposit refund is to be / not to be processed

SAS's Authorised Signatory

Name & Designation

Date

FORM D

HOT WORK OPERATIONS

(to be submitted by the Contractor for approval by the SAS 2 days in advance)

(I) TO: Singapore Arts School Ltd

- 1 We wish to seek your approval to carry out hot work operations in respect of the REINSTATEMENT/FITTING OUT works on the date, time and location as specified below.

Date : _____

Time : From _____ to _____

Location : _____

Description of Work : _____

Name : _____

Address of Contractor : _____

Person-in-charge & Tel. No : _____

- 2 We will take the necessary precautions to prevent an outbreak of fire and we have taken up sufficient insurance coverage to indemnify the SAS and its agents from any claims arising from the hot work operations.

Authorised Signatory/ies
for Contractor / Contractor
& Company Stamp

Name and Designation of
Authorised Signatory/ies

Date

Company Name and
Unit Number

(II) To _____

- 1 We hereby give our approval for you to carry out hot work operations at the date/time specified above.

Authorised Signatory
For SAS

Name and Designation of Authorised Signatory

Date

FORM D

APPLICATION FOR HOT WORK PERMIT
--

Terms and Conditions

1. Contractor is required to carry a valid permit at all times while working in building. Failure to produce permit will result in work stoppage.
2. Permit is non transferable.
3. The permit is issued at the discretion of the SAS and may be withdrawn at any time by the SAS without giving any reason.
4. The Hot Work Permit is valid for not more than seven (7) days.
5. The permit holder shall inform Security Guard at Fire Command Centre (FCC) before proceeding to the location where work is to be performed in the building. Failure to do so will result in work stoppage.
6. If the permit holder is unable to complete the works within the time frame stated in the permit, a new permit must be applied.
7. Smoking is strictly prohibited.
8. The contractor is to provide extra fire extinguishers in the affected work area.
9. The permit holder shall maintain a continuous fire watch in the affected area.
10. The SAS reserves the right to revise or add to the terms and conditions herein. Such revision or addition shall be valid with immediate effect.

FORM E

DRAINING / CHARGING UP OF FIRE PROTECTION SYSTEM

(to be submitted 2 days prior to the day of draining/charging of water)

(I) TO: Singapore Arts School Ltd

We wish to seek your approval to drain-off / charge up the fire protection system in respect of the REINSTATEMENT/FITTING OUT works in our leased premises.

Name of Contractor : _____

Unit No : _____

Name of Contractor : _____

Address of Contractor : _____

Person-In-Charge : _____

Contact No. : _____

1. System required for draining / charging up:
- | | |
|-----|-----------------------|
| [] | Fire Sprinkler System |
| [] | Wet Riser System |
| [] | Hosereel System |

2. The system is required to be drained/charged on _____ (date) from _____ (time) to _____ (time)

Important: Due to insurance coverage, sprinkler system must be charged back daily during normal office hour

3. A _____ (bank) cheque number _____ for \$ _____ (**S\$500.00** per floor per drainage exclusive of GST during office hours and **S\$850.00** after office hours including weekends) being the charges for draining/charging of fire protection system is enclosed.

Cheque to be payable to: **SOTA**

4. Undertaking:-

I / We agree to undertake all necessary precautions / insurance coverage and undertake all responsibilities for any damages that may occur during the draining / charging up of the system. Furthermore, I / We also agree to make good any damages caused to the satisfaction of the SAS and to indemnify the SAS and its agents from any claims arising from the works.

Authorised Signatory/ies for Contractor/
Contractor & Company Stamp

Name & Designation of
Authorised Signatory/ies

Date

Date

(II) Technician-In-Charge : _____

Mode of Payment : Cash / Cheque No: _____

Amount Received : _____

Received by : _____

Control Valve Affected (Nos.) : _____

All isolation done: Y / N

Decam station informed: Y / N

(III) To _____

We hereby give our approval for you to carry out the drainage work at the date / time specified above.

Approved Signatory for SAS

Name & Designation of Authorised Signatory

Date

FORM E

APPLICATION FOR SPRINKLER SYSTEM DRAINAGE
--

Terms and Conditions

1. Contractors are required to obtain approval from the SAS and / or relevant authorities (where necessary) for carrying out the REINSTATEMENT/FITTING OUT works.
2. Contractors are advised not to commence work before approval is granted. All unauthorized works have to be rectified by the Contractors at their own costs.
3. Contractors shall be held liable for any damages to any of the SAS's fittings and / or fixtures arising as a result of the proposed REINSTATEMENT/FITTING OUT works.
4. Contractors are to ensure daily removal of all debris, arising from their REINSTATEMENT/FITTING OUT works and also to ensure that such debris is not obstructing staircases, common passageway and other common areas during the period of REINSTATEMENT/FITTING OUT works.
5. No drilling or hacking of any structure member is allowed.
6. Contractor MUST APPLY a hot work permit for any hot work to be carried out.
7. An estimated fee* of **S\$500.00** (excluding GST) will be charged to the Contractors for draining and charging of water to the sprinkler system from 8.30am to 5.30pm and Sat from 8.30am to 12.30pm. After office hours, the rate is **S\$850.00** per drainage per floor, excluding the attendance / standby fee of S\$50.00 per hour (with a minimum charge of two-hour charge). Fee is subject to change based on the quotation of SAS' Fire Protection Term Contractor.
8. All rates and charges mentioned in this form are subject to revision from time to time. Such revision shall be valid with immediate effect.
9. The SAS reserves the right from time to time to revise the submission requirements and / or the guidelines stipulated herein. Such revision shall be valid with immediate effect.

FORM F

TEMPORARY POWER SUPPLY

(to be submitted 2 days in advance for approval)

(I) TO: Singapore Arts School Ltd

- 1 We wish to seek your approval to request for temporary power supply in respect of the REINSTATEMENT/FITTING OUT works on the date, time and location as specified below:

Date : _____
Time : From _____ to _____
Total Number of Days : _____
Location : _____
Description of work : _____

Name of Contractor : _____
Address of Contractor : _____
Person-In-Charge : _____
Contact No. : _____

- 2 I / We undertake to install a temporary distribution board with protective devices (ELCB) to prevent nuisance tripping. I / We also agreed that power tools not exceeding 5 AMPS may be used and absolutely no electric welding equipment are to be connected to the power points. I / We will undertake the necessary precautions to prevent any nuisance tripping and to indemnify the SAS and its agent from any claims arising from the above.

