

Office Fitout Manual

2023.

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Abbreviations:-

- AC - Air Conditioning
- AMC - Annual Maintenance Contract
- ASHRAE - American Standard Heating, Refrigeration & Electrical
- BMS - Building Management Services
- BTU - British Thermal Unit
- DB - Distribution Board
- CBS - Central Battery System
- CHW - Chilled Water
- CPT - Central Park Towers
- DCD - Dubai Civil Defence
- DCL - Dubai Central Lab
- DDA - Dubai Development Authority
- DEWA - Dubai Electricity & Water Authority
- DIFC - Dubai International Financial Centre
- DM - Dubai Municipality
- EPA - Environmental Protection Agency
- F&B - Food and Beverage
- FACP - Fire & Access Control Panel
- FDM - Fitout Delivery Manager
- FLS - Fire & Life Safety
- FRP - Fibre Reinforced Plastic
- GF - Ground Floor
- HSE - Health, Safety & Environment
- HPL - High Pressure Laminates
- HVAC - Heating, Ventilation, Air Condition
- KWP - Kitchen Waste Pipe
- MDF - Medium Density Fiberboard
- MEP - Mechanical, Electrical, Plumbing
- NFPA - National Fire Protection Authorities
- NOC - No Objection Certificate
- P1, P2, P3 - Podium 1, 2, 3
- PMT - Property Management Team
- PTW - Permit to work
- QHSE - Quality, Health, Safety & Environment
- RCP - Reflected Ceiling Plan
- SIV - Supervisory Isolation Valve
- SMDB - Sub Main Distribution Board
- TAB - Testing Adjusting Balancing
- VOC - Volatile Organic Compound
- ZCV - Zone Control Valve

1.0 GENERAL

1.1 INTRODUCTION

Arady Developments LLC, the Landlord of Central Park Towers (CPT), is a joint venture between Dubai Asset Management and Deyaar Developments. CPT is the largest single-owned office development in the DIFC free-zone.

The building design offers maximum floor plate efficiency built to a high standard; with CAT A fitted, CAT B furnished and Shell & Core offices available. Over 100,000 sq ft of retail space that provides the Tenants with the opportunity to shop, dine and socialize. Retail outlets are located in the Retail Walk, GF, Podium 2 and 3.

1.2 PROJECT DESCRIPTION

The Building is located in the DIFC, comprises of:

- 4 Basement Floors (Tenant Parking)
- Ground Floor (Retail + Visitors Parking)
- 2 Podium floors (Retail + Residential Parking)
- The Plaza (Outdoor Concourse)
- 45 floors Office Tower
- 47 floors Residential Tower

BASEMENT FLOORS:

The basement can accommodate 2122 parking spaces including dedicated bays for People of Determination, Electric Charging Vehicles and Preferred Parking bays on

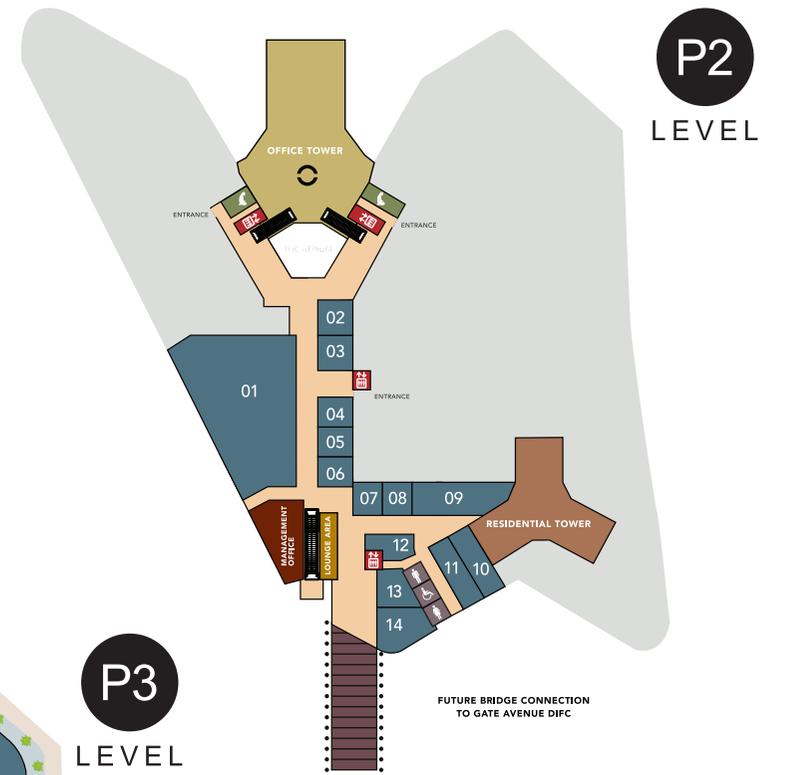
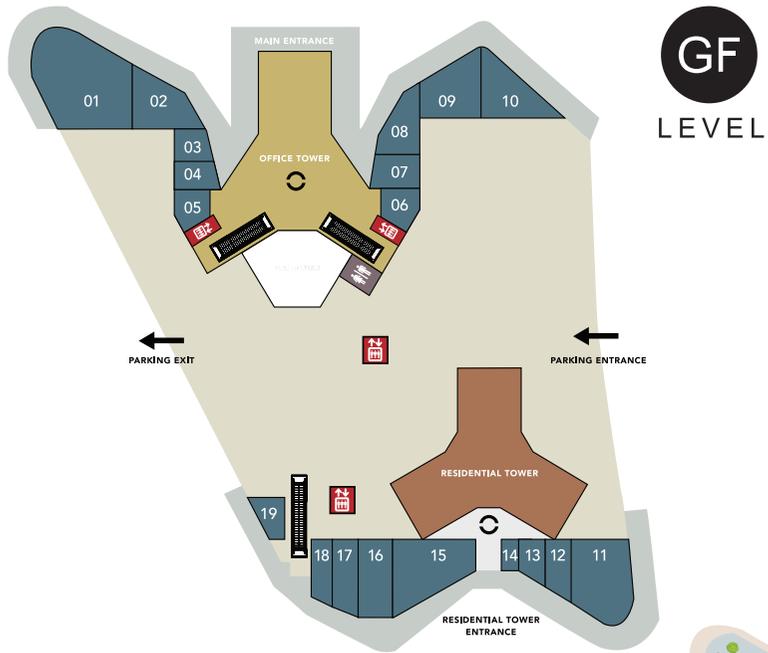
each floor along with MEP services. There are a double-point vehicular access /egress to / from the basement parking with entry from the west side and exit from east side for ease of traffic flow & exit. Access is controlled by a card access barrier system.

GROUND FLOOR:

The GF accommodates the main entrance lobby of the office tower, which is designed as a generous space with the reception and waiting area, leading to the lift lobby. There are two rear exits leading to parking area. Also located at this level are Male and Female Toilets. The peripheral space consists of 301 visitor parking bays including 17 dedicated bays for People of Determination which are controlled by a card access barrier system. There is a token machine for all visitors to gain access to the GF car park, with the first 3 hours free and a charge per hour applied thereafter.

PODIUM FLOORS:

Podium 2 & 3 are part of the Retail Walk and consists of retail units of varying sizes, male/female toilets, prayer rooms on P2 and parking area for 673 residential parking spaces on P1. Also MEP service rooms are located in this car parking zone.



ROOF LEVEL:

The roof level comprises of services rooms, chillers and overhead water storage tanks. This is generally non-accessible area and is restricted to the building services and maintenance team only.

1.3 PURPOSE OF THE MANUAL

This Fitout Manual (Manual) contains general information relating to CPT leased office spaces in the entire Premises /Building, but more particularly, it contains requirements and guidelines to be followed by Tenants and their Fitout Contractors when carrying out the installation of interiors within their leased Premises.

This document relates to Fitout process for office Premises only.

This Manual is provided in order to set out the responsibilities of the Tenant, Fitout Contractors and Landlord (including agents of the landlord) in order to facilitate completion of the Tenant's Fitout works in an efficient and timely manner and to provide clarity to each party as to their role in the process.

This Manual is intended for all new and existing Tenants of CPT and its affiliates that will be undertaking Fitout works, upgrades or retrofits of the Premises (Works). All sections of this document should be read and understood by the Tenant and his Contractor/s. This document should also be read in conjunction with the Tenant's Lease Agreement and the terms defined therein. In the event of any discrepancies between the

terms and conditions of this Manual and those of the Tenant's Lease, the Tenant's Lease shall take precedence. Nothing in this Manual shall relieve the Tenant of any responsibilities as stated in the Lease.

Please note that it is the responsibility of the Tenant and his contractor/s to check all given dimensions on site prior to commencing detailed design drawings, documentation and during Fitout process. The Landlord or Property Manager shall not be held responsible for abortive design or construction work through failure by a Tenant to conduct a thorough site check or to carry out due diligence on technical specifications and validation of base built MEP services.

1.4 SCOPE OF FITOUT SERVICES

The Tenant shall ensure that the Tenant's Contractors have a copy of this Manual and that they comply with the requirements detailed within as applicable to them. The provisions contained in this Manual form part of the Lease Agreement (Lease) between CPT and the Tenant, unless otherwise agreed in writing. If any event or any matter herein conflicts with any provision(s) of the Lease, the Lease will take precedence. This Manual shall apply to all leased office units within the jurisdiction of CPT for all Works, which includes but is not limited to:

- Architectural / Partitioning works
- Structural addition / modification works
- Interior finishes such as flooring, ceiling, painting etc.

- Mechanical, Electrical, Plumbing/drainage (MEP) works modification
- Telecommunication and data works
- British Thermal Unit (BTU) Meter installation as per item 9.0 of this Manual

1.5 THE FITOUT DELIVERY MANAGER

The FDM will act as an exclusive and sole representative on behalf of CPT and Landlord and shall perform duties as Landlord representative. All project communications and correspondence must be directed to the FDM to seek necessary permissions from the Landlord and Authorities.

During the Fitout period, each Tenant will have a FDM to assist with coordination. If there are any questions about the information contained in this Manual, please contact the FDM, located on-site for official clarification.

The FDM, or his representatives, cannot be held responsible for any inaccuracies and Tenants are responsible for undertaking their own reasonable care and due diligence in their office design and Fitout that shall be in compliance with Authorities Standards / regulations and requirements.

1.6 PROJECT TEAM DIRECTORY

OWNER / LANDLORD	Arady Developments LLC, (Central Park Towers)
FITOUT DELIVERY MANAGER (FDM) -DREES & SOMMER	Sumit Kapoor Mob: 055 599 5845 or 058 520 1989 sumit.kapoor@dreso.com or ali.asgher@dreso.com
SENIOR MANAGER	Holly Smith Mob: 058 932 9052 holly.smith@centralparktowers.ae
FACILITIES ENGINEER	Antony Santhumayor Mob: 055 992 7253 antony.santhumayor@centralparktowers.ae
QHSE OFFICER	Sony George Mob: 056 939 6252 sonyc@deyaar.ae
SECURITY SUPERVISOR	Duty Supervisor Mob: 050 874 5318 securityCPT@uae.g4s.com

2.0 DESIGN CRITERIA

This section of the Manual outlines the particular information in terms of architectural, structural and MEP aspects by CPT illustrating various aspects to be followed by the Tenant and the Tenant's Contractors during the Works execution on the Premises.

2.1 PUBLIC & COMMON AREA SPACES

2.1.1 LIFT LOBBY AREA & MAIN CORRIDOR

Lift lobbies and main corridor at each level are fitted out and no change is allowed to be made to these areas unless authorized with special approval by Landlord.

2.1.2 WASHROOMS

Washrooms are separate for male, female and disabled persons and are located on P2, P3 & GF. No adjustment shall be made to these rooms.

2.1.3 LOBBY, RECEPTION & ENTRANCE AREAS

The concept design for these areas has been integrated into the overall design and reflects the overall aesthetic's of the community and no change shall be made to these areas.

2.1.4 LIFTS

2.1.4.1 OFFICE FLOOR LEVELS

Each wing of the office space on each floor is serviced by seven lifts providing access to all levels of the building, of which one is designated as the service lift and shall be used for this purpose when instructed by the FDM. Each lift has disabled access facilities and is linked to the building security/access system. The maximum load for each of the passenger lifts & service lift is 1,600 kgs / 21 persons and size of service lifts are as follow:

- OG1 – Ground floor & Retail P2, Concourse, plus all car park levels, up to all 43 OT floors: Height – 264 cm, Depth – 223 cm, Width – 145 cm Max. Load = 1600 kg
- OG 2 – Ground floor, Retail P2, Concourse, plus all car park levels & OT floors, up to L18 only: Height – 263 cm, Depth – 199 cm, Width – 169 cm, Max. Load = 1600 kg
- PG 1– Ground floor, Retail P2 & all car park levels, up to Concourse only: Height – 235 cm, Depth – 146 cm, Width – 180 cm, Max. Load = 1600 kg.
- PG2–Basement 4 to Concourse level only-2 stops only: Height–235 cm, Depth–160 cm, Width–180 cm, Max. Load = 1600 kg.

