

# Cyberport Fit-out Rules and Guidelines For Office



*The rules and procedures as set out herein are conclusive subject to final decision of the Facilities Manager.*

*The rules and procedures as set out herein are subject to revision by the Facilities Manager from time to time without prior notice. In the case of discrepancies between this guideline and the lease, the lease shall prevail.*

*This booklet applies to Cyberport 1, Cyberport 2, Cyberport 3, (including I.T. Street) and Cyberport 4 only*



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## 1.0 INTRODUCTION

### 1.1 Management Statement

The Cyberport office environment is being built to achieve a Grade A international standard, and provide intelligent offices equipped with state-of-art IT facilities. As a new Tenant, you will need to carry out fit-out works to your Leased office premises, which can be a complicated process involving special planning input and work procedures. In order to minimize the degree of disturbance to the existing installation, and possible damage to Landlord's fixtures & fittings, and to protect the quality image of Cyberport, we, **Jones Lang LaSalle Limited as the Facilities Manager of the Landlord**, have tailor-made this fit-out guide to provide you with all the necessary information and to guide you through the process. Please see **Appendix A** for useful contacts.

This Fit-out Rules and Guidelines is a collective effort of the Landlord and Jones Lang LaSalle Limited. This booklet gives you important information for you and your designer/ contractor in fitting out your premises in Cyberport. PLEASE STUDY IT CAREFULLY.

If this guideline is read by a prospective Tenant, the content does not form any part of the representation from the Landlord or Facilities Manager. All technical and descriptive information in this guide is subject to final design and construction.

This Cyberport Fit-out Rules & Guidelines (for office and retail Tenants) are to be read in conjunction with the Lease and Cyberport Tenant Manual & Rules.

### 1.2 Fit-out Control & Submissions

All submissions shall be forwarded to the address below. We, as the Landlord's Facilities Manager, shall also undertake fit-out approval as the Fit-out Coordinator of this approval process:

Cyberport Facilities Management Office (FMO)  
Unit 404, Level 4, IT Street,  
Core A, Cyberport 3,  
100 Cyberport Road,  
Hong Kong  
Attention: Customer Services Department

## 2.0 DESIGN GUIDELINES & PROCEDURE

### 2.1 Designers / Consultants

Tenants are recommended to appoint a suitably qualified and experienced designers/consultants at their own costs to prepare design drawings and plans for the fit-out work. The issues will require professional help, and details of the mechanical and electrical installations must be shown on plans together with the information required by filling in the technical questionnaire attached in **Appendix B** of this guide.

### 2.2 Approvals from Government Authorities

In approving the Tenant's fitting-out proposals, the Landlord or the Facilities Manager accepts no responsibility for ensuring that the approved proposal is suitable for the occupants' purposes, nor does the Landlord or the Facilities Manager implies that the approved proposals will be acceptable to the relevant Authorities. Tenants are therefore advised to make separate submissions to the authorities where appropriate.

### 2.3 Fit-out Vetting & Coordination Fee And Deposits

The vetting & coordination fee for checking and approving the Tenants plans and specifications is set at HK\$ 14.00 p.s.m. subject to a to maximum of HK\$1,4000.00 per floor, and for subsequent resubmission HK\$ 3.20 p.s.m. and to a maximum of HK\$ 2,000.00 per floor.

The Facilities Manager must receive a fit-out deposit in respect of the removal of debris and against damages that may be incurred in the fitting out of the premises. The Facilities Manager reserves the right to charge any additional sum in the event of the deposit being insufficient to meet the cost incurred. The fit-out deposit for office premises is chargeable at HK\$10.00 p.s.m. subject to a minimum of HK\$50,000.00 per Tenant or the excess amount of the Tenant's contractor's all risks insurance, whichever is the higher.

The fit-out vetting & coordination fee and deposits should be paid by cheque drawn in favour of **"Hong Kong Cyberport Management Company Limited"** and send to the Facilities Management Office upon submission of fit-out proposal.

The deposit will be released upon deduction of temporary electricity cost and/or other associated costs (e.g. repair costs for damaged facilities, cleaning expenses, etc.) and submission of certificate like WR1 for electrical work, FS251 for fire services work, as fitted / as built drawing like plumbing and drainage, air-conditioning and fire services.

### 2.4 Fitting Out Deposits and Temporary Electricity Charges

The charge for temporary electricity (30A SPN) is HK\$50.00 per phase per day. (and 60A SPN at HK\$100.00. and so forth). The loading of the temporary power supply is subject to the Facilities Manager's discretion. Installation of a temporary power point should be provided by the nominated sub-contractor at the Tenant's cost and a deposit of HK\$12,000.00 should be paid directly to the Facilities Management Office before commencement of the fit-out work.

A 30A single-phase temporary power supply will be provided at the tenant's cost. Any requests for higher rating and/or three-phase supply must be made 7 days in advance and is subject to availability. Please fill in the form of "Application for Temporary Power Supply" as attached on **Appendix N**.

The Fit Out Deposit is refundable (less any deduction of relevant rectification cost, if applicable, for all damage caused by the Tenant to the Premises or Building or any part thereof) upon demand by the tenant after completion of the renovation or fitting-out works as certified by Facilities Management Office. In the event that any Fit Out Deposit (or the balance thereof) is not claimed by the relevant tenant within 12 months after completion of the renovation or fitting-out works, the tenant shall be deemed to have unconditionally and irrevocably waived its rights and interests in the said Fit Out Deposit (or the balance thereof) to the intent that such Fit Out Deposit (or the balance thereof) shall then be entirely forfeited to the Landlord.

## **2.5 Fit-out Kit & Program**

a) Fitting out meeting - A pre-fitting out meeting will be arranged with the Facilities Manager, shortly after the dispatch of the fit-out kit to you. A brief description of the building fabric and services, fitting out requirements, site procedure, working methods, and condition check etc will take place. Tenant and Tenant's designer and contractors should attend to exchange information.

The Tenant's representative and/or Tenant's contractors have to participate in the meeting with Facilities Manager as necessary during the fit-out period.

b) Visit for Fit-out - Tenant and Tenant's designer are advised to visit the site to verify all information and working conditions. All visits must be arranged by prior appointment with the Facilities Management Office. If there is any queries, please consult the Facilities Manager.

c) Submission of Plans – to be within 28 days of the issuance of the Fit-out Kit, Tenant and Tenant's designer must submit 3 sets of their plans together with a detailed program of the works to be carried out. A set of signed and completed Section 7.0 of this document, Technical Questionnaire (**Appendix B**), Contacts During Fitting Out (**Appendix D**) should be returned to the Landlord and Facilities Manager for comment and approval.

d) Approval of Plan - upon receipt of the application, Tenant and Tenant's designer will normally be advised within 14 days of either our approval or rejection of the plans.

e) Resubmission and/or further details - if the plans submitted are disapproved or approved with conditions, Tenant and Tenant's designer is required to RESUBMIT amended plans (3 sets) in accordance with the comment within 7 days.

**PLANS AND TECHNICAL INFORMATION MUST BE SUBMITTED AS SOON AS POSSIBLE. PLEASE ENSURE YOUR PLANS ARE CLEAR AND DETAILED TO AVOID DELAYS.**

**NO EXTRA RENT FREE PERIOD WILL BE ALLOWED ON ACCOUNT OF AND DELAY IN SUBMISSION OR RESUBMISSION OF PLANS OR YOUR NON-COMPLIANCE WITH THIS GUIDE.**



## **2.6 Fitting Out – Prevent Damage**

Each Tenant has to take all necessary care to ensure no damage is done to the building during the fit-out works. Repair of such damage shall be at the cost of the Tenant. The Tenant shall submit a detailed method statement for fit-out works. This is to clearly describe such measures to be undertaken to prevent damage to the building. Please refer to the Lease for details.

