

Lingnan University

FIT-OUT GUIDE

PART ONE – FIT-OUT GUIDE

1.0 INTRODUCTION

1.1 The Purpose of this Fit-Out Guide

This Guide shall apply to all works (i.e. construction works, consultancy services, fitting-out works, decoration works, refurbishment, improvement, installation, maintenance, additional and alternation works for any building services system and facilities, etc.) being carried out within the Lingnan University Campus, and to any access to work sites through the Campus. They are meant to supplement the Agreement & Schedule of Conditions of Building Contract for Use in Hong Kong – Standard Form of Building Contract or other forms of General Conditions of Contract being adopted or applied to construction works conducted by contractors within the Campus, irrespective whether formal contract documents have been executed. Copies of the said Conditions are available for scrutiny and perusal at the Office of Campus Development and Management (OCDM) or Campus Support Office (CSO). Please study it carefully.

1.2 Where to Get Assistance

If you have any queries on the content of this Fit-Out Guide or on your proposed fit-out submission, please contact CSO as below:

Campus Support Office (CSO)
Room SPG01 Indoor Sports Complex
Lingnan University
8 Castle Peak Road Tuen Mun Hong Kong
Tel: 2616 7134
Fax: 2463 1874

For any emergencies or problems with your working site or for assistance, please contact Lingnan University EMERGENCY Hotline at 2616 8705 (24 hours).

1.3 Fit-Out Submission and Approval

Office of Campus Development and Management (OCDM)
2/F Lau Chung Him Building
Or
Campus Support Office (CSO)
Room SPG01 Indoor Sports Complex
Lingnan University
8 Castle Peak Road Tuen Mun Hong Kong

All submissions shall be forwarded to the above address for review and approval 2 weeks before work commencement. Approvals granted for the fit-out work shall be valid for 3 months only. Upon its expiry, an updated / new application shall be submitted for approval.

The Contractor should provide 2 sets of the following drawings to seek for the approval of Lingnan University before commencement of work if the following building services or facilities involved:

- a) General Floor Layout Plan
- b) Reflected Ceiling Plan
- c) Fire Services Installation Plan
- d) MVAC Layout Plan
- e) Plumbing and Drainage Plan
- f) Ceiling Trunking Layout Plan
- g) Designated Main Entrance Location at Lift Lobbies
- h) Window Feature Details (if any)
- i) Safety Work Method Statement for involved works
- j) Risk assessment and improvement / precaution for item i
- k) Testing and Commissioning Procedures;
- l) Work Programme Summary

- 1.4 A copy of the Contractors' All Risks Insurance Policy for the fit-out works which should be submitted in 7 working days in advance before the commencement of work. The OCDM / CSO reserve the right to approve/reject such contractors at his discretion.
- 1.5 The OCDM / CSO may at any time require stoppage of any work that is considered dangerous or causing damage to Lingnan University or nuisance to other occupiers and/or users.
- 1.6 The contractor MUST inform the OCDM / CSO 10 days in advance by written of work completion to arrange testing and inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the University when required by OCDM / CSO.

2.0 WORKING AREAS

2.1 Material Storage

- 2.1.1 The proposed location of any site office, workshop, storage shed and temporary storage area for material, garbage etc. in connection with the works must be agreed or approved 14 days in advance by OCDM / CSO.
- 2.1.2 The storage of any material and debris must be kept within the allocated work site specified by OCDM / CSO. There is no temporary storage/ waiting-to-remove area allowed outside the allocated work site. All material must be stored and labelled according to the latest local legislations. The stockpiles on dump trucks or within site area should be covered or sprayed with water. No any potential dangerous goods / material are allowed to keep within Campus.