- PG 3 – Ground floor, Retail P2 & all car park levels up to Concourse only: Height –220 cm, Depth - 220 cm, Width–145 cm, Max. Load = 1275 kg.

- PG 4 & PG 5 – B4, Ground floor Loading/refuse docks up to Retail P2 only: Height – 240 cm, Depth – 250 cm, Width - 200 cm, Max. Load 2500 kg.

2.1.5 FIRE STAIRS

Fire egress stairs are provided in accordance with DCD requirements. The stairs may be used for inter floor access and for fire egress.

2.1.6 ACCESS TO COMMON SERVICES

Access for maintenance purposes to the Building services installation should not be restricted by installation of any fixtures, fittings or non-dismountable partitions. The Tenant is required to remove/relocate any such items which obstruct access for maintenance of Building installation at the Tenant's cost. In addition, the Tenant should provide adequate access to the ceiling void for maintenance of electrical and mechanical services which are part of the base building installation, if a non-dismountable type of false ceiling is installed by the Tenant.

2.2 DESIGN CRITERIA – OFFICE SPACE

2.2.1 LEASE PREMISES

Some floors will be leased as full floors and some of the floor area has been divided into units as part of Base Build Design with CAT A fitted, CAT B furnished and Shell and Core. All units have been provided with an electrical Isolator and some units have water provision. Some walls abutting the common corridor is concrete / block walls with a glass main entrance door, the demising walls are fire rated gypsum based and the external perimeter is glazed curtain wall system.

2.2.2 DESIGN CONTROL ZONE

The perimeter zone of the office tenancies, abutting the external glazing (curtain wall), has been designated as the Design Control Zone. No objects, lights or any fixtures are allowed to be installed along the perimeter of the glazing so as to maintain uniformity of the external appearance of the building.

2.2.2 EXTERNAL FACADE

The office spaces as defined in the lease drawing are enclosed by a glazed facade with pre-determined access doors which are part of the base building design. Request for change to the façade or door locations may be considered by the Landlord. Signage to office is to be located in areas that do not affect other office, office space or public areas. The location, size, type, fonts,

etc. is subject to the approval of the FDM, Landlord and DIFC.

2.2.3 SIGNAGE

No display of neon sign or illuminated logo, advertisement, etc., will be allowed if these can be seen from window or external wall unless otherwise approved in writing by CPT.

Any signage to be placed outside of the Leased Premises (including on the entrance door) must be approved in writing by CPT. Each Tenant is allowed to place their Company name on a designated directory board provided in entrance lobby, Company to be approved by CPT.

Cost of office unit signage shall be borne by the Tenant and shall be in compliance with Landlord guidelines and requirements:

2.2.4 TENANCY ENTRANCE DOORS

Main tenancy entry doors are to be replaced by the Tenant with fire rated entrance doors as per DCD standards and regulations. In addition, any new door that is installed must meet DCD and DDA codes. All request for such installations are subject to approval in writing from FDM.

2.2.5 FLOORING FOR SHELL & CORE UNITS

Tenants must install a proprietary raised flooring system which shall be in level with the entrance corridor to the leased office space. No thresholds, reducer strips or other transition devices shall be permitted at the intersection of the public area tile flooring. Light weight



screed only is allowed subject to approval by FDM. Any type of flooring with bedding or wet fixing is not allowed. The flooring must be able to withstand loadings as per tenant use / tenant partitioning / concentrated loads / uniform loads and impact loads. When fixed to the slab it must not be intrusive or have a detrimental effect on the building structure. No penetrations including chases and saw cuts in the slab are permitted unless agreed in writing and carried out by FDM approved contractor. If a Tenant chooses to create a wet area it must be fully waterproofed and is subject to FDM direction, inspection and approval. Major relocation or addition to any base building provisions (CIVIL & MEP) within the leased Premises

is best avoided. This is generally not advised as it will require the appointment of an approved Tenant's consultant to redesign the layout to match Base Building Systems. Also submission of a Method Statement and all Authority approval shall be borne by the Tenant. All such requests would need to be submitted initially to FDM.

2.2.6 CEILINGS

The floor-to-floor height is 4200mm, with floor to soffit ceiling height generally kept at 3550 mm. The clear height is to be consistent at the periphery at 2750mm height to match the external glazed mullion but may be dropped internally to match interior design requirements and should be in line with statutory authority requirements.

For areas with CAT-A finish, a gypsum square grid suspended ceiling along with AC diffusers and light boxes with all services points, has been provided as base building design. If the internal partitioning is to take place, the false ceiling is to be re-designed by the Tenant. The Tenant will need to seek the necessary NOC's from Landlord and concerned Authorities. The proposed design shall be of a non-combustible material and shall be plaster, gypsum board, concealed spline lay in acoustic tiles; in addition to this all fire and life safety regulations must be respected in accordance with the Building Codes and DCD requirements. All works to any fire & life safety services must be verified by CPT appointed Fire Services Team or the

appointed agency and approved by FDM, prior to work commencement.

All ceiling systems will be accessible and the Tenant will incorporate sufficient access panels to allow CPT to maintain the base build MEP systems, including but not limited to, wet services pipes, valves, A/C units, fire dampers, ceiling void smoke detectors, drainage lines, BTU meters, electrical installations, etc. If it is the intent of the Tenant to hang any equipment or light installation from the ceiling, it would need the written approval from FDM.

2.2.7 PARTITIONS

- All partition walls must be of a demountable type, i.e. gypsum sandwich panel with lightweight plaster core or gypsum board (with fiber wool insulation layer for soundproof wall), timber partitions, partial or fully glazed panels and other light weight panels. All materials used for partitioning and for fitting-out to the tenanted Premises must conform to current DCD Fire Resistant Standards.
- Only in special circumstances where security or fire rated enclosures are absolutely necessary will lightweight concrete partitions or other 'wet trade' construction method be permitted. Where this form of construction is proposed, the Tenant will be required to clearly identify the location and construction of the proposed wall and will be required to submit a structural plan.

- Partition walls abutting windows must be positioned against mullions. Tenants must not secure or fix any fixtures or partitioning onto curtain wall mullions. Drilling and/or fastening of screws, inserts, etc. onto mullions, window sills, tie-strut aluminum covers, etc. are not permitted. Tenants must not place anything (partitions, furniture, etc.) near or at any windows in such a manner as to prevent future replacement of window panes.
- All fixed partitions and built-in cupboard terminating at window panels must not hinder the full opening of any operable window panel. All sideboards and/or cupboards located under windows must not extend in height above the window sill.
- No wall paper is allowed on base building provided demising walls. The Tenant shall not make any installation whatsoever, other than that specifically permitted on the approved Tenant's Working Drawings.

2.2.8 MATERIALS

Alterations, additions, reinforcement or modifications to the base building designed structure, piping, conduit or ductwork to accommodate the Tenant's work shall not be performed without, in each instance, obtaining prior approval of the FDM. The Tenant shall leave the Building structure as strong or in a stronger condition than the original design with finishes unimpaired. The FDM may require that approved structural or electromechanical modifications be performed by CPT contractor under contract to the Tenant at the Tenant's

expense. FDM may further require that engineering analysis, review or design be performed by CPT engineer at the Tenant's expense. No slab penetration is allowed without prior FDM written approval.

No structural penetration in either floor slab or wall is allowed without prior written approval of the FDM. Partition work shall be limited to dry-wall installations, timber partitions, partial or fully glazed panels and other light weight panels.

2.2.9 LIGHTINGS

For CAT- A offices integrated light fittings are provided to the ceiling of the Tenant's Premises. Any alteration to the existing arrangement will be at the Tenant's expenses and subject to FDM approval. For shell & core offices there is no provision for integrated light fittings or wiring. All lighting design and wiring shall be in line with DEWA regulations. All wiring shall be provided from the DB and / or Isolator which is provided within the leased area if required to be relocated shall be as per the load schedule and is subject to FDM and DEWA approval.

2.2.10 WINDOW COVERINGS

The Tenant must install manually/electrical operated roller blinds and must seek approval to the specification and color from FDM to ensure uniformity throughout the building. Compliance of all window coverings shall be as per DDA regulations.

FABRIC

The fabric shall be stable, resistant to UV light, periodic cleaning and fraying along its cut edges.

Sun screen fabric is woven vinyl-coated polyester yarn in basket weave pattern to achieve a fabric with an openness factor of 3%.

ROLLERS:

Tube formed from type Z275 galvanized and passivated steel sheet to BSEN 10142 or type 6063T5 extruded aluminum to BS1474.

Roller shall be formed with Keyways mechanically attaching the operating mechanism, bearing and easily removable from support brackets.

2.2.11 WINDOWS / GLAZING

The Tenant is not permitted to change the material or the colour of the external glazing or aluminum works that form any part of the Premises. No solid object of any type may be set to rest on or touch the exterior glazing or on the aluminum window sill. Tenants are requested to ensure that their employees are aware of this requirement.

No items may be hung from, stuck to, or otherwise attached to the glazing or aluminum cladding supports. No penetration punctures or fixing to the curtain wall is allowed. All interior construction must be self-supportive.

2.2.12 PROTECTION OF FIREPROOF BARRIER

The Tenant is required to ensure GI sheet of appropriate width and thickness shall be installed by the Fitout Contractor to protect the existing fire proof barrier (installed) between the floor slab and curtain wall transom along the periphery of the curtain wall inside the Premises as per the attached illustration.

2.2.13 DEMISING WALLS

No penetrations into the common area core walls are allowed. These walls may not be used for fixtures or shelving support. Penetrations or modifications of inter-tenancy demising walls is permitted for Tenants that lease multiple of units, provided the units are returned to the original floor divisions at the time of vacating the Premises and shall be constructed minimum 150mm thick with Gypsum board double layered fire rated board. The gap shall be filled with double layered Rockwool insulation that shall comply with required sound proof level. Walls within a tenancy may be modified, used for support or removed, pending approval by FDM and conformance to all applicable fire regulation. The Building and demising walls have been designed with a noise reduction rating of 53db. Tenants are not permitted to exceed this level.

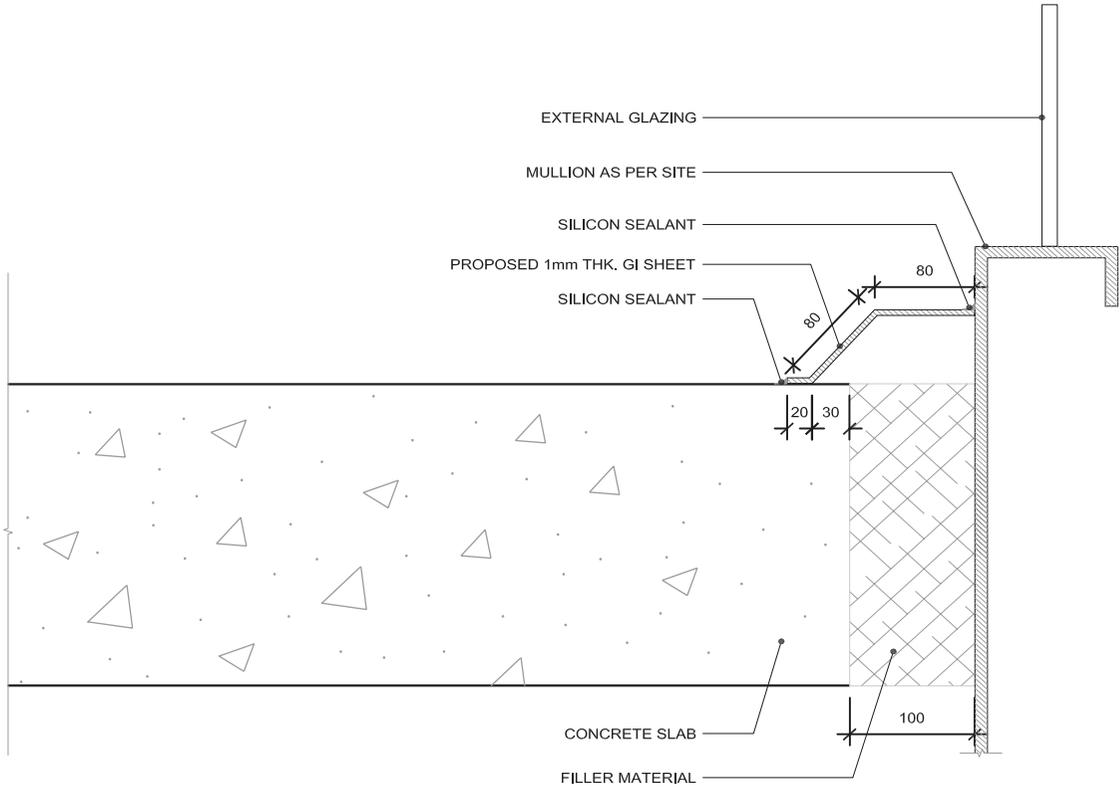
2.2.14 SUB-DIVISION OF SPACE

Partitioning of the floor space is permitted with prior written approval by FDM, providing that the partitioning lines coincide with the external wall glazing where they meet the façade and do not in any way damage the integrity of the external glazing or the appearance of the Building. Partition walls must align with, and no end of partition shall be built to touch or divide a curtain wall glass pane and no partition shall be supported on the windowsill or longitudinal transom of curtain wall system.

