

The
TENERIFFE

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2866
166 LAUREL WOOD AVENUE SINGAPORE 275866
Tel: 6463 4639 Fax: 6463 4818 Email: feedback@teneriffe.com.sg

RENOVATION REGISTRATION FORM
(To be completed by Contractors/Owners)

THE MANAGEMENT CORPORATION S T PLAN NO. 2866
166 LAUREL WOOD AVE
SINGAPORE 275866

1.0 CONTRACTOR'S PARTICULARS

COMPANY :

ADDRESS :

CONTACT PERSON : I/C NO. :

CONTACT NUMBERS : REG NO. :

2.0 DEPOSIT

- 2.1 A Five Hundred Dollars (\$500.00) shall be deposited with the Management at least 5 working days before the commencement of any work. Cheques are to be made payable to "THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2866".
- 2.2 Contractors shall be responsible for any damages to the common property caused by them and/or by their workers and debris left in the estate. Such damages shall be made good to the satisfaction of the Management, within 7 days, failing which the Management shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from the Contractor. Should the amount of damages caused by the Contractor exceed the deposited amount, the subsidiary proprietor concerned shall be liable to pay the difference. Otherwise, the deposit is refundable, free of interest upon completion of the fitting out works carried out to the satisfaction of the Management.

3.0 INDEMNIFICATION

- 3.1 The Contractor must effect adequate Workmen's Compensation Policy and Public Liability Policy and any other policies which may be necessary.
- 3.2 The Contractor is required to indemnify and keep the Management indemnified against all damages, actions, claims or liabilities arising from the execution of the works.

4.0 EXECUTION OF WORKS

- 4.1 Renovation works shall only be carried out on the following days and hours:

Monday to Friday	9.00 am to 5.00 pm	Saturday/ Eve of PH	9.00 am to 1.00 pm
Sunday & Public Holiday(PH)		NO WORK PERMITTED	



4.2 Designated staircases are allowed to be used for the transportation of building materials, The Contractor carrying out such unloading works must ensure that the floors, doors and walls are not being scratched or damaged. Any damages caused shall be repaired at the expense of the contractor. Please make sure that the protections are installed before allowing the transportation of any bulky materials.

4.3 No storage space will be provided on site. All articles/materials must be stored within the owner’s premises. The Management shall be under no liability in respect of the loss or damages caused to the premises for the whole duration of the fitting out works.

4.4 Taping of water/electricity in any of the common area will forfeit your deposit.

5.0 I/We furnish the Management a list of my/our workers and their particulars.

<u>S/N</u>	<u>NAME</u>	<u>NRIC NO/PASSPORT NO</u>
1. 2. 3. 4. 5.	Person-In-Charge	
1. 2. 3. 4. 5. 6. 7.	Workmen/Sub-Contractor	

6.0 Description of Works

Commencement Date : _____

Expected date of Completion : _____



* **All approved plans/letters or permits by Building Authority relating to the above works have to be enclosed.**

7.0 I/We confirm that no structural works are involved. I/We shall abide by all the rules and conditions mentioned in the application.

8.0 I/We shall abide by all the rules and conditions pertaining to the said applications. (See appendix 1)

Signature of Contractor

Company Stamp

Name

NRIC No.

9.0 UNDERTAKING BY OWNER / OCCUPIER

I/We shall be responsible for our contractors complying with the rules and conditions governing the fitting out works.

Name of Owner

Unit No.

Date

Signature of Owner

Contact No.

Refund of Deposit

I, _____ hereby acknowledge receipt of my deposit \$ _____

Cheque No. _____.