2.2 Environment Management

- 2.2.1 The Contractor must collect, remove any debris or spoil from the works and cart away them from the campus to a public dump on a daily basis or, in exceptional cases, to a location in Campus directed by the OCDM / CSO.
- 2.2.2 The Contractor must clear, discharge or remove any kind and any form of wastes and debris diligently according to the latest local legislations. Burning of rubbish and waste material is not permitted. Debris or rubbish left in public access or communal areas including the Refuse Collection Depots in the Lingnan University will be considered as illegal dumping.
- 2.2.3 The University reserve the right in charging any illegal dumping at the cost of removal action and administrative fee.
- 2.2.4 The University may also request the Contractor to provide any evidence to demonstrate the work is completed according to the latest local legislation.

Should the contractor fail to do so, the University may reserve the right to suspend its work at the Contractor's cost until satisfactory recovery & precaution work is completed. Such work suspension instruction will not have any time and cost implication to the Contract.

2.3 Protection of existing habitat & historical heritage

- 2.3.1 The contractor shall be required to execute extensive care and adopt suitable alternatives to protect and minimize disturbance to the existing flora, fauna, wild lives and historical heritage.
- 2.3.2 When any wild lives or historic heritage is found, the contractor shall report to OCDM / CSO. Any works that may not be prevented from affecting or disturbing landscaping or wild lives must be submitted with a plan for correction or compensation for the University's approval.

2.4 Noisy Work

2.4.1 The Contractor is recommended to pre-fabricate furniture, fixtures and fittings off site. All noisy work must only be carried out when the Contractor's application is approved by OCDM / CSO in advance.

2.4.2 Any painting and varnishing work that emits VOC and noxious odors should not be carried out on site. If work of such nature is unavoidable, it shall be carried out within the aforesaid period; suitable ventilation provision shall be in place to minimize the adverse impact to indoor air quality;

2.5 Wood and Timber Products

Deforestation through logging is a serious environmental issue. The Contractor is advised to try to protect and conserve this valuable resource, it is recommended that:

2.5.1 All wood and wood products used are from sustainable managed forests. To determine whether wood is derived from such a source, suppliers should provide written evidence and copies of any relevant certificates as below:

- ◆ Origin of the timber;
- ◆ Evidence that the timber is from logging companies and countries which operate a forestry management plan;
- ◆ Copy of the certification such as the Forest Stewardship Council (FSC) certification;
- ◆ Shipping documents which prove the supplier has obtained the timber from the stated concessions or plantations.

or

2.5.2 Use recycled timber

During fit-out and renovation activities, it is preferable that plywood, or other such woods used to protect finishes, are used more than once. Wherever possible, the protective barrier should continue to be used until it is no longer practical to do so. In addition, if practical, the Contractor is advised to separate waste timber from fit-out activities for material recovery.

2.6 MVAC system

If any related to Chiller Water Supply System and / or Air Handling System work, the Contractor is required to hire Lingnan University current nominated MVAC contractor to carry out related inspection and isolation of related systems with system reinstatement.

The Contractor shall reinstate the Chiller Water Supply System to its original normal condition by testing and commissioning with witnessed by Lingnan University current nominated MVAC contractor and/or the University.

Chilled water pipework should be completed with necessary accessories for proper connection to building's chilled water supply system and all necessary flushing, pre-cleaning, testing and

chemical cleaning.

2.7 Building Management System (BMS) and Extra Low Voltage (ELV) System

If any related to BMS and ELV System and / or access control system work, the Contractor is required to hire Lingnan University current nominated BMS or ELV contractor to carry out related inspection and isolation of related systems with system reinstatement.

The Contractor shall reinstate the BMS or ELV and / or access control system to its original normal condition by testing and commissioning with witnessed by Lingnan University current nominated BMS / ELV contractor and/or the University.

2.8 Odor, Volatile Organic Compounds and Solvents Handling

Solvents are found in many materials in everyday use in buildings, or are incorporated into the fabric of buildings. Materials incorporating solvents can disperse a wide range of volatile organic compounds (VOCs) that can be harmful to humans, and can contribute to photochemical smog; global warming and ozone depletion and their use should be avoided wherever possible.

All furniture or other fixtures must be prefabricated and painted off-site and not in the common parts of the building and campus. Any painting or other nuisance activities within the Premises, which may in the opinion of the University, cause annoyance or disturbance to other staff, student or users of the common parts must only be performed with preventive measures such as providing enough exhaust fan, cordon off the working / painting area by the contractor when required by the OCDM / CSO.