Any unit which has a floor area of two units or more may require modifications to the electrical distribution boards on the affected floor. Further it would also require modification to the ceiling mounted fixtures and fire fighting fittings. This will be the responsibility of the Tenant and must be carried out by a contractor with the relevant license. Specification for floors, inter-tenancy walls, columns, exit doors, plumbing and drainage will be supplied as part of the base build design criteria.

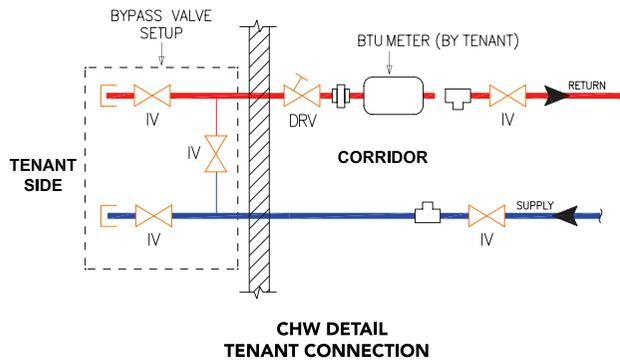
2.2.15 AIR CONDITIONING / HVAC

The leased Premises come pre-fitted with chilled water connection provision and spool piece for BTU Meter connection as part of base build design. The supply, installation, testing and commissioning of FCU, ceiling mounted diffusers, grills, ducts and thermostats based on Tenant requirements is to be carried out by the Tenant. The Tenant will be provided with pre-fitted fresh air and exhaust air toppings with Volume Control Dampers and further



GI FLOOR PELMET DETAILS

extension will be required to be done by Tenant to suit their own requirement. It is the Tenant's responsibility to design the complete AC system which is compatible with the base building design, seek approval from Authorities as required and obtain prior approval from FDM before starting any installation.



Existing chilled water stub out bypass should be kept intact with additional bypass valve in their unit space. All installations must comply with DCD regulations including testing and commissioning of the same and provide the necessary approval certification to FDM.

Any modification of the air-conditioning provision to the leased Premises must obtain prior approval from FDM. The internal VAV system, ducting and distribution system by the Tenant will run throughout the office areas. The Tenant must design the office VAV system, taking account of the chilled water line provided by the base build system. Any duct work required should comply with DW142 standards and flexible ducts should not exceed 1.5 m in length.

Tenants are to consider access to the unit for maintenance and repair work. The air-conditioning for toilets/pantry rooms, if required, must be discussed with FDM.

Phenolic pre-insulated ducts are preferred as opposed to normal pre-insulated ducts. All installations must comply with DCD regulations including testing and commissioning of the same and provide the necessary approval certification to the FDM.

The Tenants are to consider access to the unit for maintenance and repair work. Any further Authority approvals shall be taken by the Tenant.

2.2.16 FIRE DETECTION & ALARM SYSTEM

The Fire Detection and Alarm System provided is compliant with DCD regulations and DDA requirements.

Each office floor is provided with a number of smoke detectors and sprinklers including void detectors in ceiling and below raised floors if the void space is exceeding the limit as per DCD and no additional provision is available.

Additional fire detection or a standalone system (FACP) and 24x7 DCD Panel to be installed by the Tenant that is compatible with CPT Base Building System and compliant with DCD requirements. Suitable access panels are to be provided for future maintenance and repair.

Upon completion of the installation of the Tenant's FACP,

the Tenant is required to connect to the main detection panel of the Building.

- The Tenant to submit a copy of the functional test certificate of the system to the FDM
- Tenant is required to submit a copy of the cable continuity test certificate to the FDM



- Tenant shall arrange for the installation, testing and configuring / commissioning of an interface unit to connect their fire detection and alarm system to the main system of the Building and arrange to obtain the required Authority approvals.

The Tenant shall be responsible for obtaining an AMC for the same, at the Tenant's expense from a DCD approved Fire Service Contractor. FDM will advise who the Fire Service contractor is.

The Tenant is also responsible for obtaining and servicing the fire extinguishers within the Leased Premises.

The Tenant is required to show proof of the maintenance of the fire panel and associated system to DCD when renewing their Lease Agreement / Trade License. The

Tenant is also required to install 24x7 direct link to DCD so that the panel is monitored independently. Without both of these requirements the lease agreement is not renewed.

If the PMT notes a fault on a Tenant's panel, the Tenant will be given 24 hours' notice to rectify the matter, after which time, the Landlord will undertake to rectify the same at the Tenant's expense.

Please note that the fire panel does not specify the nature of the fault. The main fire panel does record a log of faults. However, these are automatically overwritten as the memory reaches capacity. The fire panel log can be viewed manually to log the date and time of any registered faults. It is the responsibility of the Tenant to arrange to view the panel if any visual evidence is required from the log.

The fire panel should be located as per DCD requirements / approvals and shall be accessible to the Landlord, Security / PMT. The Tenant shall provide a copy of the key for electromagnetic override to the Landlord.

2.2.17 FIRE PROTECTION - SPRINKLER SYSTEM

The Building is fitted with a sprinkler system. In the case where full height partitioning is installed by the Tenant, the sprinkler head layout shall be planned in a way that sprinkler protection and coverage of each partitioned area is maintained. Such modifications will be subject to

all DCD requirements and Landlord approval.

Upon completion of the fire fighting system design drawing, and after obtaining DCD approval, the alterations and changes to existing fire fighting sprinkler system must be carried out by licensed fire fighting contractors in coordination with and subject to the approval of the FDM and PMT.

A fire impairment permit has to be filled in and signed by the fire contractor carrying out the work and approved by the FDM and PMT prior to commencement of work. The fire service specialist shall ensure closure of ZCV prior to commencement of fire fighting system modification and further open the same once work is completed. The Fitout Contractor shall get the ZCV work inspected and signed off by FDM / QHSE for this particular work. In the event ZCV is not installed to the office unit, the Tenant shall install SIV and connect the same to FACP system.



Method statements, risk assessment and work schedule must be approved by FDM / QHSE as the work will involve draining the entire system of the floor

or Building and involves considerable preparation. Additional security is required and safety risks need to be considered. Any additional sprinkler/piping required as per RCP layout requirements is to be done by the Tenant. Additional security is required and safety risks need to be considered.

In the event of fire fighting pipe network inside lease unit is passing to adjacent unoccupied Shell & Core units, then the Tenant is responsible to modify and add additional sprinklers in compliance with DCD regulation in both the units.

Fire Impairment Permit has to be filled in and signed by the fire servicemen carrying out the work and approved by the FDM / PMT / QHSE prior to commencement of work. The fire service specialist shall ensure closure of ZCV prior to commencement of fire fighting system modification and open the same once work is completed. The Fitout contractor shall get the ZCV



work inspected/ signed off from FDM / QHSE for this particular impairment work.

Each Tenant shall provide their own fire extinguishers

and install in appropriate locations as advised by their consultant and they must be regularly serviced by licensed fire servicemen. The Tenant will be responsible to obtain DCD approvals.

2.2.18 EMERGENCY LIGHTING SYSTEM

Tenants are not permitted to change but may add or relocate the emergency lighting system within the leased Premises if so required by the Tenant's internal partition works. This would require the approval of DCD along with the FDM's approval. The Tenant has to further install self-contained Emergency Lights System in order to ensure power-on during the power failure of the unit internally as Landlord provided CBS is functional in the event of Building power failure. The Tenant shall ensure both systems comply fully with DCD regulations and is responsible to take the DCD approvals.



2.2.19 EMERGENCY POWER SYSTEM

There is a provision for emergency power supply as part of the Base Build System. Tenants are not permitted or provided any supply from this system. All Tenants should provide their own Uninterrupted Power Supply backup systems.

2.2.20 WET PANTRIES

The Base Building design does have provision for wet pantries in some leased units. FDM written approval is required for pantry installation including connection to any existing water supply/drainage pipes. In such cases, water proofing membrane shall be made and all relevant details must be submitted for approval. All pantry units shall be self-supportive and free standing and cannot be hung or attached to the demising walls.

2.2.21 TREATED FRESH AIR INTAKE

Each office unit has provision of fresh air intake of adequate capacity. The Tenant is required to design the HVAC ducting system and connect to the existing stubout.

2.2.22 UTILITIES

BTU METERS:

The Building has provision for one BTU meter per each leased unit in order to monitor chilled water consumption. The chilled water is billed on a monthly basis directly to the Tenant by Logic Utilities District

Cooling LLC (Logic Utilities) at an agreed rate and based on the consumption of their leased area.

The Tenant is responsible for the BTU connection and meter supply and installation costs as indicated in contents 8.0 BTU meters installation guidelines.



ELECTRICITY METERS:

Each leased unit has provision for one DEWA meter and one SMDB. Tenants who are occupying a space with more than one SMDB will need to apply to DEWA to merge the DEWA account numbers.

All Tenants will need to apply to DEWA to install their



DEWA meter as part of the fit-out process. Individual bills will then be issued direct from DEWA.

WATER METERS:

Some leased units are provided with a provision of water supply and a BMS meter as part of the Base Building System. Tenants that have proposed pantries would need to get approval from DEWA or Landlord for provision of water meter.



The cost of such approvals and permits shall be borne by the Tenant. All Tenants shall be billed either directly by DEWA or the Landlord.

2.2.23 ELECTRICAL LOADS

The office units will be provided with service connections for electrical power. The office is provided with an electrical isolator and of approved capacity (for lighting and equipment). Electrical load schedules can be obtained from CPT and it is strongly recommended to review this prior to Lease signature. It will not be possible to provide any additional power load to

individual units and this should be taken into account in the design process.

2.2.24 TELEPHONE & DATA COMMUNICATION

All data outlets are provided to a stub out in the ceiling at the entrance of each unit. The Tenant will be responsible for service application and payment to the relevant company. All data communication systems shall be submitted to FDM and would require a review and approval by CPT.

2.2.25 SECURITY DEVICES

The Tenant shall submit security system drawings and schematic diagram for any such device proposed to be installed. The Tenant should inform the Landlord of their intention to install access control for their main or side entrance door as it should be compatible with base build FACP / 24x7 panel to open automatically in the event of fire.



2.3 DESIGN CRITERIA – INTERIOR DESIGN

The Tenant shall consider and comply with the following key architectural and structural elements in its interior design and during the Works.

2.3.1 ARCHITECTURAL

The Tenant shall follow and comply with the requirement of DDA and DCD regulations with regards to overall design and certain sustainability prerequisites.

All materials including electromechanical for the Fitout works shall be selected conforming to green building regulations. All materials related to FLS systems need to have a written approval from the FDM prior to commencement of Work.

2.3.2 STRUCTURAL / CIVIL

The Tenant shall provide structural drawing layouts and specifications for any changes in the existing building structures with relevant NOC / approval from the FDM as per the following requirements by the Landlord:

- Standard floor loading is 5KN/m². Should any heavy equipment, such as a safe etc., need to be installed, the Tenant is required to submit 2 options with details such as type, size and weight of the heavy equipment concerned.
- Prior to the commencement of such Works, the Tenant must also appoint a structural engineer for the submission of two (2) sets of drawings for the structural

Works required for spreading the load within the allowable limit (together with construction details and structural calculations, etc.) for approval by the FDM.