.....
Authorised Signatory of Contractor/Contractor

.....
Company Name & Stamp

.....
Name & Signature of
Authorised Signatory

.....
Date

(B) TO _____

We hereby give our approval to supply you with the temporary power supply at the date / time specified above.

.....
Authorised Signatory for SAS

.....
Name & Designation of
Authorised Signatory

.....
Date

FORM F

APPLICATION FOR TEMPORARY POWER SUPPLY

Terms and Conditions

1. Contractors are required to obtain approval from SAS and / or relevant authorities (where necessary) for carrying out the REINSTATEMENT/FITTING OUT works.
2. Contractors are advised not to commence work before approval is granted. All unauthorized works have to be rectified by the Contractors at their own cost.
3. Contractors shall be held liable for any damages to any of the SAS's fittings and / or fixtures arising as a result of the proposed REINSTATEMENT/FITTING OUT works.
4. Contractors are to ensure daily removal of all debris, arising from their REINSTATEMENT/FITTING OUT works and also to ensure that such debris is not obstructing staircases, common passageway and other common areas during the period of fitting-out
5. No drilling or hacking of any structure member is allowed.
6. Contractor MUST APPLY a hot work permit for any hot work to be carried out.
7. All rates and charges mentioned in this form are subject to review from time to time. Such revision shall be valid with immediate effect.
8. The SAS reserves the right from time to time to revise the submission requirements and/or the guidelines stipulated herein. Such revision shall be valid with immediate effect.

Form G

CONTRACTOR'S REGISTRATION FORM

Name of Contractor:	Date: Time in: Time out:		
Name of Contractor:			
Location of Works:			
Person-In-Charge			
Name	NRIC No	Tel No	Fax No.
1.			
2.			
3.			
4.			
5.			
Workers' Particulars			
Name	Nationality	NRIC No. / Passport No. / Work Permit No.	Passport / Work Permit Expiry Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
Signature of person in charge:- <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Name: _____ Contact Number: _____ </div> <div style="width: 45%;"> Date: _____ </div> </div>			

Note: Contractors working on the REINSTATEMENT/FITTING OUT working floor must furnish the names of their workers in this list. Those names which are not in this list will be barred from entering the building.

Form G-1

PERMIT FOR CARRYING OUT BUILDING REINSTATEMENT/FITTING OUT WORKS

Section A (To be completed by the contractor carrying out the project)	
Company's Name	Tel : Fax :
Company's Address	
Applicant's Name / Identity Card Name : Passport / IC No. : Designation : Pager No. : Handphone No. :	Site Supervisor's Name / Identity Card Name : Passport / IC No. : Designation : Pager No. : Handphone No. :
Detailed nature of work and location <hr/> Unit No. : Contractor's Name :	
Work Period From : To : Extended To :	

The above application is approved subjected to the requirements:

- ☐ Contractor has obtained **BCA or FSB approval** / forwarded the letter of undertaking signed by a Qualified Person or Professional Engineer who oversees the whole project (YES / NA / PENDING).
- ☐ **Erection of approved hoardings, painting to match the adjacent walls, display the Work Permit and signboard indicating** Project Title, Expected Completion Date and Contact person / Tel No.
- ☐ Cordoning – off with approved plastic chain & stainless steel stand post, display the **Work Permit, Project Title, Expected Completion Date & Contact person / Tel no.** (i.e. Management staff, Contractor and Contractor).
- *Note:** The contractor must **cordon off each and every work area** with proper stand post plastic chains and proper signage **when working at more than one area.**
- ☐ To put up adequate warning signs around the working area. (YES / NA).
- ☐ Protection to carpet and floor tiles (YES/NA)
- ☐ Protection to Service lifts no.:(YES / NA)
- ☐ Temporary sealing of air conditioning grills / diffusers.
- ☐ All debris shall be cleared from work site and removed out from the building daily, using approved heavy-duty polythene bags. (Shopping plastic bags shall not be used).
- ☐ To arrange site inspection with the SAS **before and after completion of works.**
- ☐ The Work Permit will be withdrawn at anytime by the SAS if the contractor fails to comply with the requirements and instructions given.
- ☐ The Work Permit is solely issued to the Contractor to perform the work as described above and the contractor undertakes to observe all house rules in renovation guideline. (Contractor may be barred from working in the building, if it is found working beyond the approved area / period).
- ☐ In the event that Contractor or designer would like to make changes to the design, during the process of the renovation, resubmission of the design changes is required for our approval before construction begins.
- ☐ The Contractor's designer is to ensure design being built is accordance to the approved design submitted. In any case if the design is not in accordance, rectification is required.

Others : _____

Approved By SAS _____

Date _____

GREEN TIPS FOR CONTRACTORS

As part of a global effort to sustain and protect our natural resources and environment on earth, we will like to encourage Contractors in going green with their office fit-out designs and operation including the following suggestions:

A. ENERGY CONSERVATION

1. Choose environmentally friendly fan coil unit of adequate capacity to serve data/server room to prevent wastage of energy arising from overcooling. Minor adjustment to higher air-conditioning temperature within the data/server room to lower energy consumption.
2. Use energy saving light bulbs such as PLC, LED, T5 for lightings. Adjustment to office/pantry area luminance level to lower heat load, electrical and air-conditioning consumption
3. Install motion sensors, dimmers, timers, etc for general office lightings. Otherwise, ensure that all lights are switched off when nobody is in the room.
4. Choose a refrigerator of adequate capacity to serve your needs to avoid energy wastage arising from under-utilization.
5. Enable the “energy saver” or “power saver” mode on your computer. Switch-off the computer when not in use for long periods. Consider flat Panel LCD monitor as it uses only a third of the power of a regular CRT monitor.
6. Carry out periodic maintenance on your appliance and equipment in the office to ensure energy efficiency. Worn off or dirty parts could result in more energy usage during operation.