It is the responsibility of the contractor to assess the source, control and impact of the odour: formaldehyde fungicide, pressed wood, urea formaldehyde foam insulation (UFFI), hardwood plywood, adhesives, particleboard, laminates, paints, plastics, carpets, Cover, gypsum board, connector material, ceilings and panels, aluminum chloride interstitial, acidified wood coatings, wood paneling, plastic / melamine panel, vinyl tiles, parquet.

It is the responsibility of the contractor to eliminate and minimize the unusual odor in any of the items or other items mentioned above. For any reason, if the University receive any relevant complaints or service requirements, the contractor shall, in accordance with the Guidelines on Indoor Air Quality Management of the Hong Kong Special Administrative Region and the Environmental Protection Department, prove the air quality is within acceptable standard by carrying out certified air quality test. If there is no enough reason or scientific proof, no claim on additional fee will be accepted.

2.9 Temporary Power Supply

The Contractor with Registered Electrical Contractors (REC) to execute the electrical work shall be responsible for making an application to the CLP Power Hong Kong Limited for a temporary power supply during the fit-out period. Power sockets in common areas are not provided for fitting out purposes. Arrangement for the installation of electric meters (both for temporary and permanent power) managed by the University or authorized parties and all associated tests;

If any electrical work to be carried out by REC within 7 days, with prior approval by OCDM / CSO in advance, temporary power supply with RCD protect earth leakage which shall be prepared by that REC and issue WR1 or WR1(A) certificate.

3.0 Temporary Water Supply

The Contractor shall connect temporary water supply points as specified by the OCDM / CSO during fitting out works. Usage of the fire hose reels and hydrant (or other improper water sources) for water supply is strictly prohibited.

3) VEHICLES & ACCESS ROADS

- 3.1 The contractor shall be permitted to use only those roads in the Campus to the extent prescribed by the OCDM / CSO and under no circumstances shall his vehicles use any other roads.

Without formal permission given by the Lingnan University, the Contractor shall not close / cordon off any access road, car parks, grounds or facility within the Lingnan University for any reason. Written consent must be obtained from relevant departments/ offices and OCDM / CSO not less than 14 days in advance before any such closure. The Contractor shall submit the "Application for Road Enclosure".

- 3.2 Vehicles for the contractor's works must be parked inside the allocated works area. Parking in University parking lots, along University roads or on side walk is not permitted unless OCDM / CSO approval is sought in advance.

- 3.3 The operation of motor cycles in the Lingnan University by the contractor is prohibited.

- 3.4 The contractor shall provide all lorries hauling material to and from the University work sites with stout covers which shall always be used to prevent material falling onto the roads. He shall take all necessary steps such as brooming, wheel washing, spraying thoroughly with water or a dust suppression chemical, etc. to minimize dust generated and ensure that mud and debris are not carried onto the University roads by laden vehicles entering or leaving the work sites. The contractor should provide the corresponding facilities with routine maintenance records at his own cost, such as wheel washing facilities include high pressure water jets, wheel washing bays, tyre wheel machine together with paved road in between the facilities and the exit, if necessary.

- 3.5 The contractor shall ensure that any mud and debris carried onto University roads by his vehicles are removed there from as soon as possible, employing his own labour and equipment, failing which the University may arrange for their clearance at a charge to the contractor.

3.6 Loading Bays

The Contractor should transport all goods and debris to and from the working location using the designated loading bays, service lifts and service passage-ways with proper protection. Passenger lifts should not be used during fit-out period unless specifically approved by OCDM / CSO under special arrangements to be considered on an individual basis.

Prior arrangements must be made with the OCDM / CSO. Care must be taken by the Contractor to avoid damaging floors, ceilings, walls, joinery/finishes, lobbies and other common parts. Only rubber-wheeled carts and trolleys can be used to deliver goods and materials within the Campus.