- The structural consultant's fee involved will be borne by the Tenant. The onus is on the Tenant to prove that the proposed loading is within the allowable loading limits.
- No coring in the structural members such as slabs, columns, core walls, shear walls and beams are allowed in normal cases, however if coring is necessary, as per the Tenants design requirements, then qualified structural engineer should be engaged by the contractor to verify the structural stability of the members and to be confirmed with necessary scanning for rebars & services. All costs involved in engaging the engineer shall be borne by the Tenant.
- No extra loads to be added to the existing structure other than the approved ones during the original approval of the Building. Tenants have the sole responsibility to ensure that at all times no part of the Tenanted Premises is overloaded in any way.
- Tenants must inform the FDM of any area where heavy loading may occur resulting from equipment, storage units, and/or works.
- All materials must have a fire rating as prescribed by the codes and standards. Any damaged fire stopping material must be repaired immediately to approved standards and regulations. Pipes which are installed in these penetrations must meet the required fire rating.
- The gross weight of the partitions, furniture, fixtures,

landscaping, water fountains and any new features not to exceed the load assumed during original approval of the Building.

- No demolition of the structural members is permitted.
- All Works to have sufficient allowance for movement of structural members.
- No heavy pre fitout works such as hammering, cutting, assembling etc. to be carried out inside the Building during works, which may impair the structural safety and stability of the Building.
- Changes of wall cladding, floor finishes, thickness of screed, raised floors are all to be clearly mentioned in the drawings to check the conformance of loads with originally approved loads.
- Any perforations through existing demise walls shall be repaired and fire-sealed with products that meet the regulations as defined by DCD. Prior approval from the FDM is required for any floor or wall penetrations. Building Management will request that the locations of these penetrations be checked by the service consultant and the Building structural engineers prior to issuing approval.
- If unavoidable and absolutely necessary, minor alterations (e.g. penetrations through floor slabs for running of pipes) may be permitted. Each case will be evaluated and decided at the absolute discretion of the FDM. Where penetrations through the concrete slab floor or ceiling or service core wall are necessary, all such penetrations shall be suitably fire stopped with

appropriate material.

- Partition loads not to exceed 1kN/m²
 - Any structural connection of Works with the Building's existing structural members to be highlighted on the drawings and subject to NOC/ written approval from the FDM and Landlord.
 - Any modification of change of usage of Building or part of Building to be clearly highlighted and mentioned in the drawings.
 - Any drilling beyond the depth of 25mm to be clearly mentioned and highlighted in the drawings. Written NOC/approval is to be obtained from the FDM, whenever deemed necessary by the Landlord and shall be complainant with DDA regulation.
 - Any big openings that are absolutely essential for MEP services through floor slabs or core walls, the contractor shall carryout structural feasibility in conjunction with base build design and submit proposal with structural calculations demonstrating overall structural integrity of the floor and/or Building subject to FDM and / or DDA approval.
 - In the event of installation of any steel structure as part of Fitout, the same shall be fire proof protected as per DCD regulation.
 - No spray painting should affect the Tenants of the Building. The Tenant is required to use eco products to avoid smell polluting the internal environment.
- Any hard or soft finishes provided by the respective Tenants shall conform to DDA requirements and be

approved by DCD with respect to flame spreading rating.

2.3.3 HVAC SYSTEM

All the HVAC systems are designed to be compliant with relevant American Standards Heating Refrigeration and Electrical (ASHRAE) standards. The indoor environmental condition including the noise level in each zone has been designed with the functional need of space.

FCU SELECTION

- Selection of FCU's shall be to meet the cooling load calculation with inlet temperature of 5°C and outlet temperature of 14.5°C in order to achieve delta T of 9°C
- FCU selection should be double skin type if the Fitout plan is open type design (no false ceiling)

2.3.4 FIRE PROTECTION WORKS

All the fire protection installations have been designed to comply with relevant NFPA code, UAE Fire & Life Safety code of practice and be approved by DCD. The Tenant shall comply with the following procedures when designing/ modifying existing fire fighting installations, if required by the modification of internal partition or spaces.

- All the rooms/spaces except IT rooms should be covered with sprinkler system if provided with the sprinkler system.
- Computer server rooms and critical rooms shall be provided with FM 200 suppression system or equivalent

- FM 200 to be installed for all server rooms of size above 5 sqm as per Landlord requirement.
- Motorized Smoke and Fire Dampers to be provided on fire rated walls wherein AC duct are passing. The same to be interfaced with FACP.
- Flooring of server rooms shall be raised with anti static HPL tiles.



The Building is provided with the sprinkler system and adequate number of smoke detectors and any such modification would require prior approval from the FDM and shall be compliant with DDA regulations.

2.3.5 ELECTRICAL WORKS

The design and execution of electrical installations to match interior Fitout requirements must be in accordance with DEWA regulations in general. The Tenant shall comply with relevant standards during the design and installation of electrical services, especially DDA regulations. The key points to be followed during the electrical services design are as follows:

- Component and parts of the installation such as cables,

apparatus, equipment and accessories shall comply with the relevant standards and green technology.

- Switches and sockets shall generally be fixed in accordance with mounting heights and the measurement recommended in relevant standards.
- All the electrical symbols used shall be as per British Standards.
- Power savers and use of green technology to be utilized.
- No incandescent or halogen lights are allowed to be installed. The use of LED lights is required.
- If any electrical work are to be undertaken inside the Building electrical room for modification of SMDB / ESMD, the contractor is required to obtain de-energizing and subsequently energizing permit that is mandatory to carry out Works.

2.3.6 PLUMBING & DRAINAGE WORKS

The Tenant shall comply with relevant industry standards and practices and DDA regulations. The following shall be implemented when designing/ modifying existing plumbing & drainage:

- Coring on floor slab for drain pipe is prohibited if the lower floor is meant for leasing. FDM written approval shall be obtained to core the slab in permissible areas with proper screening.
- Alternatively, drain pump with standby connecting the proposed drain network with the existing drain pipe at higher level should be proposed where coring is

prohibited.

- All the wet area should be waterproofed and tested.
- Proper access panels shall be provided for all the equipment and valves located above false ceiling.

3.0 FITOUT PROCESS

3.1 PROCESS

The Tenant is required to follow the below steps of the Fitout process, after the granting of the Lease for a smooth transformation and safe occupation of the Premises.

3.1.1 PRELIMINARY PLANNING

The following process is to be followed:

- Obtain the Fitout Pack containing the Manual, as-built drawings, regulatory Authority guidelines and the Premises information from CPT.
- Pay the Fitout fees & security deposit
- The Tenant shall appoint Fitout Contractor for the design and execution of the Works. The Tenant shall ensure all specialist subcontractors, whether appointed by the main contractor or by the Tenant, shall be under the umbrella of the main contractor. The Fitout Team will not deal with anyone other than the main contractor appointed site representative.
- Arrange for an initial kickoff meeting with the FDM/ Landlord in order to understand the processes and procedures.

3.1.2 DESIGN SUBMISSION & APPROVAL

The following process is to be followed:

- The Tenant's Contractor to submit the final proposal with all relevant documents
- Follow up with the relevant Tenant's Contractor for approval status of design submission through the FDM.
- Collect the Fitout approved drawings and NOC
- A copy of the approved drawings to be handed over to the FDM and a copy to be kept at the Premises.
- Proceed with Authorities approvals.

3.2 FIT-OUT PROCESS DETAILS

The Tenant is required to follow below steps:

3.2.1 DETAIL PLANNING

The Tenant shall firstly obtain a copy of the relevant guidelines and as-built drawings for designing the Fitout for the Premises. These will be provided digitally as part of the Fitout Pack which has to be collected from CPT Management Offices by producing a copy of the Lease. The Fitout Pack contains the following:

- Office Manual (this document)
- CPT Fitout Forms
- DDA Fitout Guidelines & Procedures
- Premises Information
- Architectural/ Structural As-built Drawings
- MEP Building Services As-built Drawings and Lease

Owner Drawings

- HSE Procedure & Forms
- BTU Meter Guidelines
- DDA & DIFC requirements
- Handover Document Index Checklist
- Other relevant information

The Premises Information contains specific information in relation to the Premises. The Tenant must understand the details of the Premises as set out in the Premises Information in advance for smooth and effective Fitout Works management.

To assist the Tenant to achieve the Fitout objectives, it is recommended that the Tenant appoint experienced Contractors who will assist in the design, submission and approval stages as well as in project supervision and in order to achieve successful completion in accordance with the Landlord's requirements. It should be specifically noted that the appointed Fitout Contractor must be in possession of valid DDA accreditation without which DIFC will not issue their NOC.

3.2.2 FITOUT COORDINATION FEES & SECURITY DEPOSIT

The Tenant is required to pay the Fitout fees to the Landlord. The fees are calculated upon both the type of Fitout and area impacted. Furthermore, in order to enforce the Fitout rules and to recover any cost of damage to common property, undated security

cheque must be deposited by the Fitout Contractor. The amount of the Fitout fee and security deposit is detailed as follow:

- The Fitout fee is AED 20,000/- or AED 4/- per sq ft + VAT whichever is greater payable by cheque or bank transfer in favour of the Landlord.
 - Security deposit amount of AED 50,000.00 for areas equal or less than 10,000 sq ft or an amount of AED 100,000.00 for areas more than 10,000 sq ft payable by undated cheque in favour of the Landlord.
- The security deposit can be reclaimed by the Tenant contractor upon the conclusion of the Defects Liability Period provided that any defects and/or damages identified during the construction phase and /or Defects Liability Period have been rectified.

3.2.3 LIMITING CONDITIONS

Please note the following conditions for the Fitout design and approval:

- Final approval is given for design intent only. It shall be the Tenant's responsibility to ensure that the Works are conducted in accordance with the requirements of all Authorities, in compliance with all laws, and in accordance with international best practice.
- The Landlord will not be responsible for any extension to the rent free period (if applicable) in the event that the Premises are not handed over to the Tenant within such period granted to him

under the Lease due to delay in design submission, resubmission, execution and handover of the Works by the Tenant or the Tenant's Contractors.

3.2.4 DESIGN SUBMISSION & APPROVAL PROCEDURE

The Tenant shall ensure that the design and installation Works is compliant with relevant laws, codes and the requirements set out in this Manual. The design submission and approval process for office Fitout Works is illustrated below. In addition, the Tenant must submit the following to the FDM for approval:

- Details of the Tenant's Contractors, who is responsible for the design, overseeing and carrying out of each part of the Works
- Tenant's Contractors must first be approved by the FDM/Landlord and by DEWA for any MEP works as part of the Fitout Works
- Proposals for the daily liaison and co-ordination between the FDM and the Tenant's Contractors including the name of the individual who will have responsibility on behalf of the Tenant
- Method statement for minimizing any disturbance to the other tenants, owners or occupiers of any Premises near or adjoining to the Premises
- Any other matters the FDM reasonably requires
- Brand signage shall be installed in line with the Landlord and DIFC guidelines as per section 2.2.3
- Please refer to attached Process Flow Chart (see

at end of this Manual) reflecting the days for each activity from getting Fitout pack until completion and obtaining DCD and DDA certificates.

3.3 FITOUT EXECUTION PROCEDURE

3.3.1 WORK FLOW

The Works shall be carried out in accordance with the final drawings and conditions approved by the FDM / CPT / Landlord in accordance with this Manual. The items in the following sections illustrate the basic requirements to be followed by the Tenant and the Tenant's Contractors during the Works execution.

Any deviation from the approved drawings and conditions not expressly approved by the Landlord shall be considered a defect and must be rectified at the Tenant's cost. A full set of the approved drawings and permits must be displayed within the Premises at all times during the execution of the Works for reference.

The Landlord/FDM will conduct routine site visits to the Premises and issue instructions/ comments on the activities where appropriate and inform the Tenant's Contractor's site supervisor and the Tenant of any irregularities which could cause major delays or safety concerns, and the Tenant must immediately rectify such irregularities.

The Tenant's Contractor is responsible to provide

necessary access above ceiling and under floor.

In order to enable the building facilities to be effectively coordinated and controlled, the Tenant is required to use Landlord approved Contractors for alterations to some critical common systems as directed by the Landlord.

The Tenant must comply with the Landlord's requirements in respect to site access, barriers for the Premises, bringing in and out of materials and equipment, site safety and cleaning of debris.