Particular attention is drawn to pre-stress, post-tensioning and other structural members. Any drilling or bolting at ceiling may cause damages to these structural elements and hazards to the building safety.

In the Cyberport 1 and 3 the method of construction is post tensioned slab and in one part of Cyberport 3, post tensioned beams are used. The tendon locations are marked on the concrete soffit using indentations in the concrete surface. The location of any anchor/fixing greater than 25mm deep needs to be outside of the tendon area and this should be checked using the as-built drawings and site markers.

Should pantry with plumbing and drainage system is to be provided within the Tenant's premises, adequate precautionary and fault alarm provision should be made to prevent water from cumulating on the floor and cause damages to the facilities of the Landlord and other adjoining tenants. The Tenant shall be fully liable for such damages.

## **2.7 Security**

Once the premises have been handed over to the Tenant, the Tenant is fully responsible for its security. This will be particularly important during the fit-out period and you're the Tenant's contractors should be instructed accordingly.

The Landlord or his agents will not be held liable for any losses in respect of materials and finished works as well as the fittings of the building after the hand over of the premises.

## **2.8 Insurance**

Tenants are required to effect and maintain an insurance policy to insure against loss of or damage to their fitting-out works and any legal liability towards bodily injury &/or property damage by third party during the fitting out period.

Tenants must effect a Contractors' All Risks and Third Party Liability insurance policy for the duration of any fitting out works. The Facilities Manager shall require evidence that the said insurance has been effected with an approved insurer prior to the commencement of work. The Tenant will be responsible for the consequence of any damage, which occurs as a result of works in progress during the fitting out period, including the works and behaviour of the nominated contractor.

The name of insured shall be in the form of: "AAA as Tenant, Hong Kong Cyberport Management Company Limited &/or Hong Kong Cyberport Development Holdings Ltd. as Landlord, Jones Lang LaSalle Limited as Facilities Manager, BBB as Contractor &/or Subcontractors of any tier....." in order to cover all relevant parties concerned.

The sum insured should include any material and plant in the Tenant's fit-out cost. The third party liabilities should cover an adequate sum and in any event not less than HK\$20M per occurrence or a sum specified by the Facilities Manager from time to time. Tenant is cordially reminded that any insufficient coverage shall be responsible solely by the Tenant.

There should also be a valid Employees' Compensation Insurance to cover all workers being involved in the fitting out works and all relevant parties concerned are noted.

## 2.9 Tenant's Contractors

Details of the contractors to be engaged on the works must be submitted to the Facilities Manager using the forms provided in **Appendix D** - Contacts During the Fitting Out.

## 2.10 Nominated Contractors

Any connections to the base building systems shall be carried out by our nominated contractor (except with the approval of the Landlord / Facilities Manager) at your cost

The following installations, alterations, additions, relocations and improvement works shall be carried out by our nominated contractor (except with the approval of the Landlord / Facilities Manager) at your cost:

- i) Fire Services System & Automatic Fire Alarm System
- ii) Integrated Building Management System
- iii) Automatic Temperature Control
- iv) Any I.T. and communication systems interface

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractors can be suggested for reference purpose.

You shall contact the nominated or general contractors of the mall as early as possible to avoid delay.

All nominated or general contractors are contracted with you or your designer directly. The contractor is listed in **Appendix E**.

## 2.11 Working Permit

A working permit showing the approval of commencement of fit-out works is required to post on the office door or temporary site access during fitting out period. Sample of the working permit is attached on **Appendix F**.

In addition to the working permit for the approval of commencement of fit-out works, each staff and workman of Tenant's contractor is required to bear workman permit during their works showing their eligibility in accessing the works area. In case of any loss of workman permit, HK\$100.00 per workman permit will deducted from the fit-out deposits.



## Work Permit Application Procedure

1. Contractor respondent comes to Cyberport Facilities Management Office to fill out the
  - Working Permit Application (For posting up) - Form 14.76(A) and
  - Work Permit Application (For workers) - Form 14.76(B)
2. Contractor respondent pays the work permit deposit, which is HK\$100 for each permit.
3. Contractor respondent gets two sets of copies of the Form A and B and goes to the responsible security.
4. Contractor respondent should give one set of the copies to the security for the first registration and keep the other set for his own record. Security respondent will then mark down the names and ID numbers of the workers. If the workers refuse to provide the captioned information, the security has the right to forbid the work.
5. The quantity of work permit will only be the same or less than the quantity applied. Request of extra work permit will not be entertained. Any additional work permit should be obtained through regular work permit application procedure.
6. Every work permit should be returned to the responsible security.
7. For works last for longer than one day, workers do not need to go to FMO for another application. They can directly go to the responsible security and show the copy of the Form B.
8. Examined the copy, the security will mark down the name and ID number of the workers. If no false information is given, permit will be distributed according to the approved quantity.
9. Upon completion of the work, contractor should go to the responsible security to return the permits and report the completion of work.
10. Security will go to check the work site and ask a technical respondent for inspecting the quality of work. If no damage or irregularity is found, the security will acknowledge the completion with the stamp "work completed".
11. The contractor takes the stamped Form B to the FMO.
12. If not false information is checked out, deposit will be returned on condition that the receipt could be shown.
13. In case the person who gets the deposit is not the one who paid it, the deposit payer should write an authorization letter to proof the identity of the deposit retriever.

## 2.12 Directory Strip

Directory strip and data record will be arranged by the Facilities Management Office, please fill in the form of "Application for Directory Strip" as attached on **Appendix G**. The information will be used for physical and electronic directories.

The cost for the provision of directory strip shall be borne by the Tenant, at a cost of HK\$1,500.00 for a Chinese company name, an English company name and the unit number altogether.

### 3.0 PLANS / DRAWINGS

#### 3.1 Plans to be provided

Plans may be provided by the Tenant's consultant(s) and contractor(s) if necessary. PLEASE NOTE THAT DRAWINGS AND INFORMATION PROVIDED MAY DEVIATE SLIGHTLY FROM THE ACTUAL SITE CONDITION. TENANTS AND THE DESIGNER SHOULD VERIFY ALL DIMENSIONS AND PROVISIONS ON SITE.

#### 3.2 Plans and Technical Information Required

ALL plans must be in metric to a scale of 1:50 or 1:100.

2 sets of all the following plans / drawings will be required:

- i) General floor plan
- ii) Reflected ceiling plan
- iii) Fire services layout plan
- iv) Electrical schematic and layout plan
- v) Mechanical ventilation / air-conditioning layout plan
- vi) Plumbing & Drainage schematic and layout plan (if any)
- vii) Plans for Extra Low Voltage (ELV)
- viii) Sections
- ix) Main entrance elevation for sub-divided office floor Tenants
- x) Explanatory elevations
- xi) Fitting out program
- xii) Detail drawings

For retail Tenants, ONE extra set of elevation for frontage area and side elevation with signage (if appropriate) in COLOUR should be submitted for approval. PLEASE NOTE THAT ALTERATION TO THE LANDLORD'S STANDARD SHOPFRONT DESIGN WILL NOT BE CONSIDERED.