B. WATER CONSERVATION

1. Remember to turn off the water tap after using the water at the pantry. Use presto taps for office’s pantry.
2. Encourage your cleaners to carry out regular mobbing of floors instead of flushing with water if you have toilet in your office.
3. Report to Office of Property Management (OPM) on sighting any water leakage at the common areas.

C. PAPER CONSERVATION

1. Design submission may be accepted in soft copy to reduce paper wastage. Take note that only softcopy in JPG or PDF is acceptable and image should be set at high resolution.
2. Default printer setting to print double-side. Re-use unprinted side of paper for drafts or notes.
3. Keep softcopies or send copies electronically.

Annex D : **CONDITIONS OF CONTRACT**

DATED THIS ____ DAY OF _____ 2025

BETWEEN

SINGAPORE ARTS SCHOOL LTD.
(the “Licensor”)

AND

(the “Contractor”)

CONTRACT

TERMS AND CONDITIONS FOR CONTRACT

REFERENCE NO.: SAS/OP/2025/004/SP

THIS CONTRACT is made on the ____ day of _____ 2025.

BETWEEN:

- (1) **SINGAPORE ARTS SCHOOL LTD.** (Company Registration No. 200500775C), a company incorporated in Singapore and having its registered address at 1 Zubir Said Drive Singapore 227968 (the “**Licensor**”);

AND

- (2) _____ (Company Registration No. _____), a company incorporated in _____ and having its registered address at _____ (the “**Contractor**”).

WHEREAS the Contractor is desirous of establishing, providing and operating a Café at his/her own expense at 1 Zubir Said Drive, Singapore 227968 and the Licensor is agreeable thereto subject to the terms and conditions hereinafter appearing.

IT IS HEREBY AGREED AS FOLLOWS:

1. In this Contract, the following words have the following meanings unless inconsistent with the context:

“Licensor”	shall include the successors and assigns of Singapore Arts School Ltd. (SAS).
“Contractor”	shall include, if the Contractor is an individual, or if the Contractor is a company, its director or owner of the company.
“Development”	the whole of the land area and floor space comprised in the project development known as ‘School of the Arts, Singapore’, together with all structures, buildings, facilities and amenities constructed, built or developed thereon, whether above ground or underground.
“Common Areas”	those parts, areas, premises and facilities of and in the Development which are not demised or intended to be demised by the Licensor to the Contractor or to any other Licensees and which are now or hereafter provided by the Licensor for the common use by the Contractor of premises in the Development and their respective customers, employees, invitees and licensees in common with the Licensor and all other persons having the like right to use the same (including but without

limiting the generality of the foregoing all roads, walls, car parks, walkways, pavements, passages, entrances, courts, vestibules, halls, toilets, stairways, elevators and gardens and such other areas, amenities, grounds and conveniences from time to time provided prescribed or made available by the Licensor for the common or general use or benefit of the aforesaid Contractor, customers, employees, invitees and all other persons having the like right).

“Person” shall be deemed to include a corporation.

- 1.1 Words importing the singular or plural number shall be deemed to include the plural or singular number respectively and words importing the masculine gender shall include the feminine or neuter gender and vice versa as the case may require.
- 1.2 Where two or more persons are included in the term “Contractor”, all covenants, agreements, terms, conditions and restrictions shall be binding on them jointly and severally and shall also be binding on their respective personal representatives and permitted assigns jointly and severally.
- 1.3 The marginal headings and introductory words appearing in this Contract are inserted only as a matter of convenience and shall in no way define, limit, construe, describe or effect the scope intent and interpretation of the sections and clauses of this Contract.
2. IN CONSIDERATION of the Licensor agreeing to the establishment, provision and operation of the said Café at 1 Zubir Said Drive, Singapore 227968 by the Contractor, the Contractor hereby agrees with the Licensor as follows:
 - (a) To establish, provide and operate at his/her own expense the Café at Level 5, 1 Zubir Said Drive, Singapore 227968 subject to the terms and conditions hereinafter set out;
 - (b) To sell the food and drinks at the indicated prices as set forth at Proposal Reference _____ dated _____. The prices shall be fixed for the duration of the Contract unless the Licensor so agrees otherwise;
 - (c) To open the Café for the purpose of supplying food and drinks at fixed prices which are acceptable to the Licensor from 7.30am to 5.00pm during the school terms or at such other times as may be specified or approved by Licensor and conduct the business therein at all times in good faith and in a reputable manner and will not commit or suffer or permit to be committed any illegal or unlawful act at or upon the Premises;
 - (d) To appoint a Food Hygiene Officer (FHO) to come down at least once a month to maintain a high standard of food hygiene in the Café and conduct monthly audits of food hygiene practices at the Café. A copy of the monthly audits must be submitted promptly on a monthly basis to the Licensor. The appointed FHO must be certified and registered by National Environment Agency (NEA) as a FHO for the said Café. A copy of the certification must be submitted to the Licensor before the commencement of operations of the Café;

- (e) To pay a fixed monthly rental fee of Singapore Dollars _____ (S\$_____) Only per Café through GIRO or cheque payable to “Singapore Arts School Ltd” (the Licensor) by the end of the first day of each month for every month of the Contract;
- (f) To pay the utility charges for water and gas consumed for the Café directly to the utility provider or to such other Person at such other places as appointed by the Licensor;
- (g) The Contractor shall make payment for consumption of electricity through the Licensor to the appointed utility provider;
- (h) To provide all articles necessary for the efficient running of the Café (including crockery, cutlery, trays, refrigerators, ovens, etc.) and keep the Café adequately stocked and properly attended to and controlled in a businesslike and orderly manner;
- (i) To comply with the Guidelines for Healthy Meals in Schools Programme set out in **Annex A**, of the proposal documents (which by reference herein is made an integral part of this Contract) ;
- (j) To comply with the Rules and Regulations set out in **Annex B**, of the proposal documents (which by reference herein is made an integral part of this Contract) and any other rules and regulations which may from time to time be introduced by the Licensor;
- (k) To comply with the SAS Fitting-out/Renovation/Reinstatement guidelines as shown in **Annex C**, of the proposal documents (which by reference herein is made an integral part of this Contract) ;
- (l) To be responsible for the maintenance of the Café and fixtures and fittings provided by the Licensor;
- (m) Not to use the Café for purposes other than the preparation, serving and sale of drinks and food for the staff and students;
- (n) No foreign worker shall be employed unless he/she has a valid work permit or employment pass. The Licensor reserves the right at its sole discretion to require the Contractor to terminate the services of any of the Café’s employee at any time;
- (o) To ensure that the Contractor and all Café’s employees abide by the Environmental Public Health (Food Hygiene) Regulations;
- (p) To prohibit its employees, suppliers and others over whom the Contractor may have control, from parking delivery vehicles at any place or time within the Development except at the loading and unloading docks as designated by the Licensor and at such time or times as the Licensor may specifically allow for such purpose and from obstructing in any manner howsoever the Common Areas, especially entrances, exits, driveways and also the pedestrian footways in or to the Common Areas;