Loading and unloading at the main entrance or on the pavements surrounding the Campus is not permitted.

3.7 Passenger Lifts & Service Lifts

Passenger lifts are provided for the use by student, internal staff and their visitors only. No transportation of workers, tools, machinery or materials will be permitted. Lifts will be only available to transport workers or any working material and equipment during the specified hours approved by OCDM / CSO.

3.8 Heavy Equipment Delivery

Any work related to heavy equipment delivery must seek for OCDM / CSO approval at least 14 working days in advance. Those work will be only allowed after receiving OCDM / CSO 's permission.

4) PERMITS

4.1 The Contractor must register and apply work permit (with badge system) in main security control office for check IN and OUT every working day. All motor vehicles for the contractor's works entering the Lingnan university shall bear a valid registration certificate issued by the Hong Kong Government and shall have valid third-party insurance cover. In addition, all trucks operating in the Lingnan University shall exhibit a prominent sign bearing the name (in Chinese and English) of the construction firm engaging them.

4.2 The driver of any motor vehicle for the contractor's works shall be a licensed driver carrying a valid driving license issued by the Hong Kong Government. He shall observe strictly all traffic regulations, such as posted speed limits and designated stop signs, etc. currently enforced in the Lingnan University as well as the direction and guidance given by security guards and other authorized personnel of the University.

4.3 The University may issue entry permits to or impose such restrictions as deemed necessary from time to time on the contractor for the operation of any motor vehicle for his works in Campus. Conversely, trucks loaded with building material and machinery may not be permitted to leave the Campus unless issued with an exit permit by the OCDM / CSO.

4.4 Permit for Hot Works / Other Works affecting AFA systems

4.4.1 Hot works could be one of, but not limited to, the following processes:

- ◆ Electric / gas welding and cutting;
- ◆ Heating and boiling of bitumen / tar;
- ◆ Works involving the use of naked flames, e.g. blowtorches.

Prior to commencement of hot works, the floors must be swept clean of combustibles, combustible floors to be covered with damp sand, metal or other shields, ensure no combustible materials or flammable liquids on the Premises, including cleaning materials. Firefighting equipment setting must follow the latest local legislation. The University reserve the right of requiring the Contractor to provide extra firefighting equipment.

- 4.4.2 The Contractor should apply for hot work permits and take all the necessary precautions for safety in case their works involving welding, flame cutting and grinding disc cutting which may create fire, sparks, or smokes. They should coordinate with the Lingnan University current nominated fire service contractor to isolate the part of fire detection system that may initiate false alarm due to their work and reinstate the system after their hot work daily.
- 4.4.3 The Contractor is required to hire Lingnan University current nominated fire service contractor to carry out related inspection and isolation of related systems with system reinstatement.
- 4.4.4 The charge of causing false fire alarm to the contractor will be decided by the University, including the administrative fee and work cost. There will also be other measures for warning and charge to stop the unsafe site operation as when necessary.
- 4.4.5 Approved sprinkler modification works may only be carried out between 9:00 a.m. and 6:00 p.m. The sprinkler system must be fully charged and resume operation by 6:00 p.m. everyday unless approved by OCDM / CSO.
- 4.4.6 Proper and adequate fire fighting equipment (e.g. portable fire extinguishers, fire blankets, and sand buckets, etc.) must be made available on site at Contractor expense. Firefighting equipment setting must follow the latest local legislation. The University reserve the right of requiring extra firefighting equipment.