Date

Name

Signature/Company Stamp

Official Use Only:

Works approved by _____ on _____

Received Cheque No: _____ of \$ _____ Date: _____

By _____ Signature: _____

Returned Cheque on: _____ by _____ Signature: _____

Form submitted to Security on _____ by _____ (staff)



Received by: _____ Date: _____ (security)

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NOTICE OF APPROVED WORKS
FOR
UNIT NO. _____ LAUREL WOOD AVENUE

FROM : _____

TO : _____

1. CONTRACTOR'S PARTICULARS

COMPANY:

ADDRESS:

CONTACT NO.:

VEHICLE NO.:

BOSS / SUPERVISOR:

I/C NO.:

2. APPROVED WORKS

- a) Fixing of Lights with Taping from Existing points
- b) Fixing of Window Grille / Service Yard Grille / Grille gate
- c) Fixing of Window Curtains
- d) Curtains
- e) Plumbing Works
- f) Painting Works
- g) Carpentry Works
- h) Others Please Specify: _____

Monday – Fridays : 9.00 am. To 5.00 p.m.
Saturday / Eve of Public Holiday : 9.00 a.m. to 1.00 p.m.
NO WORK ON SUNDAY AND PUBLIC HOLIDAY

(To be pasted outside your main door)

**CHECK LIST TO BE CARRIED OUT BY RESIDENT/CONTRACTOR/SECURITY
BEFORE AND AFTER WORKS ARE COMPLETED.**

SECURITY & CONTRACTOR/RESIDENT CHECK-LIST

LOCATION	BEFORE	AFTER	LOCATION	BEFORE	AFTER
I. 1st Storey			III. Staircase: A/B/C/D/E/F/G/H/J/K/L		
a. Pavement			a. Door		
b. Planter Boxes Corners			b. Wood Railing		
c. Floor, Drain Covers			c. Handles		
d. Others			d. Ceiling		
II. Common Area			e. Light		
a. Staircase Door			f. Walls		
b. Walls, Corners, Skirting			g. Flooring		
c. Flooring			IV. (Basement) Unit No:		
d. Dumping at Common Areas			a. Corridor / Walls / Skirting		
			b. Staircase / Door		
			c. Driveway		
			d. Car porch		
			e. Bin Compartment		

A. I/We _____ i/c no. _____ have checked through the checklist with Security _____ **before commencing** work with the detailed comments/remarks.
Remarks: _____

A. Contractor's Signature:	Time:	Security's Signature:	Time:
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B. I/We _____ i/c no. _____ have checked through the checklist with Security _____ **after work is completed** with the detailed comments/remarks.
Remarks: _____

B. Contractor's Signature:	Time:	Security Signature:	Time:
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CHECKS BY MANAGEMENT ON COMPLETION OF RENOVATION WORKS.



CHECKED BY: _____	Signature: _____
Verified by owner _____ (name)	Signature: _____
Unit No: _____	
Date: _____ Time: _____	

RENOVATION
APPENDIX 1

- 1 Owners shall not erect in their units any additional structures or make any alterations without the prior written approval of the Management. The Management shall have the authority to demolish or remove any such unauthorized additions or alterations after giving seven [7] days written notice to the resident concerned requesting him or her to remove the same and all costs and expenses incurred in respect of such demolition or removal shall be borne by the resident concerned who shall fully indemnify the Management against all such costs and expenses, and against all loss or damage in respect of such demolition or removal including legal costs incurred by the Management on a solicitor-and-client basis.

- 2 Owners shall not carry out any work which may affect the external façade of the building without prior written consent of The Management. Façade refers to windows, balcony, compartments for air-con condensing units, common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of the building.

- 3 Before carrying out any renovations, alterations or additions to an apartment, the owner is required to apply for The Management’s consent one week before commencement of work and to place a \$500.00 deposit. Such deposit will be refunded free of interest, to the owner when The Management is satisfied that the owner or his renovation contractors have not carried out any unauthorized work, damaged any common areas, left debris or caused any inconvenience at the building for which The Management would have to incur cost to rectify. Such rectification cost shall be borne by the owner and the deposit shall be forfeited accordingly.

- 4 Owners shall be required to arrange with The Management for a joint inspection of the apartment at the commencement and on completion of the renovation. The Management also reserves its rights to inspect during the renovation works to ensure the conformity of the rules & regulation as stipulated in the house rules.

- 5 The endorsement of The Management does not constitute an approval of the Building Authorities. The owner must bear full responsibility to ensure compliance with the building by-laws and other regulations as may be introduced and applicable from time to time.