- (q) Not use or suffer to be used the said loading and unloading docks for the storage of goods or for any other purpose other than for the prompt loading and unloading of goods;
 - (r) Not transport or convey in any manner its merchandise, equipment, baggage, furniture parcels, sacks, bags, heavy articles on the escalators and in passenger lifts of the Development and shall use for such transport and conveyance only in the service lift(s) as the Licensor may designate and in accordance with any regulations laid down by the Licensor for the use of such lift(s). Goods or items that contain food or liquid materials must be properly sealed and packed and extra care must be taken during the transportation of such items to prevent littering/ soiling of any part of the Common Areas;
 - (s) To ensure that the Café is properly and securely locked at all times when the Café is unoccupied, and shall use its best endeavors to protect and keep the Café and any property situated therein from theft or robbery. The Licensor reserves the right to authorise its agent caretaker, security personnel and workmen to lock up the Café if the same is improperly or insecurely locked;
 - (t) To display and stock its merchandise, if any, within the areas of the Café neatly and shall not place or display or store its merchandise, equipment or anything belonging to the Contractor in any part of the Common Areas or in any way that obstructs or may obstruct the passageways of the Building or the entrances to or exits from the Building;
 - (u) To make necessary arrangements at its own expense to adhere to the directives of the relevant authorities in relation to measures taken for institution wide or nationwide exercises such as flu pandemic, etc;
 - (v) To permit security guards employed by the Licensor to search all incoming and outgoing goods and property whenever the Licensor deems it necessary or prudent to do so; and
 - (w) To fully co-operate with the Office of Property Management (OPM) and/or the Licensor's appointed representative(s) on all matters relating to safety and evacuation plans. The Contractor, its servant, agent, contractor, invitee and all other persons allowed into the Development by the Contractor are required to actively participate in all Evacuation Drills and/or other safety related drills, conducted from time to time and to follow closely the instructions of, and co-operate with, the OPM and/or Licensor's representative(s) during such drills.
3. The Contractor is subjected to the checks via survey/feedback forms conducted by the school and shall improve on its service and quality of food based on the feedback gathered.
4. The Contractor upon being required in writing by the Licensor to remove any of his/her Café employee who is undesirable or behaves in a manner prejudicial to the interest of the Licensor, shall do so within seven (7) days of the notice.
5. The Contractor for the duration of this Contract shall be at liberty to use the fixtures fittings, furniture and equipment in the Café whenever available and given by the Licensor on condition that the said fixtures, fittings, furniture and equipment shall

always be kept in good condition by the contractor, subject however to fair wear and tear.

6. The Contractor shall provide the latest food and drinks list and prices, subject to the Licensor's approval, to the Licensor at least two (2) weeks prior to the commencement of each school term.
7. The Contractor hereby indemnifies and shall always keep the Licensor or its authorised representatives indemnified against all actions, claims, proceedings, costs, demands and expenses brought by whomsoever and arising out of the establishment, provision and the operation of the Café or the carrying on of the business therein under this Contract.
8. On termination of this Contract, the Contractor shall yield to the Licensor the Café premises and return all fixtures, fittings, equipment and furniture as may be supplied under Clause 5 of this Contract in good condition (fair wear and tear excepted). In the event of any of the items given not being returned or are returned in a damaged condition, the Contractor shall pay for the replacement or the cost of repair that may be necessary. The Contractor will also at his/her own cost and expense remove all his/her furniture and equipment (if any) from the said Café and deliver up the premises in a clean and proper state and condition to the Licensor. In the event that the Contractor fails to do so within two weeks after the termination of this Contract, the said property shall be deemed to have been abandoned by the Contractor and the Licensor may dispose them and charge the Contractor for all expenses incurred from the Security Deposit.
9. It is agreed and understood by both parties that the Licensor shall not be responsible to the Contractor for any debt arising from credit facilities accorded by the Contractor to members of the organisation or any other persons and the Contractor will solely be responsible for any credit facilities which he may choose to give at his/her own risks.
10. The Contractor shall support and provide catering for school functions and meetings, if required.
11. The Contractor acknowledges that the Café is established primarily to serve the staff and students of the Licensor.
12. The Licensor reserves the right to terminate this Contract at any time by giving thirty (30) days prior written notice to the Contractor.
13. The Contract may be terminated by the Contractor giving to the Licensor three (3) month's written notice of his/her intention to do so.
14. If at any time any of the following events occur:-
 - (a) the Contractor is in breach of any of the terms or conditions of this Contract, (i) where such breach is capable of remedy, the Contractor fails to effect a remedy (at its own expense) within fourteen (14) days, then the Licensor may terminate this Contract without any liability with immediate notice; or (ii) where such breach is not capable of remedy, then the Licensor may terminate this Contract without any liability with seven (7) days prior written notice, or