5) RESPONSIBILITIES AND INDEMNITIES

- 5.1 The contractor shall ensure that vehicular entries onto or through the Lingnan University are made only for duties necessary for the execution of his contractual works, and he shall be fully responsible for the behavior of the drivers engaged in his works and the proper operation of their vehicles.
- 5.2 Any contractor or agent must assume full responsibility for any law or common law in respect of any liability, loss, claim or suit in respect of any actual or any damage or damage resulting from negligence, omission or default.
- 5.3 If there is any damage to the campus building or its facilities during the works period, the contractor shall pay the relevant maintenance costs or make compensation and obtain the approval and consent of the University.
- 5.4 The operation of motor vehicle by its driver for the contractor's works within the campus shall be entirely at his own risk and the University shall not be responsible for any loss or damage.
- 5.5 To maintain the integrity of the building provisions of Lingnan University, the following work must be carried out by University's Nominated Contractors at your cost. Nominated Contractors as listed in Appendix C should be employed directly by you, and working under your or your contractor's / designer's management and direct supervision. The OCDM / CSO shall not be responsible for the performance of the Nominated Contractors.
- 5.6 The Contractor must register the general information and complete the form – Work Permit Application in main security control office before implement of work in each working day. It is NOT allowed to carry out any works on campus without any registration procedures.
- 5.7 Temporary protection works and any other preventive measures to avoid damage to the common areas during the working period shall be carried out by the Contractors at his own expense.
- 5.8 The Contractor should ensure that their designers, workers, contractors (or sub-contractors) are aware of all requirements and regulations of the relevant Government Authorities. Any part of your works which fails to comply with such regulations and requirements shall be altered or amended at the Contractor's own expense. The Contractor who works in Campus had responsible to indemnify Lingnan University on all costs, expenses and penalties associated with the enforcement of such regulations and requirements by the Authorities. The Contractors should verify on site any technical constraints when designing any layout and subsequent alterations.

6) WORK SITE MANAGEMENT

- 6.1 The Contractor and his sub-contractors shall at their own cost to provide transportation for their staffs/workers to site.
- 6.2 Gambling is prohibited on campus. The contractor shall be responsible for ensuring that his workmen or employees do not engage in gambling in any work site within the Campus.
- 6.3 The contractor should guard against theft and pilfering of material, equipment and tools, etc. within his work sites at their own expenses. The University will not be responsible for any loss sustained by the contractor in this respect.
- 6.4 No person of the contractor shall be permitted to live in the work site.
- 6.5 The contractor shall always keep his work site in an orderly and hygienic condition and provide adequate firefighting and protective measures.
- 6.6 University campus has been stipulated as a “DESIGNATED NO SMOKING AREA” with effect from 1st January 2007. All campus users are required to observe the statutory requirements and should not smoke or carry a lighted cigarette, cigar or pipe within the campus area, indoor or outdoor. The contractor should take all necessary measures to ensure the strict compliance of his and his subcontractors’ workmen or employees to the above policy. The contractor will also be liable for any loss arising from or caused by such offence of his workmen or employees in this regard.
- 6.7 Any person found smoking on campus may i) result in penalty under the law; ii) have his / her rights and privileges in the use of part or all the facilities concerned suspended for a specified period or removed completely; iii) be liable to disciplinary action by the University in accordance with the established procedure.
- 6.8 The contractor shall be responsible for the behavior of his workmen in and out the work site. He should ensure that no workmen loiter or rest outside the work site in University premises and grounds. If it is necessary for them to use University facilities such as canteens, they should abstain themselves from abusive languages and insolent behavior and be decently dressed.
- 6.9 The contractor shall provide appropriate warning signs and adequate lights at night around openings of roads or grounds.
- 6.10 The worker(s) shall wear uniform provided by the contractor before implementation of work in all area in Lingnan University after registration in main security office.
- 6.11 For all digging, excavate, gypsum board dismantles or cutting related work, the Contractor shall take enough protective measure such as safety hoarding installation. The Contractor shall seek for OCDM / CSO’s comment in advance for the on-site safety condition. It is not allowed to carry out any work without the University’s approval.
- 6.12 The Contractor and his workmen must ensure that all work sites have strictly observed statutory

safety and fire regulations requirements and procedures.