- 6 Renovation works shall only be carried out on the following days and hours:

<i>Monday - Friday</i>	:	<i>9.00am – 5.00pm</i>
<i>Saturday / Eve of Public Holiday</i>	:	<i>9.00am – 1.00pm</i>

No works shall be carried out on Sundays and the following Public Holidays: New Year, Chinese New Year, Hari Raya, Deepavali, Christmas. Owners/residents and their contractors must inform the Management of their schedule of works.



- 7 All renovation contractors must report at the security guardhouse before they proceed to carry out work, failing which The Management reserves the right to refuse entry to any unknown person which cannot be verified there and then.
- 8 All renovation workmen must report at the security guardhouse to obtain identification passes and must wear their passes at all times while in the estate. Security personnel have the right to question any person in the estate found without an identification pass.
- 9 All renovation workmen should use only designated staircase so as not to cause inconvenience to residents. Packing and crating materials must be removed and disposed off by the residents/contractors on the same day as they have brought in.
- 10 All owners are not allowed to tap water/electricity supply from the common areas for their use.
- 11 No storage space will be provided on site. All articles/materials must be stored within the owner's apartment.
- 12 The owners shall be fully responsible for the dumping of debris by their contractors and/or by their personnel. Unwanted materials, debris etc., should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas of the estate. Otherwise they will be removed and the cost charged to the owner concerned.
- 13 All renovation works should be confined to the boundaries of the residents' units. Hacking of structural slabs, columns and beams are strictly prohibited. Demolition of non-load bearing wall by the owner can only be allowed if Professional Engineer can confirm that such alteration will not affect the structural stability of the building.
- 14 Owners must ensure that adequate measures are taken to protect the common property during the delivery or removal of materials by their contractors. Preventive measures such as placing mats, covering materials etc must be provided by the contractor at the door entrance of the apartment to prevent worker in that unit from dirtying the common area. The common property affected during the delivery or removal of materials must be laid with protective covers and left in a clean and tidy condition on the completion of work each day.
- 15 Owners shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and its equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the owners concerned.
- 16 The majority of the walls in The Teneriffe are constructed using precast concrete. This means that the walls are harder and stronger than brick walls. Like all buildings, attention needs to be paid when any renovation works are to be carried out.
- 17 As they are structural elements, the floor slabs cannot be altered in any way without the approval of a Professional Engineer and the relevant Building Authorities.
- 18 The precast wall system used has been designed to allow flexibility in the modifications to walls including putting holes in the walls and in some instances removal of the walls.
- 19 Some of the walls can be removed to allow rearrangement of the units. Some of these walls may only be able to be partially removed. All walls which are to be removed must be reviewed by a Professional Engineer and a proper method statement prepared for each case.

- 20 Should there be a requirement to insert a penetration in a wall there is a good chance that this is structurally possible, in the same way as it is with brick walls. However, as with brick walls, this needs to be carried out under the supervision of a Professional Engineer to ensure structural adequacy and appropriate methods are used.
- 21 No external awnings, shades, screen, venetian-blinds, grilles, radio/television antennae or any other external structures shall be erected without the prior written approval of the Management. The design for window grilles shall be of the standard design approved by the Management.
- 22 The paintwork on the external facade cannot be repainted to another colour. Grilles installed at window area must be installed on the inside face of the window and shall be subjected to the approved design and colour by the Management.
- 23 No sun-x film shall be installed without the prior written approval of the Management. Reflective or mirror effect film are strictly not allowed.
- 24 Applications for approval of renovation works and payment of the deposit should be made at the Management Office during office hours. Applications must be submitted in the prescribed form obtainable from the Management Office. All applications must be accompanied by copies of all relevant plans, designs and approvals obtained from the relevant authorities in respect of the intended renovations.
- 25 Notwithstanding the approval given by the relevant authorities for the erection of any such fixtures or fittings at the PES or other areas that are exposed to the common areas, the Management reserves the right to defer its consent for a decision to be made by the Management Council. This deferment is in the interest of the Management Corporation to ensure that the aesthetic and uniformity of the external facade and appearance are preserved in their original state on handing over the management of the estate to the Management Council.