- (b) the Contractor is unable to pay its debts generally as they become due, or any step or action is commenced against or by the Contractor for liquidation, dissolution, or if any judicial manager, trustee or receiver is appointed with respect to the Contractor's assets; or if the Contractor makes any form of compromise or scheme of arrangement with its creditors, or ceases to carry on business, then the Licensor may terminate this Contract without any liability with immediate notice.
15. The Contractor shall not transfer, assign, sublet or otherwise pass on the benefit whether in part or whole of this Contract or handover without the written consent of the Licensor.
16. This Contract shall come into force on the _____ and shall continue until _____ ("**Term**"), unless terminated otherwise as provided for under Clauses 12,13 and 14. The Contractor will be provided with advance notice to take over the Café for fitting out and other related works.
17. The Licensor allows the Contractor rent-free fitting-out period commencing from **1 December 2025 to 31 December 2025** ("the fitting-out period") to carry out the renovating and fitting out of the Café, Provided Always that the Licensor reserves the right to demand payment of rent for the fitting-out period in the event that:
- (a) the Contractor terminates or gives notice to terminate this Contract within twelve (12) months of the commencement of this Contract; or
- (b) the Licensor terminates this Contract upon the breach of any of the terms in this Contract by the Contractor.
18. The cost of setting up the Café shall be deemed to be part of the Contractor's business startup cost. The setting up of the Café must be completed and ready for operation by **01 January 2026**.
19. During the said Term, the Contractor shall at his/her own cost effect and maintain insurance for fire and public liability of an amount of **at least Singapore Dollars One Million only (S\$1,000,000)** and name the Licensor as an additional insured party in the policies. All insurance policies taken out in compliance with this Sub-Clause shall include a provision for waiver of subrogation against the Licensor.
20. The Licensor shall have an option to renew this Contract up to twenty-four (24) months by giving one (1) month notice to the Contractor before the expiry of the Contract. This Contract shall be extended subject to the same terms and rates herein.
21. No delay in carrying out and completing all or any of the installations, partitioning and other works (including the installation of telephones and computers) in or at the Café, whether caused by any governmental and/or statutory authority or otherwise shall be a ground for postponing the commencement of the said Term or relieve in any way the Contractor from the performance and observance of the covenants, conditions, stipulations or agreements herein contained.
22. The Contractor shall not, whether in the course of its fitting-out works or at any time for any purpose whatsoever, execute or suffer to be executed any works involving the hacking of the floors, walls or ceilings or any alterations whatsoever of the Café.

REFERENCE NO.: SAS/OP/2025/004/SP

23. The Contractor will obtain in his/her own name and maintain at his/her own expense all licences as are required by law for the operation of the Café.
24. The Licensor may review this policy from time to time solely at the Licensor's discretion to sell any other drinks and/or food.
25. The Contractor shall not without the Licensor's prior written consent use the name of the Development or any picture or likeness of the Development or the Café in his/her registered or trading name or for any advertising or purpose.
26. The Contractor shall provide a **Security Deposit of Singapore Dollars _____ (S\$_____)**, **equivalent to three times of the monthly rental fees and Reinstatement Fee** (The reinstatement fee is estimated to be S\$3,000.00) to the Licensor. This shall be in the form of a crossed cheque payable to "Singapore Arts School Ltd", which would be refunded upon the expiry of the Contract. Without prejudice to any rights and remedies available to the Licensor, it shall be lawful for the Licensor to deduct from this deposit all sums as may be due and recoverable by the Licensor against the Contractor for any breach of term or condition of this Contract by the Contractor. The Contractor shall top up within fourteen (14) days the Security Deposit should there be any deduction.
27. The Contractor shall not hold the Licensor liable in respect of:
 - (a) any interruption in any of the services hereinbefore mentioned by reason of necessary repair or maintenance of any installation or apparatus or damage thereto or destruction hereof by fire, water, riot, Act of God or other cause beyond the Licensor's control or by reason of mechanical or other defect or breakdown or other inclement conditions or shortage of manpower, fuel, materials, electricity or water or by reason of labour disputes;
 - (b) any act, omission, default, misconduct or negligence of any porter, attendant or other servant or employee, independent contractor or agent of the Licensor in or about the performance of any duty service or work; and
 - (c) any damage, injury or loss arising out of the leakage of the piping and/or sprinkler system in the Café and/or the structure of the Café and/or any defect in the Café.
28. The Contractor shall abide by and shall ensure that all Contractor's employees and assigned consultants/ contractors abide by all applicable governmental statutes, by-laws and regulations etc. such as but not limited to, the Environmental Public Health Act, Food & Drugs Regulations (1957), Sale of Food Act (1973), Workplace Safety & Health Act, Fire Safety Act, Environmental Protection & Management Act and Building Control Act (Chapter 29) which as may be amended or updated by the Singapore Government from time to time.
29. This Contract shall comprise of and, in the event of any conflict, inconsistency or discrepancy, shall be in the following order of precedence:
 - i) This Contract;
 - ii) The Licensor's proposal document ref: SAS/OP/2025/004/SP; and
 - iii) The Contractor's Proposal dated _____.

[The remainder of this page is intentionally left blank]

TERMS AND CONDITIONS FOR CONTRACT

REFERENCE NO : SAS/OP/2025/004/SP

IN WITNESS WHEREOF the Parties hereto have hereunto set their respective hands the day and year first above written.

SIGNED BY)

Name:)

Director, Corporate Planning & Services)

for and on behalf of)

SINGAPORE ARTS SCHOOL LTD.)

(Director's Signature)

Signature : _____

Name of witness :

Manager, Office of Property Management

SIGNED BY (Authorised Representative))

_____))

for and on behalf of)

