



APPLICATION FOR

* **(A) CARRYING OUT BUILDING RENOVATION WORKS**

* **(B) OPENING OF CEILING FOR CABLING / PIPING WORKS ABOVE CEILING**

AT SINGAPORE CHANGI AIRPORT

SERIAL NO: AO/EM/_____

Section I (To be completed by the contractors carrying out the project)		
Company's Name	Tel :	
	Fax :	
Company's Address		
Application's Name / Identity Card / Passport No :	Site Supervisor's Name / Identity Card Passport No :	
Designation :	Designation :	
Tel No :	Tel No :	
H / phone No :	H/ phone No :	
Detailed nature of work and location (<input type="checkbox"/> Terminal 1* <input type="checkbox"/> Terminal 2* <input type="checkbox"/> Terminal 3 * <input type="checkbox"/> The Budget Terminal*)		Work Period
Unit No :		From :
Shop's Name :		To :
Tenant's Name :		Extended to :

This application form must be submitted together with the following documents: -

- 1) For Renovation Works (A), to also include Approval by BCA / FSSB (Please attach a copy of approval issued by BCA /FSSB) or letter of the undertaking signed by Qualified Person(architect for building work or professional engineer for M&E and Civil / Structural works) who is overseeing the entire project
- 2) Complete and return the attached Letter of Indemnity to Changi Airport Group (Singapore) Pte Ltd (CAG).
- 3) Detailed drawings of the proposed works.
- 4) Detailed indication of phase schedule on drawings.
- 5) Workers' name list approved by Airport Police.
- 6) Detailed sketch and method of statement for hoarding works.

* **FOR (A) - CARRYING OUT BUILDING RENOVATION WORKS**

I will abide by the following conditions :-

- 1) To arrange for a physical inspection to be carried out together with CAG Officers and their Maintenance Contractor at least one week before the commencement of the work.
- 2) To make a signboard indicating the Project Title and Expected Completion Date which is to be displayed on the hoarding. The contractor must show the approved signboard upon issuance of the work permit by CAG.
- 3) The contractor is to display a duplicate copy of the approved Work Permit and the signboard indicating the Project Title at the job site during the duration of works and has to produce the original copy to CAG Officer or Maintenance Contractor when demanded.
- 4) All electrical equipments used during the installation works shall obtain electricity supply through an Earth Leakage Circuit Breaker (ELCB) approved by PUB.
- 5) The Work Permit is solely issued to the contractor to perform the work described above for the approved duration. Contractor may be barred from working in the Airport if found working beyond the approved area/ duration.
- 6) If the contractor fails to comply with any of the requirements herein and/or any other instructions given by CAG, the Work permit may be withdrawn by CAG. In addition CAG may issue stop work order of **2-5 days**, and/or the tenant/ contractor shall, if required by CAG, pay to CAG liquidated damages of **S\$500 to S\$1,000** for each occasion of non-compliance.

* **FOR (B) - OPENING OF CEILING FOR CABLING/PIPING WORKS ABOVE CEILING**

I will abide by the following conditions:

- 1) Before opening of the ceiling, the contractor's supervisor has to contact the Fault Management Centre at Tel: 65412424 and meet the CAG Officer-in-charge of the affected ceiling area.
- 2) Site inspection to be carried out daily with the CAG Officer-in-charge with a Checklist before opening the ceiling. Affected ceiling has to be reinstated to the original condition and all equipment has to be removed from site before stopping work by end of the day.
- 3) Upon completion of the job, the contractor's supervisor has to call for an inspection with the CAG Officer-in-charge to confirm that the ceiling work has not been affected and has been reinstated to its original condition.
- 4) The contractor has to display a photostat copy of the Work Permit on the Signboard indicating Project Title, Expected Completion Date, Contact Person & Handphone number at the job site during the duration of works. The contractor has to produce the original copy to CAG Officer or their Maintenance Contractor upon demand.
- 5) Adequate Warning Signs must be displayed during the course of work.
- 6) The affected area must be cordoned off with approved plastic chains & stainless steel post.
- 7) Proper protection to the floor must be provided below the ceiling.
- 8) A worker has to standby below the work area, including areas when pulling of cables is involved, when his men are working in the ceiling space. It is strictly not allowed to carry out work outside the approved cordoned off area.
- 9) Proper equipment shall be used to facilitate the laying of cables. All electrical equipments used during the installation works shall obtain electricity supply through an Earth Leakage Circuit Breaker (ELCB) approved by PUB.
- 10) Ensure that no debris or tools are left in the ceiling space.
- 11) The Work Permit is solely issued to the contractor to perform work described above for the approved duration. Contractor may be barred from working in the Airport if his workers are found working beyond the approved area/duration.
- 12) A written circular/notification of works shall be circulated to tenants and operators that will be affected by the works.
- 13) All opening on the floor/wall created inside the cable risers or at any other areas for the cabling or piping works must be sealed up with approved fire stop material.
- 14) The Work Permit may be withdrawn at any time by CAG if the contractor fails to comply with the requirements & instructions given.
- 15) New and affected trunkings, cables, pipings, etc shall be properly identified with markings showing the owner's name, type of service, flow direction, etc.
- 16) For above ceiling works at CAG offices, please comply with the requirements in Attachment A.
- 17) If the contractor fails to comply with any of the requirements herein and/or any other instructions given by CAG, the Work permit may be withdrawn by CAG. In addition CAG may issue stop work order of **2-5 days**, and/or the tenant/ contractor shall, if required by CAG, pay to CAG liquidated damages of **S\$500 to S\$1,000** for each occasion of non-compliance.