- i) General floor plan showing clearly:
  - a) General layout including fixtures & fittings, loose furniture, showcases, meeting rooms and storage area locations. Discharge value calculations may be required if requested.
  - b) Internal partitions or walls with indication of their height and material of dry wall and related construction. The partition should be terminated with mullion instead of abutting at curtain wall glazing. A sufficient clearance should be allowed for future maintenance and replacement of curtain wall glazing. The typical details of partitions to curtain wall mullion joint should be submitted.
  - c) Type of floor and wall finishes with samples if requested.
  - d) Location of any heavy equipment and their sizes and weights.  
NB: Live loading capacity of the floor slab is 3.0KPa in general office area. A report from a qualified structural engineer may be required if necessary. Heavy equipment installation must be certified safe by a qualified structural engineer. The load spreading or improvement proposal, if applicable, should be submitted.
  - e) Proposed location(s) of the thermostat control unit to be installed by the nominated contractor.
  - f) Proposed location of access control reader, to be installed by the nominated contractor
  - g) Any plumbing, drainage facilities;

- h) Any envisaged adaptation to the raised floor, and other floor, wall and ceiling of the Landlords.
  - i) Water proofing to wet pantry or kitchen as appropriate
- ii) Reflected Ceiling Plan showing clearly:
- a) Lighting Layout. The electrical wiring conduit positions and the type and layout of lighting,
  - b) MVAC supply outlet and return air grill if modified,
  - c) False ceiling pattern (if any) type, structure, color, materials and layout of your proposed suspended ceiling; (the suspended ceiling must be constructed from fire resisting materials). The height of the false ceiling to suite the services layout and match the level of the bulkhead is 2.9 meters approximately, subject to on-site measurement. Fixing locations should not interfere with the pre-stress or post-tensioning elements.
  - d) Sprinkler heads layout
  - e) Other special features envisaged
- iii) Fire Services Layout Plan showing clearly:
- a) Sprinkler System layout including pipework
  - b) Location of sprinkler heads in upper and lower layers
  - c) Fire shutter (if any)
  - d) Fire detection and fire alarm system  
(Alteration of fire services system must be carried out by the nominated contractor)
  - e) Relocation or final positions of hand held fire extinguishers
  - f) FM200 or pre-action system (if any) should be submitted. The activation signal should be connected to the fire alarm signal system.
- iv) Electrical Layout Plan / Schematic diagram showing clearly:
- a) Rating, type and location of main MCB / MCCB;
  - b) Electrical schematic diagram complete with data identifying all major loads and equipment loads;
  - c) Interior office lighting circuits and catalogue of light fittings;
  - d) Location of all power, telephone and data communication outlets;
  - e) Interior power supply circuit for appliances;
  - f) Layout of any ceiling and under floor cable trunking or tray system;
  - g) Electrical maximum demand calculation.

- v) MVAC Layout Plan showing clearly:
  - a) Location of access panels to equipment maintenance
  - b) Pipe and duct sizing
  - c) Fresh air duct connection to the air duct of the FCU
  - d) Return air plenum details with type of filter
  - e) Sizes and types of FCUs, Fans, etc.
  - f) In case of exhaustion system, rate and location of discharge
- vi) Plumbing & Drainage Schematic and Layout Plan showing clearly:
  - a) Pipe material and sizes
  - b) Locations of water meter and connection to communal drains for private supply
  - c) Connecting location of drainage pipe for wet pantry and grease trap, as the case maybe
  - d) Sizes of components and fittings  
(all piping connection and installation work must be carried out by a registered plumber)
- vii) Extra Low Voltage Layouts and Details (eg: PA and Security)
  - a) Layout drawings and schematics
  - b) Interfaces with other services and Landlords systems
  - c) Technical manuals
  - d) Inter-floor wiring diagram should be submitted.
- viii) Sections showing clearly:
  - a) Structural ceiling level;
  - b) Proposed suspended ceiling levels (if any);
  - c) Height of fixed partitions and the like;
  - d) All relevant mechanical & electrical provisions, whether existing or proposed.
- ix) Main Entrance Elevation Plan showing clearly:
  - a) Company name and logo design
  - b) Materials and color scheme
  - c) For sub-divided floors, elevation should be complied with the standard design
- x) Elevations showing clearly:
  - a) The front elevation of the premises viewed from outside including the office front signage. Coloured perspectives and material samples are required (where applicable).
  - b) Internal elevations of walls.
- xi) Fitting out Program  
  
 A detailed work program showing clearly the various stages of the fit-out work shall be submitted for reference.

xii) Detail Drawings

Fixing details of the Tenant's fixtures and fittings to the Landlord's wall, floor, ceiling, beams and columns shall be submitted. (NB: No fixings will be permitted to the curtain wall, or window wall structures).

The Tenant must also complete, sign and return section 7.0 of this document with the relevant appendices and the plans and drawings to be submitted.

In approving the Tenant's fitting out proposals, the Landlord or his agent accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant's intended purpose; nor does this imply that the approved proposal will be acceptable to the relevant authorities. The Tenant is strongly advised to consult their own consultants to ensure you're the revised proposal is fit for the intended purpose and in compliance with all statutory requirements. The Tenant should make separate submission to the relevant government authorities where applicable.



## 4.0 BUILDING PROVISIONS

The Landlord will provide the following building finishes with electrical and mechanical services, and IT infrastructure to the Tenants premises, subject to Lease conditions. The description in this fit-out guide and the summary in **Appendix H** are for reference only and subject to the design and construction of the building.

### 4.1 General

The Landlord will provide Grade A entrance and lift lobby finishes throughout, with lifts, escalators and all associated services for comfort, amenity and safety. The Tenant is reminded that all areas outside the premises as defined in the Lease should not in anyway be damaged or changed. The Tenant is further reminded that they cannot change the bulkhead strip and the façade lightings, which are within their Leased area in any event, without prior approval from the Facilities Management Office

### 4.2 Building Finishes & Components

#### Ceiling

The open ceiling is of fare face concrete finish to underside of slab and beams. Services are naturally finished except for air ducts which will be grey.

#### Walls and Columns

All concrete walls and columns will have a matt emulsion paint finish.

#### Windows

Curtain wall (2 metre mullion to mullion) or window wall (1.2 metre mullion to mullion) is a proprietary window installation, with double glazed sealed units. Glazing is a proprietary solar protection system. Opening units are locked closed, and open-able by request to the Facilities Management Office.

NB: Tenants are not allowed to stick tape, or any adhesive substance to the windows.

#### Doors

Access door facing corridor to sub-divided units is of timber with mechanical mortise lock.

#### Partition Walls between Different Tenants on the Same Floor

Same floor tenancy partition walls for sub-divided units are of plasterboard, fibreglass core dry wall with 1-hour fire resisting. Partition walls are of full-height construction from floor to ceiling between common corridor and adjoining tenancy.

#### Flooring

The floor is an unfinished chipboard core with metal casing. Finish to be by Tenant. (See part 4.7 for floor system details)

### 4.3 Plumbing and Drainage

#### Locations

No specific provision has been made to Tenant's areas for plumbing and drainage. All is within the Landlord's areas.

NB:

1. Should a wet pantry be envisaged, careful consideration and consultation should be held with the Facilities Manager for appropriate connections to the Landlord's facilities.
2. The Tenant should take note and avoid damaging any Landlord drainage piping that may pass through the premises.
3. Electric valve should be installed in the water supply side to suspend water supply in case of high water level in the grease/water interceptor.

#### Toilet/Washroom Facilities

Grade A toilet and washroom facilities are provided.

### 4.4 Integrated Lighting and Ceiling System

#### Office Ceiling Voids

The interior of the office to have an open ceiling and a suggested grid of suspended tubular track luminaries system with combined up lighting. (Supplied by Landlord at loading area and to be delivered and fitted by the Tenant).

The exposed ceiling will incorporate a coordinated services layout that aims to create an IT environment, differentiating the product from standard grade A offices. The option of the Tenant installing their own suspended ceiling planned for in the modular layout of the services and FS provision. All materials to the ceiling should be non-combustible to the satisfaction of all statutory and technical requirements.

A perimeter profiled ceiling zone of approximately 1m will be provided to control the visual aspect of the offices when viewed from the exterior. The Tenant is not permitted to alter the bulkhead nor the façade.

Ceiling and services layout are coordinated with the structure and curtain wall to allow flexibility in planning the office space, including accommodation of perimeter offices.