_____))

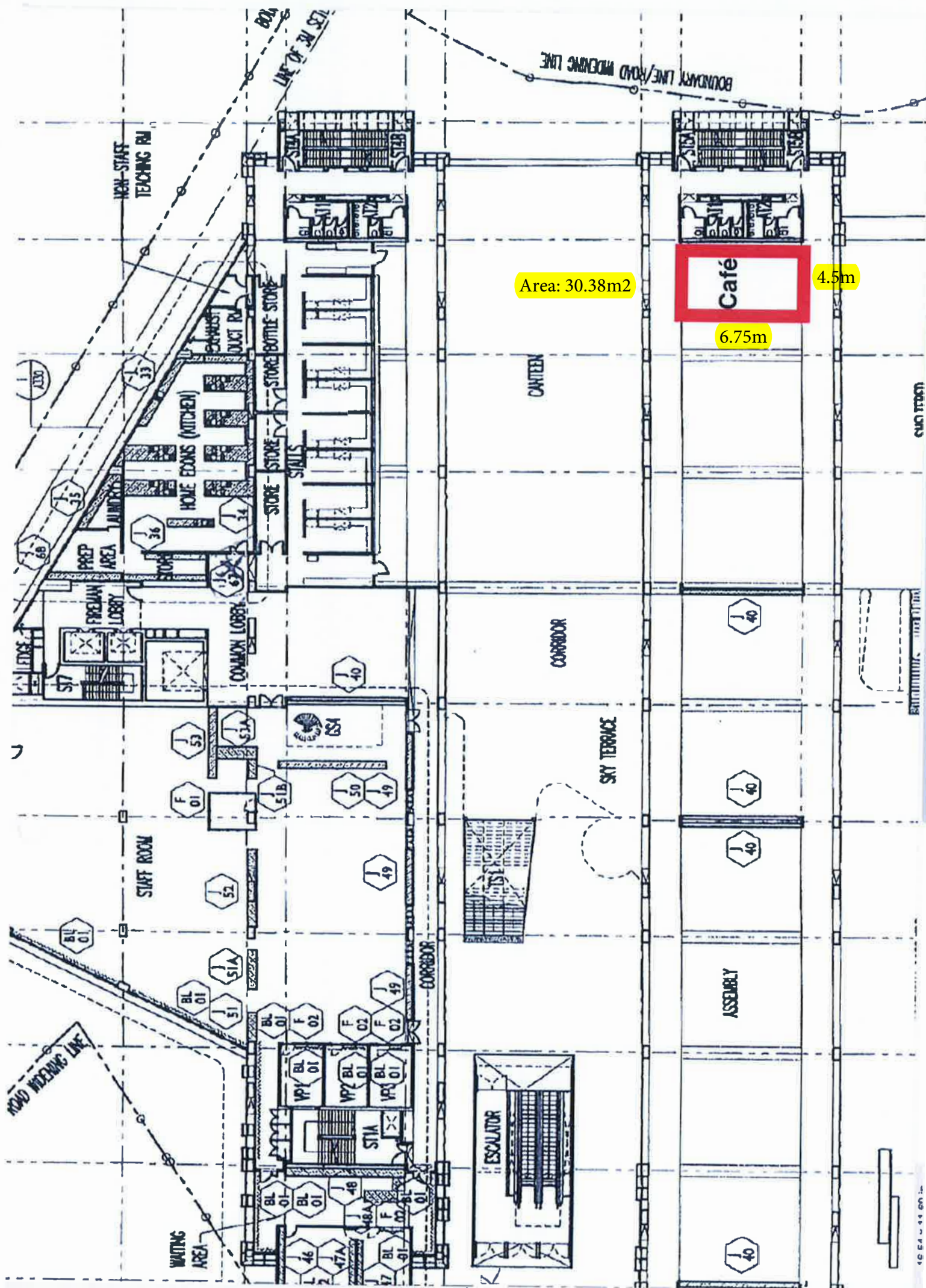
_____))

in the presence of:

Name of witness : _____

Signature : _____

Annex E : CAFÉ LOCATION



Appendix 1 : HOUSE RULES

SINGAPORE ARTS SCHOOL LTD

H O U S E R U L E S

FOR

**AUTHORISED EXTERNAL PARTY
PROVIDING SERVICES TO SOTA**

Form A-2

HOUSE RULES

1. ACCESS ROUTE

- 1.1 Access to the works area is only permitted through the **approved route**, as directed by the **Singapore Arts School Limited (SAS)**.
- 1.2 No obstruction shall be allowed in any access area or route.
- 1.3 All loading and unloading of materials shall be at designated access points as instructed by SAS.
- 1.4 Closure of access route, if necessary, shall be subject to the SAS's approval.
- 1.5 Temporary lightings and power supply, if required will be provided to the Authorised External Party (i.e. Contractors / Vendors and/or Lessees) for a fee.
- 1.6 All areas, finishes and installed Mechanical and Electrical (M&E) items along the access routes and other areas must be adequately protected from any damages, where applicable.
- 1.7 2-metre wide dust mat carpet taped to the floor shall be provided to all the access routes as deemed necessary.
- 1.8 All temporary floor and wall protection must be removed after practical completion and any damages must be repaired to the satisfaction of SAS.

2. USE OF LIFT CARS AND LANDINGS

- 2.1 The period of use and location of lift / lift landings shall be subject to the SAS's approval.
- 2.2 Only the designated Cargo lift must be used exclusively for transporting both workers and materials.
- 2.3 All affected lift car walls and floors, landings, architrave, shall be protected by carpet on plywood for floors and padded canvas sheet for vertical surfaces to the satisfaction of the SAS.
- 2.4 All temporary protective linings shall be removed after practical completion and any damages to be made good to the satisfaction of the SAS.
- 2.5 SAS will impose a cleaning fee of S\$300 per occasion if any of the Authorised External Party's workers are found using lifts other than the approved lift. Additionally, the Authorised External Party will be responsible for repairing any damages found in the lifts used.

3. DUMPING OF DEBRIS

- 3.1 Debris to be removed from site daily in an orderly manner.
- 3.2 Dumping is strictly prohibited within the SAS premises, except at the SAS approved dumping site. All debris shall be disposed of at the designated dumping sites as directed by the SAS.
- 3.3 The SAS shall impose a clearance fee of S\$500 for each instance of illegal dumping by the Authorised External Party, as reimbursement for clearance services provided by SAS.
- 3.4 Bulk bins must be placed at designated locations approved by SAS, with a five (5) working days' notice prior to the date of use.

4. ROUTINE CLEANING

- 4.1 The dust mat carpeted areas surrounding the working areas are to be vacuumed frequently to minimise dust accumulation in the vicinity.
- 4.2 Any staircase, corridor and wall at the access routes are to be kept clean at all times.
- 4.3 Any stains, scratches or markings, shall be made good to the SAS's satisfaction.

5. SECURITY PASS

- 5.1 The Authorised External Party is required to submit the list of workers including their Operation Managers, along with the last three digits of their NRIC Numbers or Work Permit Numbers, at least five (5) working days prior to the start date of the work.
- 5.2 Security passes for the workers should be obtained from the Level 2 Security Pass Counter.
- 5.3 Workers, including the Foreman and Site Supervisor, must wear the security passes at all times while working on SAS premises.
- 5.4 When applying for security passes, original documentary proof, such as photo identification cards for Singaporeans, passport and valid work permits for foreign workers, must be presented to the Security for verification. Identity cards will not be collected.
- 5.5 SAS will conduct regular checks to ensure that all workers are in possession of their security passes.
- 5.6 Illegal workers are strictly prohibited from working on SAS premises. If any illegal worker is found, both the SAS and the Authorised External Party will report the worker to the relevant authorities. SAS reserves the rights to immediately remove the illegal worker from its premises. A penalty of S\$500 will be imposed for each individual on each occasion.