3.3.2 WORKS EXECUTION

Tenant's Contractor to coordinate with FDM to complete the relevant formalities on site such as:

- Permits to Work (PTW) and Tenant's Contractor access passes
- Site condition survey, snagging of the Premises and handover of the keys. Followed by submission of dilapidation report as per CPT format.
- Temporary protection to floors/walls and for all live equipment devices, if any
- Installation of temporary DB with digital meter.
- Industrial sockets of 110 volts and 220 volts are only allowed.
- Mobilization of the Fitout Team and start the Works in accordance with approved drawings
- Appoint a full time supervisor at the Premises during the Works to attend to routine inspections by the FDM.
- The Contractor is obligated to submit an Inspection

Check List of major installations of interface between existing and newly installed equipment and / or services for the FDM to verify and approve.

- Method statement for proper construction, delivery of materials and waste disposal to be submitted.
- Light pollution from construction activity must be minimized by ensuring that light sources are controlled. Lux levels should meet DM code of construction practice.

The FDM or a member of his team may perform unscheduled observations / inspections to ensure scope is not exceeded and HSE measures are adequate.

3.3.3 PERMIT WORK & PASSES

Once the final designs have been approved, FDM will issue an acknowledgement of site rules, a Permit to Work (PTW) and access passes. The PTW does not relieve the Tenant or the Tenant's Contractors from their obligations related to Civil and MEP design of the Works. The Tenant shall apply for special permits such as hot work, working at heights, lockout/ tagout, etc. prior to carrying out such works. Contractors are required to submit the permits 48 hrs prior to work commencement.

The Tenant's Contractor can mobilize and commence their Works once the PTW and access passes have been issued. The passes shall be collected from CPT Security.

No work or installation is allowed to proceed while the PTW is pending approval.

Should the Tenant or the Tenant's Contractors ignore this requirement, FDM / Landlord reserves the right to request the Tenant to replace the Tenant's Contractors or cut off electricity supply to the Premises, or any other penalty or restriction that may be imposed, until such time as the FDM/Landlord is satisfied that the Tenant or the Tenant's Contractors (as the case may be) have complied with this requirement.



PERMIT TO WORK-GENERAL

1. General Details				Permit No:			
Name of Permit Holder:				Designation:			
Name of *Contractor:							
Contact Person:				Contact Number:			
Details of Work To be Carried Out:							
Location/Site:				Equipment Involved:			
Permit Valid From:		DD/MM/YYYY		HH:MM		Permit Expire On:	
						DD/MM/YYYY	
						HH:MM	
2. Precautionary Measures							
General Precautions				Y		N	
				NA			
Risk Assessment				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
Method Statement				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
MSDS for hazardous chemicals				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
Staff trained/competent to do the work				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
Site induction & briefing of PTW				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
Tools checked and is safe for use				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
Scaffolding safe for use (Fill Attached Scaffolding checklist)				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
Noisy Work				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
Additional measures implemented to ensure the work can be carried out safely:							
The following personal protective equipment must be used whilst carrying out the work:							
<input type="checkbox"/> Head	<input type="checkbox"/> Eye	<input type="checkbox"/> Hand	<input type="checkbox"/> Ear	<input type="checkbox"/> Face	<input type="checkbox"/> Feet	<input type="checkbox"/> Overall	<input type="checkbox"/> Dust mask
							<input type="checkbox"/> Respirator
							<input type="checkbox"/> SCBA
							<input type="checkbox"/> Full Harness
							<input type="checkbox"/> Hi-viz Vest
Additional PPE to be used:							
As the Contractor Representative, I acknowledge that the above Contractor and Representatives							
<input type="checkbox"/> Have briefed all its employees and sub-contractors on relevant guidelines and procedures							
<input type="checkbox"/> Understand and agree to Central Park Towers Health & Safety Guidelines							
<input type="checkbox"/> Understand and agree to Central Park Towers Health Waste Management & Recycling Guidelines							
<input type="checkbox"/> Understand and agree to Central Park Towers Emergency Evacuation Plan							
<input type="checkbox"/> Have all relevant PPE and tools available to conduct work safely							
<input type="checkbox"/> Is fully responsible for all employees and sub-contractors on site							
<input type="checkbox"/> Shall indemnify and hold harmless Central Park Towers / Arady Developments LLC for any occurrence							
<input type="checkbox"/> Maintains adequate insurance for damage to premises, equipment, and third-party liability							



PERMIT TO WORK-GENERAL

3. Acceptance			
I confirm that I understand the hazards and risks involved and verified that all necessary precautionary measures have been taken to ensure the work site is safe.			
Permit Holder:		Date: DD/MM/YYYY	Signature:
4. Authorization			
I confirm the work site has been examined, all necessary precautionary measures have been taken, and permission is authorized for the work to be carried out.			
FM Service Provider Representative:		Date: DD/MM/YYYY	Signature:
Fit Out Consultant: (In case of Fit Out Work)		Date: DD/MM/YYYY	Signature:
Arady FM Representative:		Date: DD/MM/YYYY	Signature:
BCM FM Representative:		Date: DD/MM/YYYY	Signature:
5. Extension			
The work has not been completed and permission is requested to extend the permit.			
Permit Holder:		Date: DD/MM/YYYY	Signature:
I have re-examined the work site and confirm conditions are safe for the work to continue until: DD/MM/YYYY			
FM Service Provider Representative:		Date: DD/MM/YYYY	Signature:
Fit Out Consultant: (In case of Fit Out Work)		Date: DD/MM/YYYY	Signature:
Arady FM Representative:		Date: DD/MM/YYYY	Signature:
BCM FM Representative:		Date: DD/MM/YYYY	Signature:
6. Cancellation			
This permit is herewith cancelled, and the work stopped for the following reason/s:			
A dangerous situation developed that impact on safety		<input type="checkbox"/>	An emergency / incident occurred
Serious breach of the conditions of the PTW		<input type="checkbox"/>	The scope of the work has changed
7. Closure			
I accept that the work specified above in this permit has been completed.			
<input type="checkbox"/> All locks and tags are removed		<input type="checkbox"/> Workplace is cleaned and secured	
<input type="checkbox"/> Equipment is ready for operation			
Permit Holder:		Date: DD/MM/YYYY	Signature:
FM Service Provider Representative:		Date: DD/MM/YYYY	Signature:
Fit Out Consultant: (In case of Fit Out Work)		Date: DD/MM/YYYY	Signature:
Arady FM Representative:		Date: DD/MM/YYYY	Signature:
BCM FM Representative:		Date: DD/MM/YYYY	Signature:
DISCLAIMER:			
*The contractor disclaims Central Park Towers from all liability for any loss, damage, or injury arising from his activities, and accepts full responsibility for supervising and continuously monitoring his activities for compliance with all necessary requirements.			

3.3.4 PERMIT TO WORK REQUEST

The following documents and drawings are to be submitted to the FDM for review and final approval along with the PTW:

- Appointment Letter for the Tenant's Fitout Contractors by Tenant
- Copy of valid Commercial License and Tenant Lease issued by DIFC
- Copy of valid professional Trade License of all Tenant's Contractors
- Workman's Compensation Insurance Policy
- Public liability insurance / Third party insurance
- NOCs from Authorities as specified by the Landlord
- DM and/or Environment Authority approval for kitchens
- Outline program of Works
- Copies of fees and security deposit receipts (as per clause 3.2.2)

Contractor to proceed with submission of above documents to DIFC in order to obtain their Fitout NOC.

Thereafter, they need to proceed with Authorities such as DCD, DDA, DEWA & DM food control/ DHA as applicable. DDA night shift permit to be obtained in case night works is proposed.

DRAWINGS

All the relevant drawings and layouts applicable for the Works from the below list shall be submitted in A2 & A3 size hard copy (1 set each) and DWG & PDF format soft copy for review and update.

- Existing as-built drawings
- Existing DEWA approved load schedules & single line diagrams
- Plans, elevation, sections (scale 1:50 or larger to fit A2 size sheet), internal views
- Detail or enlarged layouts
- Layouts indicating corridor width, height etc, if any
- CCTV drawings
- Fire & Life Safety schemes
- Proposed Architectural layout
- Proposed Structural layouts, if applicable
- Coordinated reflected ceiling plan with final MEP fixtures
- Proposed coordinated MEP services layouts
- HVAC layout
- Water supply layout
- Mechanical equipment schedule
- Heat load calculations
- Power layout indicating meter location
- Power distribution layouts
- Lighting distribution layouts
- Load schedules
- Single line schematic diagrams
- Fire detection & protection layouts (fire fighting &

fire alarm systems)

- Emergency battery system layouts (standalone)
- Drainage layout
- Data point cabling drawings
- BTU meter installation details
- Gas layout (if applicable)

3.3.5 PREMISES ACCESS

All employees of the Tenant and the Tenant's Contractors (Site Employees) are required to carry a valid access pass in order to be able to enter the Premises for security reasons. It is the Tenant's sole responsibility to ensure that the Tenant's Contractors fully understand the Rules and Regulations and sign the Terms and Conditions prior to the commencement of any work on site.

3.3.6 PRECAUTIONARY MEASURES

The Tenant's Contractors are required to protect all existing equipment and fire alarm and other devices temporarily using suitable covers before starting any works at the Premises to avoid activation due to construction dust. Additionally the Tenant must ensure that all Works will in no way affect the functioning or efficiency of existing fire protection systems and means of escape. Any work that may generate sparks, open flame or create high temperatures requires FDM / Landlord prior written approval, which will be subject to the condition

that all fire safety requirements have been met including hot work permit.

3.3.7 INSPECTION OF WORKS

During the Fitout works and after completion of each stage of Fitout, the Contractor must take the approval from the FDM for all MEP works before connecting to the main building services as per the following inspections list:

- Installation of setting out of partitions
- Inspection of surface preparation for water proofing
- Inspection of water proofing application to wet areas
- Inspection of flood test after 48hrs of water ponding
- Installation of fire rated walls
- Inspection of fire suppression system for kitchen
- Inspection of the installation for fire fighting network
- Inspection of fire fighting pressure test
- Inspection of AC and fresh air ducting
- Inspection of the installation of chilled water network and flushing
- Inspection of chilled water network pressure test
- Inspection of the installation and pressure test of water supply network
- Inspection of the installation and pressure test of drainage network
- Inspection of fire alarm and emergency battery system
- Inspection of cable termination to main DB
- Inspection of MEP works prior to closing of ceiling

Refer to Fitout pack for the full comprehensive list of inspections

3.3.8 TESTING & COMMISSIONING

The TAB of all the MEP services especially HVAC installation, fire fighting and fire alarm installation for major Fitout must be carried out by a Landlord approved third party Contractor and must be witnessed by the FDM.

Flushing of CHW system shall be carried out with a DM approved laboratory. The water during flushing process shall under no circumstances be discharged into the building drainage system as per DM regulation. The Contractor shall make their own arrangements to dispose the flushing water outside to DM dedicated waste disposal site or shall arrange to neutralize the contaminated water to pH levels in compliance with DM standards.

All commissioning and balancing reports should be submitted to the FDM for final inspection. For minor Fitout Works, the testing and balancing may be carried out by the Tenant's Contractor in coordination with the FDM / Landlord.

3.3.9 LABELLING OF EQUIPMENT

Any and all additional equipment, cabling and pipe work must be labelled in accordance with original standards and specifications and identified on as built drawings. DB, FACP & Access Panels to be labelled suitably.



3.4 WORK COMPLETION & OCCUPANCY

3.4.1 FINAL INSPECTION

Upon completion of the Works, the Tenant shall notify the FDM by submitting a Fitout Completion Inspection Request along with the Tenant's acceptance letter for completion and commissioning reports for MEP services. A joint inspection with the Landlord will then be conducted on a mutually agreed date and time with the Tenant and the Tenant's Contractor.

Based on final inspection, the Landlord will either:

- Issue a move-in NOC; or
- Not issue the NOC, and provide a detailed list of Work required to be completed in order for that certificate to be issued

If a move-in NOC is not issued, then on receipt of the reasons, the Tenant must carry out the Work referred to in that list and, on completion of that Work, re-submit a Fitout Completion Inspection Request and the above procedure shall again apply.

The applications for utilities such as electricity, telephone, water and CHW to relevant utility companies/ government departments are the responsibility of the Tenant and should be submitted well in advance. Upon satisfactory completion of all Works the Tenant or their nominated contractor shall provide the FDM copies of the following documentation:

- Completion Certificates from relevant Authorities
- Copies of all Certificates of Compliance from relevant Authorities
- Copies of Certificate of Compliance from contractors stating that all works undertaken comply with relevant laws, regulations and standards
- Drawings

On completion of the Works, the as-built drawings shall be provided. One set of A1 prints, one set of A3 prints and soft copy files in CAD & PDF format on USB are required. Wherever possible, these should be "Full Floor" drawings. Service consultants

should check with the FDM to see if CAD files for any adjoining tenancies are available. If they are available, then combined drawings are required.