Important Note: Contractors shall not remove, alter, modify, substitute, cut, disconnect, tamper with any existing cables, trunkings (especially the sealed trunkings), trays, etc. in or within the approved worksite that is outside their approved scope of works. In the event where such incidents happen, the contractor has to report it immediately to Fault Management Centre (Tel: 65412424) and the permit to work shall be revoked. The contractor shall be solely liable for any damages arising from such incidents and shall indemnify CAG and or the affected agencies and parties. All costs incurred for the necessary reinstatement, replacement and repair work shall be borne solely by the contractor.

I have read and agree to be bound by the Terms & Conditions stipulated in these Renovation Requirements (Ver 1.6).

Name of the Applicant

Company's Stamp

Signature/Date

Name of the CAG project officer

Division / Section

Signature/Date

Section II (To be completed by the Applicant)

- * I certify that the application (by renovation contractor) is requested by us to carry out the above works. All required drawing and documents have already been submitted to the CAG Airport Management Division / Engineering Division (M&E, Civil & PA Systems)/ Commercial Division/ Ground Operations
- * I certify that this renovation work does not involve any M&E works / PA systems
- * I certify that this renovation work does not involve any hacking/ coring works/ structural/ above ceiling works

Name & Contact no. (Tel/Pager/H/phone)

Signature & Designation of Tenant

Date

Company's Stamp

Section III (To be completed by CAG Commercial Division OR other CAG Division's Project Officer)

I confirm the following:

- (i) Our division supports this application
- (ii) Terminal Operations/ Engineering(M&E, Civil and PA Systems) & AES have been informed via email of the proposed work
- (iii) All the tenants and airport operators that would be affected by the works have been informed through written circulars or notification
- (iv) I support / do not support the applicant's request for the duration of works as stated above.
- (v) The duration of the above renovation work shall be changed to: From _____ to _____
(Date) (Date)

Division / Section

Name & Designation

Signature & Date

** (vi) I support the applicant's request to extend the duration of the work permit to _____
(Date) (Signature)

Note:

** To be filled up only when applying for extension of the Work Permit or indicate date of extension with attached copy of the approval / support email from CAG Project Officer.

Section IV - For Renovation Works (A) only (To be completed by* T1 T2 T3 BT Engineering Contractor)

I certify that the tenant's LEW has obtained the "Work Permit" for Electrical Installation.

Issuing Officer
(Name & Designation)

Engineering Maintenance
Contractor's Stamp

Date

Section V - Fire Protection Briefing Acknowledgement (To be completed by CAG M&E Maintenance Team)

Fire Sprinkler
 Beam Detector

Smoke Detector
 Heat Detector

Total Gas Flooding
 Kitchen Fire Suppression System

The Contractor was briefed of the precautionary measures on the above fire protection system which may be affected during the course of their works for this work permit.