#### Lighting

T5 suspended fluorescent luminaries on an average designed lighting level of 500 lux will be supplied by the Landlord to Tenants. The Tenants should install the tubular track system and the luminaries, and provide the necessary power circuits and distribution board at their own cost. The Tenant can also purchase and install modular and complimentary spotlight units to suit their own interior design.

## **4.5 Ventilation, Air-Conditioning & Heating**

### Air Delivery

Air-handling units serve a Direct Digital Control Variable Air Volume (DDC/VAV) system, which provides ventilation and cooling. The air is supplied through ducts to high-level diffusers.

### Zones

Each office is sub-divided into different zones, which can be individually pre-set to a desired temperature using thermostat controls. The temperature setting of each individual zone is adjusted via the Building Management System (IBMS).

### Design

The air-conditioning system has been designed for a population density of 9 sq m (approx. 100sq ft) per person and a total lighting and small power A/C load not exceeding 65W/sq m (approx. 6W/sq ft). Chilled water supply and return risers to Tenant's IT / Computer equipment rooms are provided.

### Extra Chilled Water Provision

Provision will be made for chilled water branch-off in the AHU rooms to cater for additional air conditioning units such as Fan Coil Units. The chilled water shall be allocated on a pro-rata basis unless with prior commitment of Landlord.

## **4.6 Solar Control**

### Mechanical Roller Blinds

High level automated solar control roller blinds are provided for some building elevations. The Tenant is requested not to interfere with the free working of these blinds as they respond to the external lighting conditions.

### Manual Blinds

Low-level manual control solar roller blinds are provided for some building elevations.

## **4.7 Raised Flooring System and Trunking**

### Raised Floor

Raised floor system is a particleboard core and metal encased. There is a minimum 150 mm clear service space provided.

### Floor Boxes

One flush fitted floor box outlet is provided every 10 sq m with 2 Nos. of twin 13 Amp sockets, and a blank plate for Tenants' data/telephone socket installation.

### Trunking

A 480mm wide three-compartment under-floor trunking system will be installed beneath the raised floor along the common corridor of the office areas.

## 4.8 Electrical Installation

### Normal Power

The electrical loading per floor is designed at 150VA/sq m (approx. 13.7VA/sq ft). The supply voltage is 380 volts, 50Hz, 3 phases, or 220 volts, 50Hz, 1 phase.

The building is divided into two zones and each zone is served by two bus-ducts with 3-phase 'plug-in' unit provided for whole floor tenancies.

The electrical power allocation shall be allocated on a pro-rata basis unless otherwise committed by the Landlord.

### Emergency (Essential) Power

A standby emergency power system providing 30VA/sq m (approx. 3VA/sq ft) is available to back-up Tenants' essential equipment in the event of a power interruption. Emergency power supplies designed to cut-in within 15 seconds.

The emergency power allocation shall be allocated on a pro-rata basis unless otherwise committed by the Landlord.

### **Important Note:**

Tenants are required to install, at their own cost, automatic or manual changeover switches, sensing relays and associated wiring in their sub-main distribution boards and Tenant's own UPS system. The Tenant should ensure all equipment is maintained in good working order from time to time.

If automatic changeover is used, the Tenant should undertake that the Tenant's installation should not cause damage to the backup supply system. If manual changeover is used, the Tenant should allow for adequate technical checking before switching to the backup supply. The operation of changeover is a kind of Tenant's own operation. Tenants are advised to check ensure all equipment is in order before changing over to the standby riser.

## 4.9 Building Management System

### Introduction

A computer-based, automated building management system monitors and supervises all building, fire, health and safety services. The system also controls lighting in public areas and adjusts air-conditioning temperatures to ensure environmental comfort and safety at all times while maintaining energy efficiency.

- It is able to integrate with the IT / Communication infrastructure for data transfer, information exchange and information sharing
- It links to power supply, emergency generator, generator fuel supply, computer room water detection system, UPS system, lighting distribution boards for public area, HVAC system, security and access control system and fire services system.

### Public Address System

Speakers are installed in the toilets; lift lobbies and offices on each floor to enable emergency messages to be broadcast.

#### Fire Services System

The building is equipped with fire fighting installations and an addressable automatic fire detection system, comprising fire alarms, smoke and heat detectors, sprinklers, fire hydrants and hose reels. A single layer sprinkler system is provided with provision for an additional layer, at Tenant's own cost, if required.

#### Security

The Landlord areas of the building are monitored on a 24-hour basis by a combined manual / automatic security surveillance which covers all the major access/ exit points, lift cars and other common areas.

Security Patrols with computerized data points are installed inside all car parking levels, circulation areas and staircases.

A lift access card system is available to Tenants for after office hours entry, controlling access and recording details by computer.

Door contacts are installed at some fire exits and control plant room to enable movement to be monitored by the IBMS.

### **4.10 Communication, IT Systems and Shared Facilities**

#### Telecommunications

The development is equipped with telecommunications network including fibre optic and Cat. 6 or above block wiring. Dual equipment rooms, lead-in and risers are provided, with the provision of exchange and fibre cable diversity features.

Facilities for satellite TV, VSAT and interactive multi-media services are also available. 4 local TV channels will be available through the IPN system.

#### Data Communications

Interfloor cabling is provided inside the telephone duct room on every floor.

NB: Tenant to design supply and lay their own horizontal block wiring.

#### Broadband Services

High-speed broadband services within the campus can be provided to each Tenant at 100 Mbps (capacity to 1 Gbps and greater is available as a value added service).

#### Computer & Telecom Earthing

Separate computer and telecommunication earthing system are provided on each floor inside equipment rooms.

#### Wireless LAN Services

Wireless LAN services are provided along IT Street and in common areas to provide seamless connection to the building's Internal Private Network.

#### Network Operations Centre

The Network Operation Centre provides round-the-clock monitoring and management of telecommunication services, information service and facilities.

#### Security

Carrier grade network security will be deployed throughout the Campus.

#### Optional Shared IT and Communication Facilities

A number of managed shared facilities are available in respect of communication, and IT equipment, and infrastructure, at different costs to the Tenant dependant on usage and requirements. Refer to **Appendix I** for the details.



## 5.0 FITTING OUT BY THE TENANT

### 5.1 Tenant's Work

The Tenant shall ensure that their designer / contractor is aware of all requirements and regulations of the relevant Governmental Authorities. He shall provide and maintain appropriately qualified full time site supervision for the duration of the works. Any part of the works, which fails to comply with such regulations and requirements, shall be altered or amended at Tenant's expense. The Tenant shall indemnify the Landlord and his agents on all costs, expenses and penalties associated with the enforcement of such regulations and requirements by the Authorities.

The Tenant should comply as far as possible with the Environmental Guidelines for Cyberport of fitting out work and not use specific materials (see **Appendix J**) where suggested.

The Tenant should use environmental friendly materials for fitting out works. The Tenant is expected to carry out responsible disposal of high-risk noxious materials or substances in an environmentally friendly manner.

- a) Provide adequate access to the ducting or other services on or within the ceiling area to enable future maintenance without undue disturbance to the other services.
- b) Electrical – the Tenant is responsible for the following:
  - i) Isolator switches inside Tenant's premises and MCB/ MCCB;
  - ii) Power supply to the office lighting
  - iii) Light fittings (other than those provided). For shop Tenants, lighting during non-operating hours should be specified.
  - iv) Arrangement for electrical testing by Hong Kong Electric Co. and installation of electricity meters
  - v) Compliance with E.M.S.D and F.S.D requirements.

Note:

All electrical works are to be carried out by registered electrical workers under the employment of a registered electrical contractor.

- c) Floor -
  - i) Raised floor pedestals and associated electrical earth to be protected and re-secured after completion of the works. No adjustment of levels is permitted without consent from the Facilities Manager.