These drawings shall include, but not be limited to:

- Floor Plans – including partition layouts, baffles location work stations and to clearly display any alterations to building finishes
- Reflected Ceiling Plans
- Fire Sprinkler and Smoke Detectors – including detailed legends
- Electrical Layouts – including detailed legends and independent test report
- Electrical Wiring Diagrams – including detailed legends and independent test report
- Air Conditioning Layouts – including detailed legends and clearly nominating blanked off duct outlets not required, all balance data and heat load calculations (together with equipment layout, air and water flow rates)
- Lighting Layouts and Emergency Lights – including detailed legends
- Hydraulics – including detailed legends and clearance certificate

All drawings submitted shall be prepared to acceptable industry standards.

3.4.2 TESTING & COMMISSIONING DATA

A full set of signed commission test results for relevant building services shall be submitted to the FDM.

The as-built drawings of the Premises will be stored in the database and updated in the base building layouts by the FDM and made available for future use. The Tenant acknowledges that the Landlord will have the right, notwithstanding the expiry or earlier determination of the Lease, to use the drawings in any manner for whatever purpose the Landlord deems fit. The Premises cannot be occupied unless the Fitout Completion Certificate has been issued by DDA and Move-in NOC by the Landlord.



3.4.3 DEFECTS LIABILITY MANAGEMENT

During the defects liability period, being 365 calendar days from the issuance of the Fitout Completion Certificate, the Tenant shall attend to

and rectify any defects in the Works including any operational or indoor environment issues caused by any of the system modification and/or fit-out activities at the Premises.

3.4.4 HANDOVER OF LEASED PREMISES

The FDM and the Landlord will conduct a joint inspection of the Tenant's leased Premises and any defects (excluding defects in the Works, which shall be addressed under the Defects Liability Management) will be recorded using Leased Premises Handover Checklist.

3.4.5 HANDOVER DOCUMENTS

Submit handover documents such as as-built drawings of all disciplines, operations & maintenance manuals, warranty certificates, testing & commissioning documents certified by third party agency, etc, as per the check list provided with the Fitout Pack.

The above steps of the Fitout process, followed by the defects liability management, are illustrated in detail in the respective sub-sections below.

3.4.6 TAKEOVER OF VACATED PREMISES

Upon notification from the Tenant, the FDM and / or CPT representative will conduct an inspection to assess the condition of the Premises using the Leased

Premises Handover Checklist as a base. The Tenant obligation is to reinstate the Premise to its original status prior to Fitout.

3.4.7 LIABILITY

The Tenant's duties, obligations and responsibilities to the Landlord under and in connection with the Lease and the Fitout Pack including but not limited to this Manual, The Tenant's liability to the Landlord for the consequences of any breach of the Lease and the provisions of the Fitout Pack (including but not limited to this Manual), negligence or other default shall in no way be excused, waived, negated or diminished by:

a) Any process of review, checking, inspection, examination, testing, monitoring and/or supervision which may be carried out by the FDM, or their affiliates or other consultants or any other persons appointed or authorized by the Landlord.

b) Any acknowledgement, approval or consent, or any comment, proposal, request, notice, instruction or certificate which might be made, given or issued by the Landlord during the carrying out and/or as a consequence of the tasks leave in or on the recommendation or advice of the Lessee.

The Tenant shall not be excused from performing his

duties and/or obligations under the Lease and the Fitout Pack (including but not limited to this Manual), and its liability for any act, omission, breach, negligence or other default shall not be waived, negated or diminished in anyway, Any failure on the part of any of the Landlord's Parties to carry out and/or complete any of the tasks referred to in paragraphs (a) and (b) above either properly or at all or as a consequence of any failure to discourage, withhold approval or consent to or object to whatever may be proposed or done by the Tenant.

3.4.8 INDEMNITIES

The Tenant shall indemnify the FDM unconditionally and irrevocably and agrees to keep the Landlord so indemnified against all actions, suits, proceedings, claims, costs and demands it or any other person(s) now or anytime thereafter may have against the Landlord relating to any act, omission or negligence of the Tenant or its Contractors in carrying out any proposed works.

4.0 FITOUT RULES & REGULATIONS

4.1 INSURANCE & LICENSES

The Fitout is to be undertaken in accordance with the provisions and responsibilities set out by relevant Authorities, as outlined in this Manual and the general rules and regulations for the Works in terms of health and safety of the Premises and the occupants set by

the Landlord illustrating various aspects to be followed by the Tenant and the Tenant's Contractors during the Works execution at the Premises to avoid health, safety and environment issues.

- All Contractors / Consultants are required to arrange and keep current the following insurances:
- Workmen's Compensation Insurance
- Public Risk / Third Party Insurance (minimum of AED 3 Million)
- Professional Indemnity (where applicable)
- Contractors All-Risk Insurance
- Motor Vehicle Liability Insurance
- All relevant licenses applicable to trades i.e. Fitout / Builders License, Electrical License, etc.

4.2 WORKING HOURS

The Works are to be timed according to normal business hours of 08:00 hrs to 18:00 hrs Saturday to Thursdays. If the Works do generate noise and/or disturb others, then the Tenant may seek FDM written approval to conduct the Works outside of these working hours subject to obtaining approvals.

4.3 BREACH OF RULES

If the Tenant or the Tenant's Contractor contravenes any rules or regulations contained within this Manual including health and safety requirements, activation or modification of fire alarm systems, floor boxes relocation (power and data) and fire fighting shutoff

leading to draining of pipes not duly approved, or ignores FDM instructions or fails to adhere to acceptable working practices, Tenant may be penalized and have fit-out works suspend at any time. Where the breach of rules impacts the safety or privacy of the Premises by others, then the FDM at his discretion may insist that its representative is engaged on a full time basis to oversee the Works. The cost of this resource(s) shall be borne by the Tenant. Should this action prove necessary, notice will be given to the Tenant in writing and FDM shall not be responsible for claims of any nature arising from the action.

4.4 CONTRACTOR'S CONDUCT

The Tenant shall ensure the Tenant's Contractors follow, and ensure that the Site Employees abide by, the following conduct during the Works at the Premises. Eye, ear and respiratory protection must be worn when the task requires.

- Hard hat, safety footwear and uniform / coverall must be worn at all times
- Gloves must be worn where there is a risk of cuts and abrasions to hands
- Know the emergency procedures and where the assembly points are
- All injuries, however trivial, must be reported to CPT security / FDM and recorded in the Site Accident Book. Diabetics, asthmatics, epilepsy sufferers and

persons using drugs for medication are required to report their conditions to their managers to allow suitable work to be allocated. This information will be treated confidentially.

- Alcohol, drug and solvent abuse is not permitted on site at any time. Anyone suspected of being under the influence of alcohol /drugs/solvents whilst attempting to enter the site will be refused entry. Anyone found on site under the influence of alcohol / drugs / solvents will be liable to disciplinary action, which will involve removal from site.
- Smoking on site is strictly prohibited
- Cooking on site is strictly prohibited
- There will be no sleeping allowed at the Premises
- A waste recycling scheme is operated wherein waste is to be segregated into separate skips. This waste management system is mandatory and any company or person found abusing the system is liable to disciplinary action.
- Radios, headphones personal stereos etc. are not permitted on site
- Keep your workplace tidy, clean and do not leave material or equipment where people can trip
- The use of cartridge tools is not permitted

4.5 PROTECTION MEASURES

During the tenancy Fitout Works, the Tenant is required to protect the common area floors and walls leading to the Premises. Floors are to be protected

with 2000 gage polythene sheet & plywood. Walls, doors and door frames are to be protected with Corflute / Corex sheet. Similarly, service lifts floors are to be protected with plywood and walls are to be protected with Corflute / Corex sheet.

Curtain walls (where applicable) should be protected during the Works period to minimize the risk of damage to the glass, its coating and to the sills and mullions. Any temporary or permanent fasteners will not be permitted. The Tenant is responsible for any damage caused to the fixtures and finishes in the common areas that arise due to the Works.



4.6 DUST & NOISE EMISSIONS

In order to avoid nuisance to other occupants, the doors of the Premises must be kept closed at all times while the Works are in progress. All glass partitions and doors separating the Premises from

public spaces must be neatly covered on the Tenant's side with a white opaque material such as paper or wall covering. Dust and odors created by the Works must be contained within the Premises. Noisy/dusty works and wet operations shall be controlled as per Landlords standards.

Noisy works should comply with DM noise criteria during works and follow as per PTW requirements.

4.7 VEHICLE ACCESS & MATERIAL DELIVERY

All materials and debris are to be transported to and from the Premises using the designated GF Loading Bays and/or designated car park bays. All material deliveries to the site will be deposited at a single drop off point as indicated by the FDM. The items are to be taken immediately to the Premises. Prior arrangement must be made for the delivery of heavy equipment due to load capacity considerations. At least two working days' advance notification for arrangement of such deliveries is required. The Tenant shall provide the size and weight of the heavy equipment when making such a request.

If the Tenant's Contractor is planning to remove large volume of materials/goods from the site, the tenant should complete the Exit Permit Form and submit it to the FDM for approval at least 24 hours prior to departure time. This form must be endorsed by the Tenant and validated by the FDM and will facilitate

security clearance, otherwise no one will be allowed to take any material or equipment off the Premises.

DELIVERIES & LOADING BAY

There is a delivery area and a Loading Bay located in the Building and Tenants and Contractors are expected to utilize this area for all deliveries. Ensure that height of delivery items do not exceed 2400mm at Loading Bay. Load carrying capacity of trucks not to exceed 5 ton total load. The Tenant is expected to liaise with the FDM prior to arranging deliveries.

4.8 STORAGE & HANDLING OF MATERIALS

All equipment, tools and materials brought onto the Premises are the Tenant's sole responsibility and must be stored within the Premises at all times. There is no storage area available on site outside the working area and the Tenant shall ensure that the Tenant's Contractor bring materials to site on a day to day basis.

All loose materials including cement, screed, and plaster must be delivered to the Premises bagged. Storage and mixing of materials must occur within the Premises, except by prior arrangement with FDM.

All floors, lifts and staircases must be protected to prevent damage and the possible seeping of materials into other areas outside the Premises.

The movement of materials between floors, use

of staircases along with the use of the designated lift shall be controlled to specific timing and prior permission has to be obtained in writing.

Fire hazard materials and chemicals to be stored at dedicated space and properly segregated away from works.

4.9 WASTE DISPOSAL & DEBRIS REMOVAL

The Contractor shall demonstrate and implement a waste management plan according to ASTM E 1609 and other sustainability requirements. Plan shall consist of, but not limited to, waste identification, waste reduction work plan, and cost/revenue analysis.

Also, indicate quantities by weight or volume, but use same units of measure throughout waste management plan. No accumulation of waste will be tolerated inside or outside of the Premises.

All waste disposals units must be regularly emptied so that there is no overflow of waste materials.

Large volume debris removal will be at the Tenant's expense.

Any abuse of the debris removal volume by the Tenant and the Tenant's Contractor will result in additional costs being assessed by the FDM and payable by the Tenant. Waste management policy adopted by CPT should be implemented by the Contractor.

Recyclable paper, plastic and cardboard shall be

disposed by the Fitout Contractor into CPT recycling center located on B4 Level.

Demolition and construction waste going in landfill and also recyclable to be segregated.

At least fifty percent (50%) by volume or weight of waste material generated during the construction and or demolition of buildings must be diverted from disposal in landfills. Diverted materials must be recycled or reused.



4.10 WET AREA WORKS

Where the Tenant's contractor carries out work involving wet trades, a suitable waterproof membrane must be laid to ensure that moisture does not penetrate to other work areas. Proposed materials and method statement must be submitted to the FDM for written approval.

In case the Tenant wishes to construct a wet area within the leased Premises, the following requirements must be adhered to and shall form part

of the design submission for the Works:

- Walls shall be constructed from 100mm thick hollow block or moisture resistant gypsum/calcium silicate board only
- Waterproofing must be done if required by the FDM
- Waterproofing works shall be carried out by specialist applicator engaged by the Contractor approved in writing by the FDM and a five (5) year minimum guarantee shall be submitted against workmanship and material
- No penetration is allowed through floor slabs

4.11 GENERAL WORKS

All construction activities must be contained within the Leased Premises. The Tenant's Fitout Contractor is responsible for ensuring compliance with DDA, HSE and Insurance requirements. The Premises are expected to be kept clean, organized with materials neatly stacked and safe at all times during the Works.