- 6.13 The Contractors and his workmen must observe and complete the works following the relevant local legislation regulating the environmental protection of the campus. A Guide to Pollution Control Legislation Affecting Manufacturing Industries can be obtained from Environment Protection Department website.
- 6.14 The Contractors must ensure that its agents, employees or visitors use only the designated toilets as assigned by the OCDM / CSO. No any construction waste materials shall be discharged into the toilets. Where foul water cannot be directed to foul sewer, septic tanks or chemical toilets should be employed at the contractor's cost.
- 6.15 The Contractor works are subject to inspection of the OCDM / CSO Representative from time to time during the works;

7) MISCELLANEOUS

- 7.1 Blasting will not be permitted. NO CUTTING into the structural concrete slab is permitted.
- 7.2 The contractor shall make his own arrangement with the Authorities or Utility Companies concerned prior to commencing work for adequate supplies of water and electricity.
- 7.3 The contractor shall identify all existing University underground services in his work site prior to commencing work and take good measures to protect them or divert them as necessary.
- 7.4. The contractor shall not engage illegal immigrants / labour to work at any University site.
- 7.5 No opening of roads, pavement, or grounds for services installation, connection, repair, and works of any kind; nor closure of a thoroughfare, pedestrian walk, an engineering or building services installation or system; nor hot works of any kind, shall be commenced by the contractor without having obtained beforehand a requisite permit or written consent from the OCDM / CSO, stipulating the scope and programme of any such work sanctioned.
- 7.6 The contractor shall not utilize any passenger lift for the transport of material to facilitate his work. If it is at all necessary to do so, he shall secure beforehand a permit or a written consent from the OCDM / CSO, stipulating any specific and restricted utilization permitted.
- 7.7 In case of a commotion, brawl, accident, mishap or fire involving the contractor, he should immediately inform the Security 24-hour Hotline 2616 8705 and the Campus Service Office (2616 7134) during office hours. The contractors should report any incident with investigation and appropriate corrective and preventive actions taken to the OCDM / CSO for review.
- 7.8 All installations inside the return air ceiling void will be considered as part of the ceiling structure, and should therefore comply with the latest requirements stipulated by Fire Services Department (FSD), e.g. no combustible material such as plastic conduits, exposed plastic wiring with tape, timber installations, etc. are allowed inside the ceiling void.
- 7.9 At any location within the Premises where a water supply point is provided, a kerb under the raised floor system (if any) should be constructed with a minimum of 100mm upstanding around the area. Waterproofing membrane should be applied within the kerb area. A waterproofing test, such as flooding simulation, is required, and must be carried out in the presence of the OCDM / CSO representative immediately after application of waterproofing system;
- 7.10 Other than the OCDM standard directory, no signage shall be installed outside the other Premises. Contractor shall submit details of any proposed signage visible from the lift lobbies to the OCDM for approval;
- 7.11 Access panels (minimum 600mm x 600mm) should be provided to all building services for future maintenance. Actual locations, sizes and quantities of access panels shall be coordinated on site;
- 7.12 No alteration and additions to the lift doors are allowed under any circumstances. Any

alteration and additional work to the lift lobby area without the OCDM / CSO's approval is strictly prohibited.

- 7.13 The lift emergency rescue doors should not be blocked. If a dry wall partition is erected directly in front of the rescue doors, a proper alternative access door must be provided for emergency evacuation purposes to comply with EMSD Regulations. The void between a lift rescue door and the said access door shall not be wider than 300mm; no obstruction is allowed within one (1) meter in front of the access doors.

APPENDIX A – CONTACT DETAILS DURING THE FIT-OUT PERIOD
(Please complete and return to the OCDM / CSO.)

1. Premises / Location

Floor / Block: _____ Building: _____

Company Name: (English) _____

(Chinese) _____

2. Full Name of Contractor: _____

Contact Address: _____

Person in Charge of Fit Out: _____

Telephone No.: (During Office Hours) _____ (Outside Office Hours) _____

Fax No.: _____ Email Address: _____

3. Architect / Consultant / Interior Designer

Name of Firm: _____

Address: _____

Person in Charge: _____

Telephone No.: (During Office Hours) _____ (Outside Office Hours) _____

Fax No.: _____ Email Address: _____

4. Work Programme

Commencement: ____DD ____MM ____YY Completion: ____DD ____MM ____YY

or

With entire working duration - programme summary attached.