Note:

- 1) The finished floor level **MUST** be the same as the common core and/or mall floor level. **NO STEPS** are permitted.
- 2) No installations may be embedded in the concrete floor

- d) Partitions - only dry wall construction will be permitted. No wet trades are permitted on the site. All works to be done by Tenants should not cause any permanent effect or damage to tenancy wall and corridor wall of sub-divided floors and lift lobby finishes of any floors.
- e) Communications, telephone, IT and systems – telephone and PABX; Local Area Network; horizontal block wiring to be connected by the office Tenant. The Tenant is responsible for firewalls and protection of data held on equipment in his tenancy.
- f) Site Safety, under the Statutory regulations, you must employ on registered safety officer on a full time basis when the total number of persons employed on construction site is 100 or more. One safety supervisor must employ on construction site with 20 or more workers.

## 5.2 Tenant's Work by Nominated Contractors

(See Section 2.10 & Appendix E):

Please note the following paragraphs for works to be carried out by the Nominated Contractors at Tenant's expense. The Facilities Manager may at their sole discretion alter the list of Nominated Contractors from time to time.

### a) HVAC System -

- i) Any approved connection, relocation, or addition of VAV boxes, together with any IBMS control devices thereof shall be carried by nominated contractor.
- ii) The part for connection to common system for fan coil units, chilled water pipes, and condensation drain pipes, together with all operation control devices and energy control devices thereof shall be carried by nominated contractor.
- iii) At the sole discretion of the Landlord or Facilities Manager, the Tenant may be required to appoint nominated contractor to install insulated ducting from the VAV/FCU with supply and return air diffusers and the fresh air supply ducting must be extended to the FCU or fresh air make-up duct of smoke extraction system, where applicable. The return air duct must have a removable aluminum filter for easy maintenance. Hinged type construction is recommended.
- iv) **Extra charge is payable by the tenant for the 24 hours chilled water supply, the tenant have to install energy meter, maintain and record the monthly consumption at his or her own cost.**
- v) Tenant has to carry out testing and commissioning (air balancing/water balancing) to the existing air conditioning system if alteration of the layout plan and chilled water system.

### b) Electrical System -

The Landlord will provide a plug in unit from the feeder busbar inside the meter room. Incoming cables from the plug in unit shall be carried out by the Tenant's contractors. The electrical license of contractor shall be submitted to the Facilities Manager for prior approval.

On multi-Tenanted floors, the main isolators and main in-coming cable leading to Tenant's premises have to be installed by nominated contractor at Tenant's cost

### c) Fire Services System -

The following works should be carried out by Landlord's nominated contractors.

- i) Any alteration or additions to the Landlord's system;

- ii) Any alteration or additional sprinklers, fire dampers, hose reels and smoke detectors to suit your store layout, partition and false ceiling, all to comply with the requirements from the Fire Services Department;
  - iii) Any connection to IBMS system
- d) Security System / Public Address System / Solar Detection System -

The following works should be carried out by Landlord's nominated contractors.

- i) Any alteration to Public Address System
- ii) Any alteration to the Solar Detection System for mechanical blinds

Note:

- 1) Installation of an audible alarm device is NOT allowed unless with prior consent in the Lease.
- 2) No private alarm is allowed to be connected to the Landlord's IBMS unless with prior consent in the Lease.

- e) Plumbing/ Drainage System

All connection to common water inlet and drainage should be done by Landlord's nominated contractors

- f) i-Campus Facilities

All connection of i-Campus facilities shall be done by nominated contractors.

- g) Builders Works

- i) All raised flooring should be supplied by nominated contractors
- ii) All mechanical blinds should be supplied by nominated contractors
- iii) All manual blinds should be supplied and installed by nominated contractors
- iv) All corridor works should be supplied and fixed by nominated contractor
- v) Signage works and directory works should be carried out by nominated contractors.
- vi) For sub-divided units, any replacement/alternation of the entrance doors facing the common corridor should have an approved FRP of not less than ½ hours; approval certificate from manufacturer and authorized department is to be submitted for approval.
- vii) All works should not cause damage or affect the post-tensioning, pre-stress or other structural members of the building. ANY WORKS INVOLVING DRILLING OR BOLTING TO CEILING SHOULD BE SUBMITTED FOR APPROVAL. ANY DAMAGE TO THESE STRUCTURAL MEMBERS MAY CAUSE HAZARD TO THE BUILDING. THE TENANT SHALL BE FULLY RESPONSIBLE FOR ALL THE EXPENSE INCURRED IN THE REMEDIAL ACTION, INCLUDING THE COST IN APPOINTING APPROPRIATE CONSULTANTS.

## 6.0 SITE PROCEDURE & CONDUCT

### 6.1 Condition Schedule

Prior to commencing any work the Tenant will inspect the premises and note and/or photograph any items of damage and formally agree this with the Facilities Manager. Particular attention is drawn to the curtain wall and glass, and Landlord's building services.

### 6.2 Working Hours

Fitting out work can only be carried out at restricted period specified by the Facilities Manager, who will exercise their discretion on application by the Tenant in allowing non-noisy or odorless work to be carried out at other agreed times. The principle is to avoid influence to completed and occupied premises in Cyberport and other developments in the vicinity.

#### Work of Noise and Vibration

Work that generates noise and/or vibration is restricted to 18:00 hrs – 23:00 hrs Monday to Friday; 14:00 hrs – 23:00 hrs on Saturday and 07:00 hrs – 23:00 hrs on Sundays and Public Holidays.

Company / Person in breach of the regulation is subject to the following penalty(ies):

1. For those contractors or tenants who are in breach of the said rules, the work will be suspended immediately for the rest of the day upon receiving the 2nd complaint on the same day. In the event if the 2nd complaint is received on or after 14:00 during the restricted period, the work will be suspended immediately for the rest of the day and the following working day (i.e. Monday to Saturday morning).
2. Additional days of suspension of the work will be enforced if complaints are received (i.e. up to 2nd complaint) in two consecutive days.
3. If complaints are received on the day after suspension of work, security guard(s) will be employed at the cost of the tenant to supervise and monitor the situation until the situation is improved.

#### Work of Smell

Carrying out of works which generate smell or cause nuisance to other tenants must be restricted to the period from 13:00 hrs on Saturday to 23:00 hrs on Sundays and Public Holidays to avoid spreading of smell to other tenants during office hours.

Company / Person in breach of the regulation is subject to the following penalty (ies):

1. For those contractors or tenants who are in breach of the said rules, the work will be suspended immediately for the rest of the day upon receiving the 2nd complaint on the same day. In the event if the 2nd complaint is received on or after 14:00 during the restricted period, the work will be suspended immediately for the rest of the day and the following working day (i.e. Monday to Saturday morning).
2. Additional days of suspension of the work will be enforced if complaints are received (i.e. up to 2nd complaint) in two consecutive days.
3. Contractor(s) will be employed at the cost of the tenant to ensure odors are eliminated. If complaints are received on the day after suspension of work, security guard(s) will be

employed at the cost of the tenant to supervise and monitor the situation until the situation is improved.

Landlord or Facilities Management Office will not be liable for any consequences or cost incurred for the delay or prolongation of work due to the aforesaid suspension.

Notwithstanding the foregoing, noisy work allowed should not be carried out in a manner that generates noise exceeding the noise limit as stated in the current laws and regulations including the Noise Control Ordinance.

Important Note: Any legal action, or fines arising from a breach in Government Noise controls will be the responsibility of the Tenant.

### 6.3 Protection for Fit Out and Delivery of Materials

Details of delivery of materials must be submitted to the Facilities Manager using the forms provided in Appendix K.

Materials may only be delivered and taken away from Tenant's premises by using the designated routing, service lifts, service corridors and stairs.

Tenant must inform the Landlord of any inflammable materials brought on to the site. Such items are to be stored in accordance with Landlord's requirements.