To avoid any Fitout debris/dust entering the air-conditioning equipment and adversely affecting its efficiency, air-conditioning system shall not be turned on while Works are in progress and all inlets and outlets must be properly sealed.

Slabs, columns, walls and beams must not be drilled, cored, cut, chipped or chased under any circumstances. Anchors into slabs and beams such as required for relocated sprinklers, ductwork, and suspended ceiling will be permitted but such anchors must be fully

described in the drawings and specifications. It is prohibited to join (under any circumstance) electrical wires or cables directly without using proper joint ferrules, PVC connectors or cable joints.

4.12 TEMPORARY FIRE PROTECTION

The Tenant must ensure that proper and adequate fire fighting equipment (e.g. portable fire extinguishers, fire blankets and sand buckets, etc.) is made available at the Premises by the Tenant's Contractor. Extinguishers must be in current service and in working order.

A minimum of one CO2 hand-held extinguisher (min. capacity 4.5 kg or 10lb) shall be provided for every 1,000 sq. ft. of leased area. Where there is smoke or dust arising from construction or debris removal, the Tenant shall request to FDM to isolate smoke detectors located on that floor to prevent false fire alarms during such works.



Sprinklers and fire alarm shutdown/ isolation works can only be done by the Landlord approved contractor at the Tenant's expense, after approval has been granted in writing by FDM. A fire watch should be maintained throughout the period of sprinklers and/or fire alarm isolation and especially during hot Works.

Fire watch shall either be provided by the Contractor or by the Landlord's Contractor (at Tenant expense at the discretion of FDM,) if it is demonstrated that sufficient procedures have been established.

4.13 TEMPORARY ELECTRICAL & WATER SUPPLY

The FDM will designate power points where the Tenant's Contractor can obtain electrical supply for its temporary DB. The DB shall have sufficient number of industrial sockets with 110 volts and one single industrial of 220 volts along with switch socket for charging electronic devices only.

The customary provision is 50 VA/m². The Tenant shall coordinate with the FDM to wire their equipment from a designated electricity supply board and be responsible for earthing wires, over current and earth leakage protection and whenever additional three-phase power is required.

Any specialist power requirements by the Tenant's Contractor must be brought to the attention of the FDM prior to commencement of work. The FDM may request the Tenant to provide a calibrated electricity

meter be fitted to the temporary DB and paid monthly in arrears.

The FDM reserves the right to withdraw power supply unconditionally in the event of evident misuse of energy (e.g. unauthorized connection, extra load added without prior information and approval).



FDM shall not be liable in any manner whatsoever for any consequences arising out of the Tenant's use of electrical energy. The Tenant shall be fully responsible for the safe operation and security of the installations and the safety of Site Personnel.

FDM will designate wet points where the Tenant's Contractor can obtain water for the works, if required. The Tenant will be solely responsible for ensuring that the Tenant's Contractor collects, transports and uses water in a safe, clean and professional manner. The Tenant will be responsible for the cost of connecting with the supply valve to CPT water

meter designated by the FDM for all supply lines from thereon. The Tenant will also be responsible for coordination for the connection to the BMS (where available). Important Note: Under no circumstances are the hose reels or other parts of the fire prevention system to be used as a source of water. For Tenants not installing wet pantries or internal plumbing works, the Tenant must contact the FDM for access to other sources of water within their Premises, if required.

4.14 INDOOR AIR QUALITY

4.14.1 VENTILATION REQUIREMENTS

Premises must be mechanically or mixed mode ventilated and must comply with the minimum requirements of ASHRAE Standard 62-2007. Occupancy density for each space is determined based on its activity in accordance with the requirements of DM if available or using the default occupancy density values in ASHRAE 62-2007. In CPT, the occupancy rate shall be in compliance with maximum occupancy load factor as per Authority regulations.
Office Tower = 9.3 m² / person
Retail = 2.8 m² / person

4.14.2 AIR QUALITY DURING FITOUT

Building occupant and systems must be protected from airborne contaminants which are generated or

spread during construction or renovation. HVAC system openings must be closed and protected from contamination. All duct and other related air distribution component openings must be covered with tape, plastic, sheet metal or other methods to prevent dust or debris from collecting in the system. If the HVAC system is used during construction or renovation, temporary return air filters must be installed with a Minimum Efficiency Reporting Value (MERV) in accordance with ASHRAE Standard 52.2-2007 or an equivalent standard.

5.0 GENERAL REQUIREMENTS

5.1 ADHESIVES / GLUE & SEALANTS

For field applications that are inside, the weather proofing system, adhesives and sealants shall comply with the following VOC content limits when calculated according to EPA and local DM reference, which is rule EPA Chapter 159. Control of VOC from adhesives and sealant shall be followed by Fitout Contractor. Furthermore, according to DM Green Regulation Section 404.02, every Fitout Contractor using adhesives, adhesive bonding primers, adhesive primers, sealants and sealant primers inside the building shall not exceed allowed limits of VOC. These materials must be certified from a DM approved Laboratory. For any Fitout space, where activities produce hazardous fumes or chemicals,

space must be provided with separate air extraction systems to create negative pressure and exhaust the fumes or chemicals to ensure they do not enter adjacent offices/units.

Dangerous goods must be stored in accordance with DM requirements.

Note: As a general requirement, any chemical or material that may likely cause harm to people or ability to impose health risk to workers and property has to be avoided and further ensure all chemicals are human friendly and use in accordance with local DM requirements.

PRODUCT TYPE	Maximum grams of VOC per liter of adhesive or sealant, less water and exempt compounds
Indoor Carpet Adhesive	50
Carpet Pad Adhesive	50
Wood flooring Adhesive	100
Rubber flooring Adhesive	60
Sub-floor adhesive	50
Ceramic tile adhesive	65
Cove base adhesive	50
Plaster board and wall panel adhesive	50
Multipurpose construction adhesive	70
Structural glazing adhesive	100
Architectural sealants	250

5.2 PAINTS & COATINGS

For field applications that are inside the weather proofing system, paints and coatings system shall comply with EPA and local DM reference, which is rule EPA Chapter 159. The products shall have following VOC content limits when calculated

according to the below table. These materials must be accredited/certified from DM approved Laboratory.

Product Category	Type**	Phase II (g/l)*
Interior matt walls and ceilings (Gloss<25@60°)	WB SB	30 30
Interior matt walls and ceilings (Gloss>25@60°)	WB SB	100 100
Interior trim and cladding paints for wood and metal	WB SB	130 300
Interior trim varnishes and wood stains, including opaque wood stains	WB SB	130 400
Interior minimal build wood stains	WB SB	130 700
Primers	WB SB	30 350
Binding Primers	WB SB	30 750
One-pack performance coatings	WB SB	140 500
Two-pack reactive performance coatings for specific end use such as floors	WB SB	140 500
Multi-colored coating	WB SB	100 100
Decorative effect coatings	WB SB	200 200

*g/l of ready to use product
**WB=Water Based & SB=Solvent Based

5.3 CARPET FLOORING

Carpet flooring must meet or exceed one of the following standard requirements:

- Carpet and Rug Institute Green Label
- Green Label Plus Program
- Greengard Indoor Air Quality Certification Program

For Carpets

5.4 CEILINGS

The selection of ceilings materials, tiles shall be to ensure the emissions for suspended ceiling system quality for indoor space shall comply with British Standard European Norm 13964:2014. In relation to asbestos-free products and formaldehyde content of materials, these shall meet Class E1 at a minimum and shall be tested, properly marked and classified accordingly.

5.5 ACOUSTIC COMFORT

CPT is complying with acoustic noise comfort levels. The acoustic performance relating to Internal noise criteria and noise sound pressure levels must meet the control requirements as per building regulations approved document E (revised 2003) (UK) and Commercial Buildings BS8233:2014, sound insulation and noise reduction for buildings – code of practice. (UK)

Ablution Fixtures	1.9 l/min at 417.7 kPa	
Urinals	0.5 l/flush	Infrared sensors
F & B Dining Space		14.0

5.6 INTERIOR FINISHES

All interior finishes such as composite wood, agrifiber products, and furniture shall not contain or exceed minimum urea- formaldehyde resin VOC content Class E1 Levels.

5.7 LIGHTING FIXTURES

Lighting fixtures should be of the following power rating in the corresponding spaces.

No incandescent lighting fixtures should be installed and only high frequency electronic ballast should be installed that conforms to international standard approved by DEWA / DM.

Space Type	Lighting Power Density (W/m ²)
Kitchen	13.0

5.8 WATER FLOW FIXTURES

The applicable water flow fixtures should be installed with the specified flow rates at the corresponding pressure shown in the following table.

Fixtures	Flow Rates	Automatic Control
Kitchen Taps	5.7 l/min at 417.7 kPa	
Bathroom Washbasin Taps	1.9 l/min at 417.7 kPa	Yes
Toilets, Dual Flush	6 l/flush (High) 3 l/flush (low)	

5.9 MATERIAL & RESOURCES

The insulation material must comply with DM requirements. High quality of appropriate density rock wool shall be used during the Fitout.

1. The insulation materials to be incorporated into the Premise must:

- Be manufactured without the use of Chlorofluorocarbons (CFC's)
- Be non-toxic and not release toxic fumes during combustion

- Have 0.05 parts per million (ppm) or less of added formaldehyde
 - Have a Threshold Limit Value (TLV) of 0.1 or less of individual VOC
 - Be fire resistant in accordance with the requirements of DCD
 - Be accredited / certified from DCL
 - Achieve all the requirements of the approved specifications by DM for thermal and acoustic criteria
 - All thermal and acoustical insulation must be installed as per the manufacturer's instructions after approval from DM
2. Timber and timber-based products installed in the Building must be from certified / accredited sources approved by DM.
 3. Addition or alteration of existing building materials containing asbestos must not be used.
 4. Paints or other materials, containing lead or other heavy metals with percentage more than the approved specifications by DM must not be used.
 5. Composite wood products used in the interior of the building must not contain added urea formaldehyde resins.

5.10 SMOKING CONTROL POLICY

Smoking is strictly prohibited inside CPT and also prohibited in external spaces of the plot boundary. There are designated smoking areas around the exterior of the Building.

6.0 HSE FORMS – As Per Appendix - 1 (Refer Fitout Pack)

7.0 DDA FITOUT GUIDELINES

As Per Appendix - 2 (Refer Fitout Pack)

8.0 FITOUT FORMS -

As Per Appendix - 3 (Refer Fitout Pack)

9.0 BTU METERS INSTALLATION GUIDELINES

As Per Appendix - 4 (Refer Fitout Pack)

10.0 CHILLED WATER CONNECTIVITY, CONSUMPTION & ACCOUNT MANAGEMENT

GENERAL REQUIREMENTS

Each unit is required to apply for a permanent chilled water connection via a metered service. The application for the meter installation should be made as part of the overall Fitout application to the Landlord. Submissions that do not include the approved chilled water connection application form 'FMCWM001' will not be issued an NOC. The Landlord has appointed a specialist Chilled Energy Service Provider, Logic Utilities District Cooling LLC (Logic Utilities) for procuring & installing the Tenant's BTU meter along with billing and

collection services for consumption. The Tenant is responsible for registering with the service provider and paying their monthly cooled energy bill on time.

METER INSTALLATION

Tenants will be required to order the BTU meter and valve kit should be installed within the unit demise. Office Tenants must provide a dedicated ceiling access hatch 600 x 600 mm with clear access to the BTU meter and isolation valves. This should be located at the front or rear side (depending on the unit) of the office space, where the current stub outs are installed. This should be shown on RCP as part of the design. The Tenant shall liaise with Logic Utilities for procurement of meters and detailed installation information regarding the same. Logic Utilities will provide supervision during the works and connectivity into the network.

ACCOUNT MANAGEMENT

In addition to applying for the BTU meter and installation, the Tenant must have an activated account with the Landlords appointed chilled energy service provider, Logic Utilities. This will require registration to take place. Each Tenant will be required to sign Logic Utilities standard terms and conditions and pay the associated account activation fee and security deposit.

ACTIVATION OF CHILLED ENERGY

The meter installation and activation of the supply may take up to 6 weeks. Therefore the Tenant is requested to take this into consideration when developing their Fitout program.

The Landlord takes no responsibility in delays due to late applications or failure to provide adequate information during the account registration stage. The Landlord, at his discretion, may allow for a temporary chilled water connection to be made to the Premises. The temporary connection application can be made through the FDM.