Remarks : _____

Name & Designation of Applicant

Name & Designation of CAG Maintenance Officer

Date

Section VI (Approval granted from the following Section/Divisions - To be completed by EMI)

- Thru' the E-mail submitted on _____
(Date)
CAG Engineering Division (**Civil/Structural**) has no objection for EMI to issue the Work Permit.
- Thru' the E-mail submitted on _____
(Date)
CAG Engineering Division (**Air-Con and Mechanical**) has no objection for EMI to issue the Work Permit.
- Thru' the E-mail submitted on _____
(Date)
CAG Engineering Division (**Electrical**) has no objection for EMI to issue the Work Permit.
- Thru' the E-mail submitted on _____
(Date)
CAG Engineering Division (**Sprinklers and Gas**) has no objection for EMI to issue the Work Permit.
- Thru' the E-mail submitted on _____
(Date)
CAG Engineering Division (**PA System**) has no objection for EMI to issue the Work Permit.
- Thru' the E-mail submitted on _____
(Date)
CAG Airport Emergency Service Division (**AES**) has no objection for EMI to issue the Work Permit.

LETTER OF INDEMNITY

WHEREAS IN CONSIDERATION of the CHANGI AIRPORT GROUP (SINGAPORE)

PTE LTD (hereinafter referred to as "CAG") granting their consent to

_____ using or occupying the demised premises at

_____ at the Singapore Changi Airport, to

carry out works at or on demised premises, I/We, for and on behalf of M/s _____

_____, a Company registered in Singapore and

having its registered address at _____

having its principal place of business at ** _____

hereby agree and undertake to indemnify the CAG from and against all claims, injuries, losses, demands, actions, suits, proceedings, costs, and expenses whatsoever which may be taken or made against the CAG, or incurred or become payable by the CAG in respect of any injury (whether fatal or otherwise) to any person or in respect of any damages or loss to any property of any person which may arise as a result of the Contractor's act, omission or default at any time, in the employment or in the course of, or during the progress of the renovation works, or arising out of or by reason of the grant of the said consent for the carrying out of the said renovation works at or on the demised premises from _____ to _____.

Dated this _____ day of _____ 20_____.

Name of Contractor

Designation

For and behalf of

Signature of Contractor

NRIC No

Address

In the presence of
(Name of Tenant)

Signature of Tenant

Designation

Date

** Delete where necessary.

Conditions for Above-Ceiling work at 4th storey CAG offices after office hour

CAG Project Officer (PO) is required to complete Part B of the Above Ceiling Work Application Form if work is required after normal office hour. EMI will approve the application upon receiving the PO's acknowledgement of the following conditions.

- i) PO shall ensure that CA Division and the affected divisions are informed of the day(s) when such work will be carrying out.
- ii) PO shall ensure that only workers whose names appeared in the Above Ceiling work permit are allowed to work at the job site.
- iii) PO shall keep a record of the time the workers were allowed into the restricted 4th storey CAG office area and the time they leave.
- iv) PO shall arrange for standing supervision of the works.
- v) PO shall ensure that all tools and equipment are removed, any ceiling panels that have been removed are put back in position properly and affected area is cleaned up at the end of each day's work.

**RECORD ON USE OF DRINKING WATER (PORTABLE WATER) SUPPLY
 AT TERMINAL BUILDING**

This is to confirm that the following information concerning the domestic water supply and the sanitary fittings & appliances at the below premises/unit are correct:

- A) Name of Tenant : _____
- B) Unit No./Location : _____
- C) Type of Charges : *Metered / Non-Metered
- D) Meter S/No. : _____
- E) Turn *On / off Date : _____
- F) *Initial/last Reading(up to 1 decimal pt) : _____
- G) Meter Factor : _____

H) Domestic Water Pipe Connection:

i) The tenant's PUB licensed plumber has correctly 'tee-off' from the existing domestic water supply pipe in the ductroom or branch out pipe. * Complied / Not complied

ii) The new drinking water (potable water) pipe connected by the tenant's PUB licensed plumber from 'tee-off' point to their premises are painted in **BLUE** (Nippon – B9008). 'DW' lettering in white for drinking water (potable water) is indicated on the blue coloured painted pipe at every 3 metre interval. * Complied / Not complied

I) Name of PUB Licensed Plumber: _____ PUB License No: _____

J) <u>Sanitary Fittings & Appliances</u>	<u>Number</u>
i) Water Closet (WC)	- ())
ii) Urinal	- ())
iii) Wash Basin	- ())
iv) Shower Tap	- ())
v) Tap Point	- ())
vi) Others : _____	- ())

Inspected & Submitted By: (CAG)	Witnessed By (Tenant)
Signature	Signature
Name	Name
Designation	Designation
Tel No.	Tel No.
Date	Date

* - Delete where not applicable