6. SAFETY MATTERS

- 6.1 All works involving drilling, hacking or continuous loud noises are only to be done during approved hours.
- 6.2 The Authorised External Party must submit a separate application for approval of any Hot Work (Welding Work) using the attached Form D: Hot Work Operations, which can be obtained from the SAS Office of Property Management (OPM). This form must be submitted to the OPM for approval before starting any hot work. A fire extinguisher must be positioned at the hot work site, easily visible to all, and ready for use in case of an emergency.
- 6.3 All High rise and scaffolding works must be carried out with the appropriate safety gears (e.g. safety belt, safety helmet, ropes, etc). Workers are required to wear the safety gears before commencing work. Work will be halted immediately if this safety rule is violated, and a fine of S\$500 will be imposed.

7. UTILITIES FOR FITTING OUT WORKS

- 7.1 The Authorised External Party shall obtain the SAS's prior written approval for tapping of Power Supply to the premises.
- 7.2 Prior written approval from SAS must be obtained to access the relevant M&E services (e.g. main electrical supply, etc).
- 7.3 All Authorised External Parties must install electrical protective devices such as Miniature Circuit Breakers (MCBs) or Earth Leakage Circuit Breakers (ELCBs), on all their power supply.
- 7.4 All utilities must be turned off or switched off after use and before leaving the SAS premises.

- 7.5 No Authorised External Party shall be allowed to tap power from any point outside other than the approved tapping point.
- 7.6 Any temporary electricity supply must be terminated upon completion of the construction work, and the Authorised External Party shall pay SAS in full for the electricity consumed.
- 7.7 Fire Hose reels are not to be used for washing or fitting out work. The Authorised External Party must obtain prior approval from SAS to tap into the water supply.

8. Code of Conduct

All Authorised External Party is expected to:-

- 8.1 display the security pass prominently at all times;
- 8.2 only trolleys or wheel barrows with rubber castors should be used;
- 8.3 the Authorised External Party must use only the designated toilet and observe proper usage of all common facilities, such as lifts, toilets, car parks, etc., to avoid inconvenience to other users;
- 8.4 only facilities designated by the OPM are to be used for transportation of materials. Authorised External Parties are not permitted to use the passenger's lifts;
- 8.5 all building materials and equipment must be kept out of public areas, and corridors and passageways must not be blocked with building materials and construction / fitting-out debris;
- 8.6 deliver bulky items or equipment at the agreed delivery date and time;
- 8.7 appropriate protection must be provided to common areas and equipment, wherever necessary, to prevent direct damage;
- 8.8 take the necessary precautions to ensure safety of workers on site. Proper care should be exercised to prevent harm or damage to individuals or property;
- 8.9 Provide OPM prior written notice of at least five (5) working days if the work will generate excessive dust or smoke, and submit a work plan and method statement;
- 8.10 inform and coordinate with OPM regarding the planned method for hoisting or erecting scaffolding;
- 8.11 ensure that sleeping is not permitted in common areas within SAS premises;
- 8.12 ensure that meals are not eaten in common areas within the SAS premises;
- 8.13 maintain the work area in a clean and hygienic condition, ensuring it is free from food debris;
- 8.14 ensure no worker is permitted all to wash himself / herself in the non-designated toilets;
- 8.15 ensure that no one remains in the work area after working hours;
- 8.16 ensure that strictly **"NO SMOKING"** within SAS premises . (will be referred to NEA);
- 8.17 ensure that any additional instructions or rules may be imposed by SAS at its discretion at any time.
- 8.18 All Authorised External Parties must observe proper discipline while on SAS Premises. This includes, but is not limited to, the following items listed below.
- 8.19 Gambling, littering, spitting and any disruptive behaviors or actions that create a public nuisance are strictly prohibited. Any workers found violating these rules will be instructed to leave SAS premises, and the Security Pass will be revoked immediately.
- 8.20 All workers must be appropriately dressed at all times while on SAS premises.

- 8.21 Vehicles of Authorised External Party must always be parked in designated area (i.e. Loading Bay for loading and unloading of goods, materials, or equipment) or in the car park, where hourly car parking rates will apply. Vehicles parked illegally within SAS premises will be wheel-clamped, and a wheel unclamping fee will be charged.
- 8.22 Work safely and responsibly, remaining aware of the impact of your actions and behavior. It is the duty of all adults to ensure and promote the welfare of students.
- 8.23 Avoid any contact or interaction with students. Authorised External Party should never share their personal contact details with any student.
- 8.24 Authorised External Parties who may need to have contact with students as part of their work should limit their interactions to those that are appropriate if their profession or duties (e.g. Canteen, Café and Bookshop vendors, Cleaners and Security Officers).
- 8.25 Never have contact with students or befriend them unnecessarily without the supervision of an Office of Property Management Representative.
- 8.26 Stay within the designated work area and access routes, and seek permission if you need to go beyond these areas.
- 8.27 Refrain from using profane or inappropriate language.
- 8.28 Adhere to the Code of Conduct at all times.

9. PENALTY

SAS shall impose the following charges as reimbursement for costs incurred due to service disruptions caused by the Authorised External Party.