FEES & CHARGES

The following fees are applicable for Chilled Energy Services:

- Account activation fee - AED 500.00 payable once to open an account.
- Monthly invoicing and collections fee - AED 30.00

The amount is added to the monthly invoice and is paid by the Tenant.

- Security deposit – AED 4,000.00 for office units.

The amount will be held in the case of non-payment of invoices. All security deposits are to be held by the service provider.

- Late payment fee - AED 50.00 applied to the account for payment received after the due date.
- Returned cheque fee - AED 500.00 applicable for the cheque payments that have been returned by

the bank for any reason.

- Water meter supply AED 1028.37
- Water meter installation charges - AED 750.00
- Reconnection fee - AED 1,000.00 payable to the service provider to reconnect the service after the disconnection due to non-payment.

Note: Logic Utilities reserves the right to vary the fees. All fees/deposit are exclusive of VAT.

CONTACT DETAILS

Logic Utilities District Cooling LLC

Account Management

Email : meters@logicutilities.com

Call : 04 429 6082

(9 AM TO 5 PM, Sunday through Thursday)

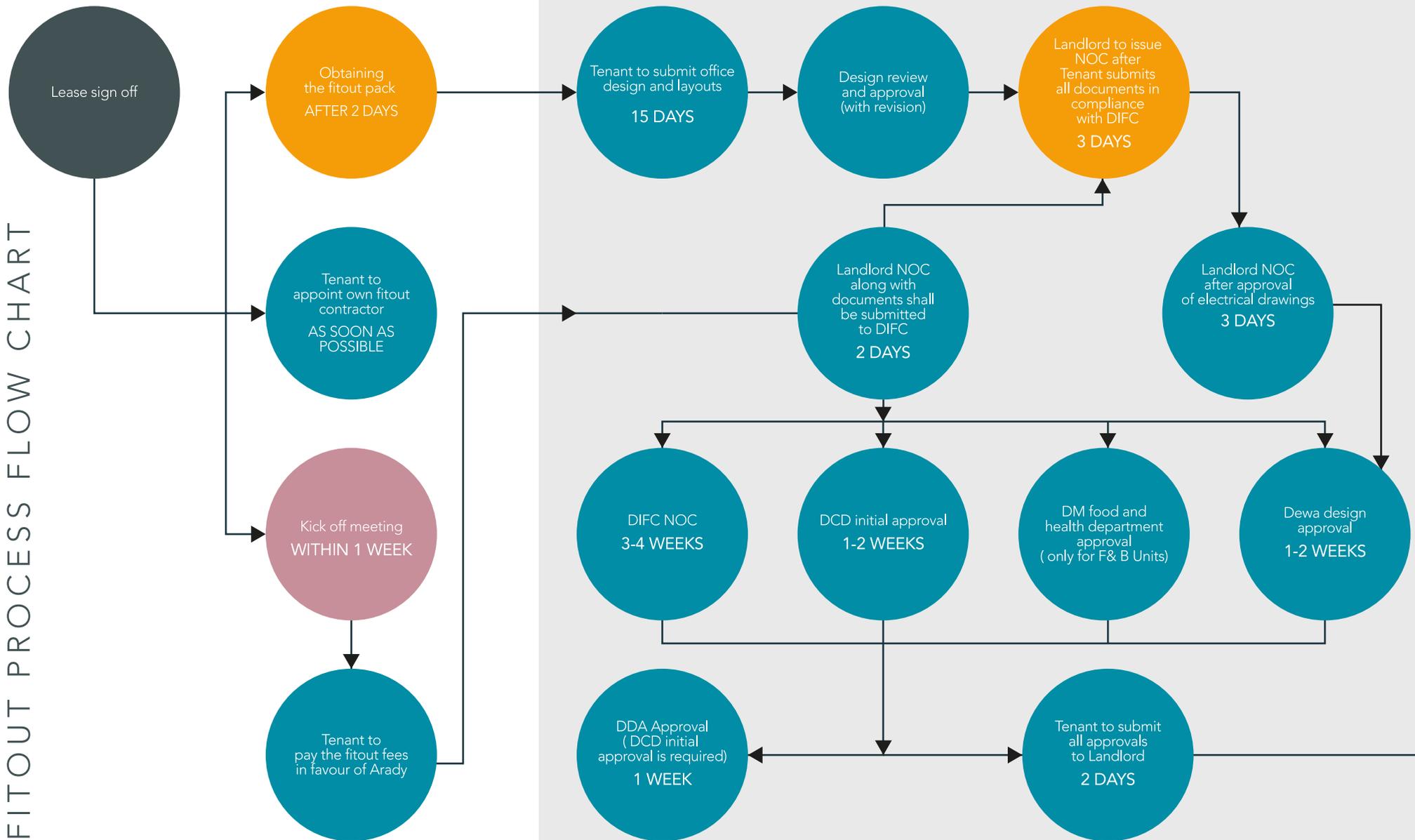
11.0 TIMELINE

Please refer to attached Process Flow Chart (next page) reflecting the days for each activity starting from obtaining Fitout Pack until obtaining DDA Completion Certificate.

A - Summary of fitout procedures and timeline

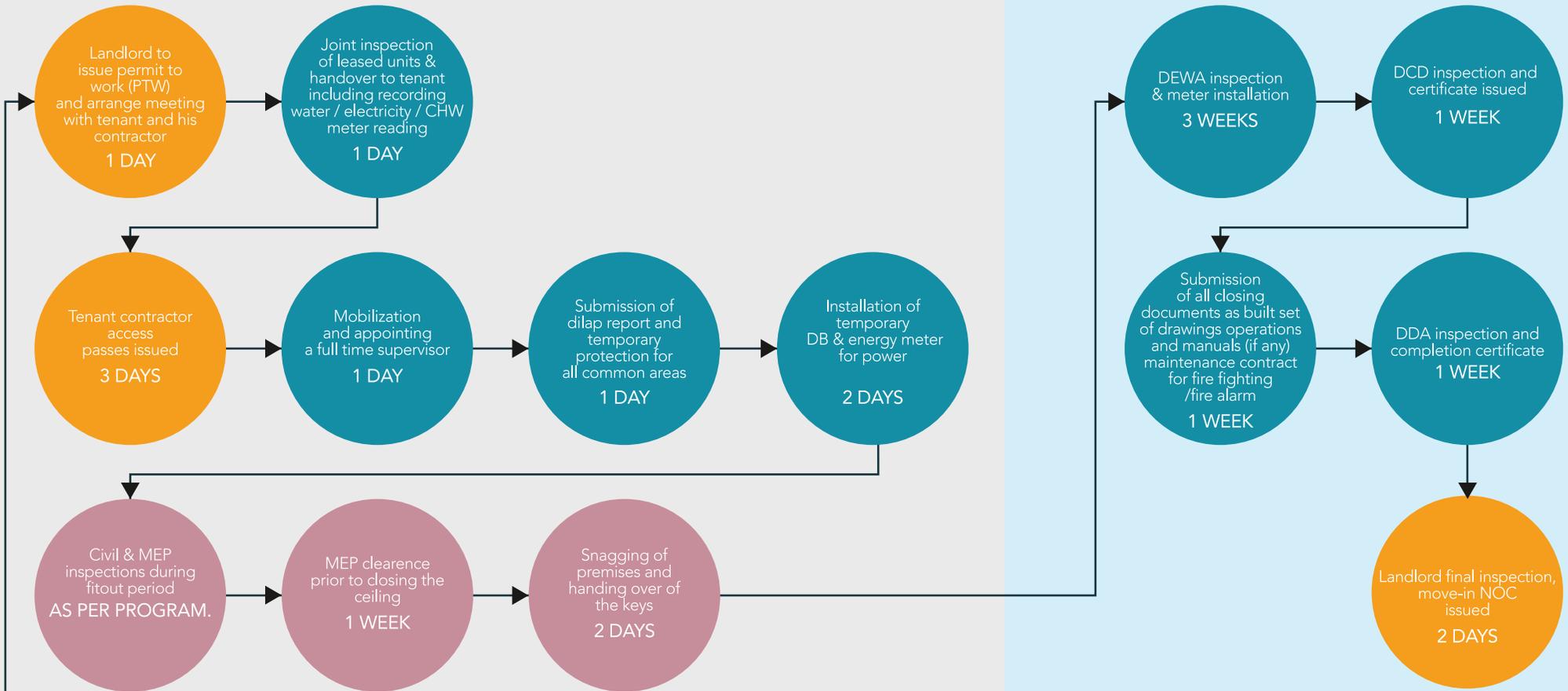
B - Design submission and approval

FITOUT PROCESS FLOW CHART



C - Fitout Execution process

D - Closing process



LEGEND

- Landlord ●
- Tenant ●
- Kling/JLL to FDM ●

Preferred Contractors for Office projects

Projects size 25,000 sq ft +
Project value AED 10mil +



Al Tayer Stocks	+971 4 503 4888	www.altayerstocks.com
Arco Interiors	+971 4 396 9794	www.arcointeriors.com
Bond Interiors	+971 4 271 1727	www.bondinteriors.com
INC Solutions	+971 4 392 9975	www.inc-solutions.com
ISG Interiors	+971 4 350 6900	www.isgltd.com/ae/en
KPS	+971 4 423 8100	www.kpsworld.com/uae/en

Projects 2,000 - 25,000 sq ft
Project value AED 500,000 - AED 10mil

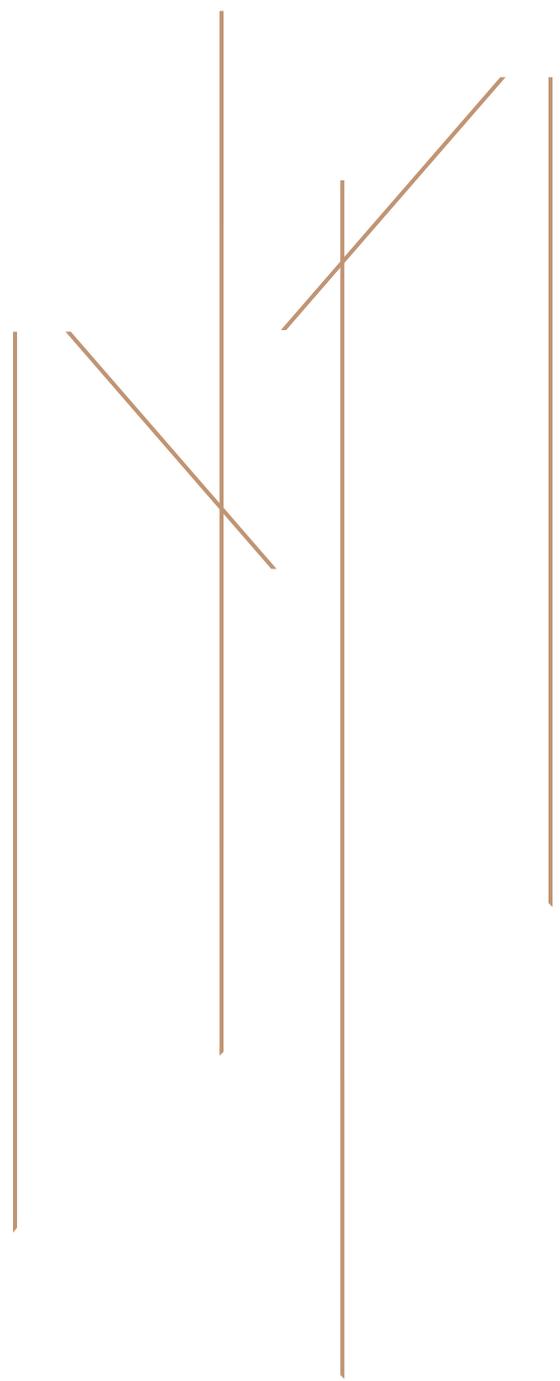


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Motif Interiors	+971 4 385 0667	www.motifuae.com
Spacewell Interiors	+971 4 447 7301	www.spacewellinteriors.com
Spencer Interiors	+971 4 451 7700	www.spenceri.com
Summer town Interiors	+971 4 805 3300	www.summertown.ae
X Works	+971 4 321 6644	www.xworks.ae

Project size 1,000 - 2,000 sq ft
Project value AED 50,000 - AED 300,000



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Visualize interiors	+971 4 396 4788	www.visualizeinteriors.com
Tawasur Interiors	+971 55 661 0854	www.altasawurinteriors.com
New Domain Interiors	+971 6 80 51 800	www.newdomainmiddleeast.com
Indigit Contracting	+971 56 72 79 474	www.indigitinteriors.com



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