Signed By:

Signature:

Date:

Company Chop:

APPENDIX B – GENERAL TERMS AND CONDITIONS

(Please complete and return to the OCDM / CSO.)

- a) Cutting or chasing into the structural floor, columns or beams is strictly prohibited.
- b) No drilling or breaking of the ceiling within 100mm along both sides of the yellow lines marked on the concrete surface showing the location of the post – tensioned cables, if any, is permitted. Any damage thus caused will be repaired and certified by Lingnan University nominated Registered Structural Engineer at Contractor' expense;
- c) Any damage to the Lingnan University finishes or fittings in the Premises or in public areas, whether by contractors or employees, shall be repaired by the Lingnan University at Contractor' expense.
- d) The Contractor shall indemnify the Lingnan University against any claim for damages arising from the execution of the works and subsequent use of the Premises;
- e) The Contractor shall obtain all necessary licenses or permits from relevant Government Authorities and comply with all statutory requirements;
- f) In approving the fitting out proposals, the OCDM accepts no responsibility for ensuring that the approved proposal is suitable for Contractor' purpose, nor does the Lingnan University imply that the approved proposal will be acceptable to relevant Authorities. Contractor must ensure the proposal is fit for their purposes and in compliance with Government and statutory requirements. Contractor must make separate submissions to the relevant Government Authorities;
- g) The OCDM reserves the right to require Contractor to make alterations as necessary, even after completion of the proposed work;
- h) Upon submission of Fit-Out Plans to the Landlord, Tenants are required to sign and return this form to signify Contractor's agreement with the terms and conditions contained in this Guide. If this form is not signed, commencement of any related fit out work is deemed to be acceptance of the terms and conditions contained in this Guide;
- i) Order to stop work: If the OCDM / CSO believe that there is a safety risk or any nuisance to other occupiers / student / visitors of the Building, the OCDM / CSO shall require any contractor to cease work immediately. No work can be resumed until the inappropriate practice has been rectified.

We hereby agree to comply with the above terms and conditions.

Signed by _____
(Name in Block Letters)

Signature _____
(For & On Behalf of the Contractor)

Date _____

Company Chop _____

THE OFFICE OF CAMPUS DEVELOPMENT AND MANAGEMENT RESERVES THE RIGHT TO EFFECT ANY
CHANGES TO ALL CONTENTS IN THIS GUIDE AT ANY TIME.

APPENDIX C – LIST OF NOMINATED CONTRACTORS

Mechanical, Ventilation and Air-conditioning (MVAC) System Alterations

Mr. John H.W. Fu

Technical Manager

Savills Engineering Limited

805-13 City plaza One, 1111 King's Road

Taikoo Shing, Hong Kong

Tel: 3441 0107 Fax: 2801 5975

Email: jhwfu@savills.com.hk

Building Management System

Mr. Andy H.F. Chan

Service Manager – Service Division Building Efficiency

Johnson Controls Hong Kong Ltd.

12/F Octa Tower, 8 Lam Chak Street

Kowloon Bay, Kowloon, Hong Kong

Tel: 2911 7221 Fax: 2516 5648

Email: andy.hf.chan@jci.com

Extra Low Voltage System Alterations (All Buildings)

Mr. Billy Ng / Mr. Roy Lui

Assistant Manager – Service Department 1 – Engineering Services Division

Shun Hing Engineering Contracting Co., Ltd.

18/F., Shun Hing Centre, 8 Shing Yiu Street,

Kwai Chung, N.T., Hong Kong

Tel: 2419 8282 Fax: 24097963

Email: billyng@shunhinggroup.com / roylui@shunhinggroup.com

Fire Services System Alterations

Mr. Lam Tung Chiu

General Manager

Best Engineering Services Limited

Unit D, 10/F, Leapont Centre, 18-28 Wo Liu Hang Street,

Fo Tan, Sha Tin, New Territories

Tel: 2364 7768/2364 7818 Fax: 2529 4886

Email: info@bestes.com.hk