No acids shall be used. The Tenant should refer to the list of prohibited materials/ substances listed at **Appendix J**.

Care must be taken to avoid damaging floors, finishes, ceiling, walls, joinery, lobbies and other common parts. **Tenant must take necessary action to protect the floor, wall, door, lobby, service lift car and other building facilities around the delivery route and all fit out an affected areas to the satisfaction of facilities management office to prevent damage.** Any damages as a result of delivery or removal of goods and/ or materials by the Tenants will be for the Tenants' account. The Facilities Manager reserves the right to deduct the cost of such damage from deposit as referred in 2.3.

Only rubber-wheeled carts and trolleys may be used to deliver goods and materials. **STRICTLY NO METAL-WHEELED CARTS.**

### 6.4 Lifts

Passenger lifts are for personnel use only. Worker should use the designate service lift for the transport to fit-out premise. Service lift will be used for tools, machinery or materials. Service Lift operating hours is determined at the discretion of Facilities Manager. Tenants who require additional hours outside normal operating hours must register to Facilities Management Office 48 hours in advance.

### 6.5 Heavy Equipment

Please inform the Facilities Manager at least 48 hours in advance of the delivery of heavy or bulky equipment. The use of the service lift for delivery heavy or bulky materials and equipments is restricted to the period from 18:00 hrs – 23:00 hrs Monday to Friday; 14:00 hrs – 23:00 on Saturday and 07:00 - 23:00 hrs on Sundays and Public Holidays.

## **6.6 Working Area & Behavior**

No work associated with fitting out is permitted outside of Tenant's premises. All materials and debris must be kept inside Tenant's premises and no obstruction caused in common areas. Debris generated should be removed by the Tenant or the contractor at no cost to the Landlord / Facilities Manager.

No workman is allowed to be bare-footed or naked when walking around outside the fitting out area.

## **6.7 Disposal of Debris**

Tenants are responsible to ensure that their contractors dispose all debris in their own account out of the development in an environmentally friendly orderly and proper way. Debris should be kept within the Tenant's Leased premises. Accumulation of any refuse/debris in the corridors, or on the landings or staircase is not permitted. After every removal, all corridors and common areas must be left in a clean condition. In particular, the Tenant shall be required to remove forthwith all refuse/ debris found in the premises whenever he is called upon to do so by the Facilities Manager.

Worker should keep the common area tidy and clean at all times, if any untidiness found at common areas, the Facilities Manager will arrange for its cleaning at the expenses of the Tenant.

If any refuse / debris is found dumped in the common areas, the Facilities Manager will arrange for its disposal at the expenses of the Tenant.

## **6.8 Protective Measures**

Contractors must provide protective measures to all floors, lifts and corridors, and fittings and finishes inside the allocated toilet. Any damage to the Landlord's finishes, fittings or services will be made good at the Tenant's cost. Toilet will be kept locked overnight unless the Tenant requests permission for urgent night work.

## **6.9 Contractor's Toilet**

One toilet will be identified by the Facilities Manager and made available during the fit-out period on any floor and must be kept clean at all times.

## **6.10 Welding or Melting of Bitumen**

Welding or heating of bitumen is prohibited anywhere in the building without the Facilities Manager prior approval. Tenant may use the 'Application for Welding or Melting of Bitumen Work' as attached in **Appendix L**.

## **6.11 Cutting of Raised Floor**

Only approved floor outlet boxes will be permitted. Any cut tiles must be replaced with standard tiles on termination of the tenancy.



## **6.12 Suspension & Tapping into of Landlord's Systems**

Should the Tenant need to temporarily suspend the central system, or switch off the main supply for the connection to private section (e.g. discharging water from fire services system, taping of cable, water piping, etc.). The Tenant must submit the application form as provided (**Appendix M**) 7 days prior to the work commencement to the Facilities Manager for consideration and arrangement.

In case of damage to the fresh water, flush water and/or fire service supply pipes or any drainage pipes, causing damage to the other parts or equipment of the building, the Tenant shall be responsible for the repairs / damages / liabilities so caused by the suspension and consequential losses.

## **6.13 Fire Hose Reels, Extinguishers & Safety Precautions**

Temporary water supply points will be provided as specified by the Landlord during fitting out works. It is PROHIBITED to use the fire hose reels for water supply during the fit-out period. ANY MISUSE OF HOSE REELS SHALL RESULT IN INTERRUPTION OF WORKS UNTIL THE LANDLORD'S ENTIRE SYSTEM IS CHECKED. ANY TENANT WHO PERMITS MISUSE WILL BE RESPONSIBLE FOR ALL THE CONSEQUENCES.

All smoke lobby doors must be kept closed and unobstructed at all times while the fitting out works are in progress. Proper safety precautions must be taken when using any power tools and equipment. Temporary cabling must be properly connected, terminated, and supported which must be removed upon completion of works.

Fire exit routes must be maintained and be kept free of obstructions at all times.

The contractor should provide at least one carbon dioxide type portable fire extinguisher on site, and more for every further 8,000 sq ft of construction area during fitting out period.

## **6.14 External Appearance and Common Facilities**

All alteration/ fitting out works must not affect the external appearance or cause damage directly or indirectly to the common facilities and/or building services of the building. Tenant shall not construct, erect, affix, install, place, attach or display any structure, fitting, addition or other thing whatsoever at, on or upon the common area or any part thereof.

## **6.15 Smoking Free Building**

Smoking is NOT permitted anywhere on the fitting out site or within the Building. Any person found to be violating this rule would immediately be asked to leave.

## **6.16 Not to Cause Liability**

The Tenant should not cause or permit any works, which may become a liability to the building, any such claims and/or actions will be solely the Tenant's responsibility. Furthermore, the Tenant should not carry out works, which may affect the insurance coverage for the building and other users. The Tenant shall keep the Facilities Manager fully indemnified from and against all actions, suits, expenses, claims demands and liabilities, in respect of injury including fatal injury or damage to person or property due to or arising from the act, neglect or default of the Tenant, its agents or servants, contractors.

## **6.17 Chasing & Cutting of Structural Members of the Building**

No chasing and cutting of structural members of the building of such nature will be allowed to be carried out, or chasing, cutting or drilling to common wall without the prior written approval of the Facilities Manager.

## **6.18 Telephone & Broadband Cabling**

You / your contractor shall notify the Facilities Management Office for accessing the related TER Room and performing telephone / broadband cabling work.

## **6.19 Administration Charge in case of False Fire Alarm**

If false fire alarm is activated due to the Contractor's work, an administration fee of **HK\$ 2,500.00** shall be charged to the responsible contractor for the administration services provided by the Facilities Manager in addition to the actual cost incurred for rectification (if any). The Facilities Manager has the right to deduct the aforesaid administration fee together with any associated cost directly from the Contractor's deposit and to charge any additional sum in the event of the deposit being insufficient to meet the cost incurred.

## **6.20 Charge for Disabling Fire Detector**

The Contractor should notify the Facilities Manager Office to disable fire smoke and/or head detector for any R & M Works which may cause activation of fire alarm. The charge for disable the fire detectors for the R & M Works is **HK\$1,200.00** per job, but the contractor is still required to protect the fire detector from damage.

## **6.21 Protection of Common Areas**

The Tenant's contractors shall be responsible for ensuring that the common areas are properly protected against damage by building materials and debris. Common facilities should be protected by wooden hoarding or similar as requested by facilities management office (FMO) at the cost of Tenant.

The Tenant shall keep the common facilities such as the flushing system, drainage system, water supply system, electricity supply system, internal wireless communication system, solar blinds, feature lighting, external decoration, lighting, etc. in good condition. Repair of any damages will be borne solely by the defaulting Tenant.