<u>Type of Disruption</u>	<u>Reimbursement</u>
False fire alarm activation	S\$500 for the first occasion S\$1,000 for subsequent occasions
<u>Type of Disruption</u> Tripping or shutting down services without prior approval from the SAS, or causing breakdown of services such as electrical, plumbing, gas, etc.	<u>Reimbursement</u> S\$500 for the first occasion S\$1,000 for subsequent occasions
Lift breakdown (such as jamming due to improper material handling, etc.)	S\$500 for the first occasion S\$1,000 for subsequent occasions
Vandalism	S\$150 per occasion
Smoking within SAS premises	S\$100 for the first occasion S\$200 for subsequent occasions
Workers unauthorised use of passenger lift	S\$150 for the first occasion S\$300 for subsequent occasions
<u>Others</u>	
Failure to remove bulky debris	S\$500 per occasion with an additional clearance fee of S\$500 to clear the debris off-site.
Failure to dispose of rubbish in the designated area	S\$200 per occurrence, along with an additional S\$500 clearance fee to remove the debris off-site.
Failure to comply with any of the Code of Conduct	S\$100 per occasion
Failure to notify SAS about any works carried out within SAS premises	S\$100 per day

Failure to comply with Safety Matters	S\$500 per occasion
Deploying illegal worker SAS premises	S\$500 per occurrence, with immediate removal of the illegal worker from SAS premises. SAS will also file a report with the Ministry of Manpower (MOM).

10. PERMITTED HOURS FOR WORKS

- 10.1 The following are the hours during which works can be conducted, subject to SAS's approval, in consideration of school and venue operations.:

Mondays to Sundays & Public Holidays - 0830hrs to 1800hrs)

Remarks: - All noisy works to be declared to OPM and carried out during the SAS approved date and time.

- 10.2 SAS reserves the right to halt any work at any time if it disturbs other occupants within the SAS premises or in neighbouring buildings.

11. ASSISTANCE

If you have queries, please contact Office of Property Management (OPM) at 6338-9663.

The SAS would like to take this opportunity to express our gratitude for your full co-operation.

Thank you.

I have read and agree to comply with all of the aforementioned House Rules. I further acknowledge that if I fail to comply with any of the rules, SAS reserves the right to deduct any applicable amounts from any monies or deposits owed to me.

Name of Authorised External Party's Person-in-charge

Name of Company

Signature / Company Stamp

Date

Appendix 2 :
MICROWAVE OVEN SERVICE
AGREEMENT

Appendix 2

FORM OF AGREEMENT

PROVISION OF REHEATING OF COOKED FOOD SERVICES

This **AGREEMENT** is made on the _____ day of _____ Two Thousand And Twenty Five (2025) between Singapore Arts School Limited (SAS) herein referred to as the School and _____, herein referred to as the Contractor.

The Contractor who operates the Café, has agreed to provide the reheating of cooked food services at the School of the Arts School canteen on a goodwill basis, at no cost to the School.

The Contractor's food handlers have to be certified in **Food & Beverage Safety and Hygiene Policies and Procedures** accorded by National Environment Agency (NEA).

The Contractor's service staff and food handlers shall observe high standard of food safety and personal hygiene practices at all times.

The Contractor will maintain the cleanliness of Microwave Oven according to the manufacturer's recommendation guides.

Microwave Oven repair and replacement works will be provided by the School.

Signed by the SAS

Signed by Contractor
(Authorised Representative)

Name :

Name :

Designation :

Designation:.....

.....
Signature/Company's Stamp

.....
Signature/Company's Stamp

MANUFACTURER'S RECOMMENDATION GUIDES

Care of The Microwave Oven

1. Turn the oven off and remove the power plug from the electrical supply socket before cleaning.
2. Always clean the flat table after cooling down with a mild detergent and wipe to dry.
3. Clean the upper heater after it is completely cold. Wipe with a soft cloth carefully to avoid breaking the heater and hurting your fingers by the broken heater.
4. Keep the inside of the oven clean. When food splatters or spilled liquids adhere to oven walls, wipe with damp cloth. Mild detergent may be used if the oven gets very dirty. The use of harsh detergents or abrasives is not recommended.
5. If steam accumulates inside or around the outside of the oven door, wipe with soft cloth. This may occur when the microwave oven is operated under high humidity conditions and in no way indicates malfunction of the unit.
6. The exterior surfaces of the oven should be cleaned with a damp cloth. To prevent damage to the operating parts inside the oven, water should not be allowed to seep into the ventilation openings.

Please take note:

- i. A steam cleaner is not to be used for cleaning.
- ii. Failure to maintain the oven in a clean condition could lead to deterioration of the surface that could adversely affect the lifespan of the appliance and possibly result in hazardous situations.
- iii. When it becomes necessary to replace the oven light, please inform the Office of Property Management.

Safety Tips

1. Never operate a microwave oven if the door is damaged or doesn't close securely.
2. Don't use metal containers because microwaves bounce off metal, which can cause arcing and a fire inside the oven.
3. Don't operate the oven while it is empty. This can also cause arcing and start a fire.
4. If you have a fire in your microwave oven, turn it off immediately. This will stop the fan so it won't feed oxygen to the flames. Then simply wait until the fire suffocates. Never open the oven door until you are absolutely certain that the fire has been put out. If in doubt, call the fire emergency hotline.

Terms and Conditions for Microwave Oven Service

The Terms and Conditions stated below are applicable to all requesters for the reheating service.

1. The Microwave Oven Service provided by the Café is for reheating of cooked food only.
2. It is **strictly** used for food with **No Pork and No Lard**.
3. The waiting time for the reheating service will be longer during the peak period from 09:00 am to 12:00 pm.
4. **Use only microwave-safe utensils.** The instructions that come with each microwave oven specify what kinds of containers are safe to use and how to test the suitability of materials before use.
5. To minimise the risk of fire, never attempt to heat articles that are not approved for use in microwave ovens.
6. **Do not use plastic storage containers, foam trays and plastic wraps** in microwave ovens because they are not heat stable at high temperatures. Melting or warping can occur which may cause harmful chemicals to migrate into the food.
7. **Never use recycled paper products** in microwave ovens unless they are specifically approved for microwave use. Some recycled products including paper towels and even waxed paper may contain minute metal flecks. When a microwave oven is operating, the interaction between microwaves and the metal can cause sparks and flames.
8. Always use oven mitts to remove items from the microwave oven after cooking. Be careful when removing a wrapping or covering from a hot item. Hot steam escaping from the container, as the covering is lifted, can cause painful burns.
9. Do not heat liquids in the microwave oven. Since the containers may only feel warm, rather than hot, they are sometimes handled with less caution. This can easily result in the splashing or spilling of a scalding liquid.

Microwave Safety



Use potholders to remove food containers.



Use tray to carry microwaved food containers.



Remove lids carefully to avoid steam burns.



Distribute heat by stirring microwaved foods before serving.