The Tenant MUST inform the Facilities Manager for any observed defects within 14 days after official handover of the premises and a defect list will be prepared accordingly. Further defects raise out after this period will not be accepted and repair of any damages will be borne solely by the defaulting Tenant.

Carpet protection in the common corridor area is required at tenant's expenses, the carpeted routing is expected to cover all common access areas or the area requested by the FMO. The

colour, texture and size of carpets for protection areas are subjected to the satisfaction of facilities management office in order to maintain the standardization in outlook. If the tenant's contractors failed to comply with the above requirements as set out in this guideline, FMO reserves the rights to forfeit the deposit for the cost of such protection conducted by FMO.

#### **6.22 Not to Cause Any Attachments to Window Frame**

The Tenant's contractors should not in any way cause any damages to window frames (mullions, transoms, etc.) by attaching any fixture or fitting onto it by drilling, coring, bolting or riveting. All cost incurred for repairing of such damages will be for the Tenant's account.

#### **6.23 Cyberport Tenant Manual & Rules**

The Tenant's contractors will be bound by and shall abide fully to the Lease, Cyberport Fit-out Rules and Guidelines, Cyberport Tenant Manual & Rules at all times. In any event, violation of tenant manual and fitting out guide and tenants fail to submit annual audit report or other reports required under the agreement on time and /or do not follow the latest updated fitting out guidelines and tenant manuals such as nuisance to others or touting for business without prior written consent, such violation would be recorded in written and considered as a factor for renewal of tenancy.

#### **6.24 Tenancy Document Prevails**

The rules and procedures set out herein shall be without prejudice to other documents (i.e. Lease). Should there be any conflict in the content or the terms of this fit-out guidelines with the aforesaid documents the latter should prevail. Please refer to the Lease for details.

#### **6.25 Upon Completion of Fitting Out Works:**

- a) The Tenant MUST inform the Facilities Manager one week in advance of completion to arrange test and inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Facilities Manager.
- b) Within one month of completion, the Tenant shall submit 2 full sets of as fitted drawings including floor layout plans, reflected ceiling plans, office elevation, all E&M installations, systems etc. to the Landlord together with a copy of the completion certificate of the Electrical works (i.e. form WR-1/A and Fire Services installation (i.e. Form 251) for reference and record.
- c) If the operation inside the Tenant's premises requires licensing or approval from any Governmental Authorities, a copy of such license or approval letter shall be submitted to the Landlord. The Tenant shall be responsible for obtaining such licenses.

## 7.0 GENERAL TERMS AND CONDITIONS

- a) In approving the fitting out proposals, the Landlord accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant's purpose, nor does the Landlord and the Facilities Manager imply that the approved proposal will be acceptable to the relevant authorities. The Tenant shall always consult their own architect / designer to ensure the proposal is fit for the Tenant's purpose and in compliance with governmental and statutory requirements. The Tenant shall make separate submission to the relevant Government authorities.
- b) The Landlord, the Facilities Manager reserves the right to require the Tenant to make any alterations necessary.
- c) Upon submission of the Tenant's fit-out plans to the Facilities Manager, the Tenant is required to sign and return this form to signify the Tenant's agreement with the terms and conditions contained in the Fit-out Rules & Guidelines for Office and Retail Tenants.
- d) Commencement of the Tenant's fit-out work is deemed to be the Tenant's acceptance of the terms and conditions contained in this Fit-out Rules and Guidelines.
- e) Cutting, chasing or drilling into the structural floor, ceiling, columns and beams and blockwork is strictly prohibited. Any damage will be rectified by the Landlord and recovered as a Tenant's expense.
- f) Any damage to the Landlord's finishes or fittings in the office premises or in public areas which occur during the fitting out works, whether by your contractors or employees, shall be repaired by the Facilities Manager at the Tenant's expense.
- g) The Tenant shall indemnify the Landlord and Facilities Manager against any claim for damages arising from the execution and subsequent use of the works carried out on behalf of the Tenant. Please refer to the Lease for details.
- h) Upon completion of fit-out works, the Tenant is required to submit 2 full sets of as-fitted drawings of builders and E&M drawings as mentioned in section 3 for record purposes together with the statutory forms, e.g. fire services and electrical works. Then, the Tenant shall apply to Facilities Management Office for refund of fit-out deposits less any appropriate deductions.

Acknowledged by (Signature and Company Chop)

\_\_\_\_\_  
Name in Block \_\_\_\_\_

\_\_\_\_\_  
Company Name \_\_\_\_\_

\_\_\_\_\_  
Premises \_\_\_\_\_ Date : \_\_\_\_\_

## Appendix A Useful Contacts

### Cyberport Facilities Management Office

Unit 404, Level 4, IT Street,  
Core A, Cyberport 3,  
100 Cyberport Road,  
Hong Kong  
Attention: Customer Services Department

24 Hours Customer Services Hotline : 3166 3111  
Fax Number : 3166 3100  
Email: [facility@cyberport.hk](mailto:facility@cyberport.hk)

## Appendix B

### Technical Questionnaire

The information requested below is IMPORTANT. Please provide sufficient details to speed up the vetting process.

- I. Extra Air Conditioning Requirement
  - a) Extra cooling capacity (normal supply), if any \_\_\_\_\_
  - b) 24 hours AC supply to Tenant's computer room \_\_\_\_\_
  
- II. Power Requirement
  - a) Maximum electrical consumption \_\_\_\_\_
  - b) Main isolator rating \_\_\_\_\_
  - c) In-coming cable size \_\_\_\_\_
  - d) Main switch board rating \_\_\_\_\_
  - e) Location of MCCB, to be marked on layout \_\_\_\_\_
  - f) Schematic drawing to be submitted \_\_\_\_\_
  
- III. Additional Security Alarm System
  - a) Extension of Landlord's System/ Tenant's independent Security System
  - b) Door contacts
  - c) Break glass sensors
  - d) Locations of Landlord-Tenant signal interface points, to be specified on plan.
  
- IV. IT and Communication Facilities connection requests:
  - a) IPN yes/no
  - b) CDX yes/no
  - c) VOD/DOD yes/no
  - d) VSAT yes/no
  - e) IP Telephony yes/no
  - f) Smart Card Services yes/no
  
- V. CABD System requirement:
  - a) Type and model of equipment, please specify
  - b) Signal strength required: nominal/ \_\_\_\_\_ dB
  - c) No(s). of connection point(s) from Landlord's system: \_\_\_\_\_
  - d) Location(s) of connection point(s) to be indicated on plan.

(Note: request for additional/ special provisions must be submitted along with details and calculations at the earliest stage to allow time for the Facilities Manager's assessment and approval. The availability is subject to pro-rata entitlement of each tenancy.)



## Appendix C

### Application for Fitting Out Work (室內裝修申請表)

Applicant : ☐ Tenant ☐ Tenant's contractor

Purpose : ☐ Move In ☐ Reinstatement / Move Out ☐ Renovation

Premises: \_\_\_\_\_

Name of Tenant : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile : \_\_\_\_\_

Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

Name of Contractor : \_\_\_\_\_

Fitting out period : From \_\_\_\_\_ to \_\_\_\_\_

#### Declarations

We hereby declare we have read and fully understood the Fitting-out Rules and Guidelines and the following conditions:

1. We are fully responsible for any damage to all public facilities of the property caused by us or our appointed agent(s) during the fitting-out period and agree that the Facilities Management Office (FMO) can deduct the relevant repair rectification cost from the fitting-out deposit before it is refunded to me without interest. Should the deposit be insufficient to cover such cost, we agree to pay the balance within 7 days of being informed to do so.
2. We understand and agree that the fitting-out workers are required to wear working permits issued by FMO when they are working in the building. Working Permits are to be collected from the FMO before commencement of work and returned at the end of each day.
3. We understand and agree that no unauthorized works are allowed to be carried out.
4. We are fully responsible for any misconduct or carelessness of workers appointed by us or our agent(s) that result in damage, inconvenience, nuisance or injury to any person during the course of fitting-out work.
5. We have taken out Third Party Liability Insurance according to Fitting-out rules and Guidelines and a copy is attached for reference / will be forwarded to FMO before commencement of work.
6. We understand and agree to observe and comply with all rules and regulations set by the FMO.

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_

Approved by Facilities Management Office : \_\_\_\_\_

## Appendix D

### Contacts During Fitting Out Period

Please complete and return the required details to the Fit-out Coordinator within 3 days from receiving this fit-out guide or 14 DAYS BEFORE WORK COMMENCES ON SITE, whichever is the earliest. The information may be passed to the relevant parties responsible for servicing and security of tenants. Inspection and amendment of information submitted may be submitted to the Facilities Manager for processing.

1) Premises : \_\_\_\_\_

Tenant Name : \_\_\_\_\_

Trading Name : (English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

#### 2) Tenant Contacts

	Name	Phone	Mobile	Fax	e-mail
1st Contact					
2nd Contact					
Emergency 1 <sup>st</sup> Contact (If different from above)					
Emergency 2 <sup>nd</sup> Contact (If different from above)					
Payment/Refund Issues (If different from above)					

#### 3) Architect/ Interior Designer

	Name	Phone	Mobile	Fax	e-mail
1st Contact					
2nd Contact					

4) Contractor

	Name	Phone	Mobile	Fax	e-mail
1st Contact					
2nd Contact					
Emergency 1 <sup>st</sup> Contact (If different from above)					
Emergency 2 <sup>nd</sup> Contact (If different from above)					
Payment/Refund Issues (If different from above)					

5) E&M Consultant (if any)

	Name	Phone	Mobile	Fax	e-mail
1st Contact					
2nd Contact					

6) IT / Server Room Consultant (if any)

	Name	Phone	Mobile	Fax	e-mail
1st Contact					
2nd Contact					

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_

## Appendix E

### Nominated Contractors List

#### Heating Ventilation & Air-Conditioning (HVAC) and Automatic Temperature Control

For connections into the main base building systems

Nominated Contractor	Contact	Tel	Fax	Email
Johnson Controls Hong Kong Ltd.	Mr. Keith W.C.Kwok Kwok Chi Ho	2590 0012	2516 5648	wai.chun.kwok@jci.com chi.ho.kwok@jci.com

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractor can be suggested for reference purpose.

#### Electrical

For connections into the main base building systems

Nominated Contractor	Contact	Tel	Fax	Email
Johnson Controls Hong Kong Ltd.	Mr. Keith W.C.Kwok Kwok Chi Ho	2590 0012	2516 5648	wai.chun.kwok@jci.com chi.ho.kwok@jci.com

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractor can be suggested for reference purpose.

#### Fire Services & Automatic Fire Alarm (AFA)

Nominated Contractor	Contact	Tel	Fax	Email
Johnson Controls Hong Kong Ltd.	Mr. Keith W.C.Kwok Kwok Chi Ho	2590 0012	2516 5648	wai.chun.kwok@jci.com chi.ho.kwok@jci.com

#### Plumbing and Drainage (P&D)

For connections into the main base building systems

Nominated Contractor	Contact	Tel	Fax	Email
Johnson Controls Hong Kong Ltd.	Mr. Keith W.C.Kwok Kwok Chi Ho	2590 0012	2516 5648	wai.chun.kwok@jci.com chi.ho.kwok@jci.com

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractor can be suggested for reference purpose.

## Integrated Building Management System (IBMS)

Nominated Contractor	Contact	Tel	Fax	Email
Johnson Controls Hong Kong Ltd.	Mr. Keith W.C.Kwok Kwok Chi Ho	2590 0012	2516 5648	wai.chun.kwok@jci.com chi.ho.kwok@jci.com

## Security and Access Control

For connections into the main base building systems

Nominated Contractor	Contact	Tel	Fax	Email
Johnson Controls Hong Kong Ltd.	Mr. Keith W.C.Kwok Kwok Chi Ho	2590 0012	2516 5648	wai.chun.kwok@jci.com chi.ho.kwok@jci.com

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractor can be suggested for reference purpose.

## I.T. and communication systems interface

Types of Work	Nominated Contractor	Contact People	Telephone
All I.T. and communication systems interface	Network Operation Centre (NOC)	noc@cyberport.com.hk	8100 9503

## Cleaning

Nominated Contractor	Contact People	Telephone
JOHNSON CLEANING SERVICES CO. LTD.	Mr. IVAN NG	2541 7216 6397 5277

## Remarks:

1. The Landlord / Cyberport Facilities Management Office has the right to alter the above nominated contractor list at any time without prior notice.
2. Please contact Cyberport Facilities Management Office for more options of general contractors.

## Work Permit Application Form (For Posting Up) 工作批文 (張貼)

Ref: CP/14.76(A)/\_\_\_\_\_/17

Date 日期: \_\_\_\_\_

Work Schedule in Cyberport

Date / Time 工作日期/ 時間	Location 工作地點 (座 / 層數 / 單位)	Nature of Work (e.g. painting, decoration, general repairing) 詳細工作性質 (如: 油漆, 裝修, 一般維修)	Affected Area 受影響之範圍	Work Monitored by 工程管理人	No. of Work Permit Applied 工作證數量	Remarks 備註

### IMPORTANT NOTES 重要信息 :

1. PROTECTION TO AFFECTED COMMON FACILITIES AND AREA IS REQUIRED BEFORE WORK COMMENCEMENT.  
工程進行前, 必須為受影響之大廈公共設備 / 地方加設保護裝置。
2. WORKS WITH NOISE / VIBRATION / SMELL / OTHER NUISANCE TO SURROUNDING TENANTS ARE RESTRICTED TO SPECIFIC PERMITTED WORKING HOURS.  
涉及噪音 / 振動 / 異味 / 對附近租戶產生滋擾的工程, 均須在指定的核准時間內進行。
3. FOR HIGH RISK WORK SUCH AS WELDING, CHEMICAL, HIGH LEVEL WORKS, WORKING IN CONFINED SPACE, ETC. PRIOR APPROVAL MUST BE SOUGHT SEPARATELY FROM FACILITIES MANAGEMENT OFFICE.  
如需進行高風險工作, 例如燒焊、化學品處理、高空工作或於密閉空間工作, 必須另行申請, 並須獲本處批核。
4. FACILITIES MANAGEMENT OFFICE HAS THE ABSOLUTE RIGHT TO REFUSE ISSUING THE WORK PERMIT TO THE APPLICANT AND PROHIBIT THE WORK IF IT VIOLATES THE RULES AND REGULATIONS OF CYBERPORT.  
如申請人違反數碼港所訂之規則, 管理處有絕對權利拒絕向申請人發出工作證, 並禁止進行有關工程。

### Applicant 申請人

Company (公司):		<b>Cyberport Facility Management Office Use Only:</b>	
Name (姓名):	Mobile (手提電話):	Company Chop:	Approved Date:
<input type="checkbox"/> Construction Industry Safety Training Certificate (Safety Card) (建造業安全訓練證明書(平安咭)) <input type="checkbox"/> Certificate of Registration of Electrical Worker 電業工程人員註冊證明書(電工牌) <input type="checkbox"/> Others 其他:			

## Work Permit Application Form (Worker Name List)

Ref: CP/14.76(B)/ /17

	Chinese Name 中文姓名	English Name 英文姓名	Contact No. 聯絡號碼	Construction Industry Safety Training Certificate (Safety Card) no. 建造業安全訓練證明書 (平安咭) 號碼	Valid date 有效日期
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

# Work Permit Application Form (Worker)

## 工作證申請表 (工作人員)

Ref: CP/14.76(C)/ \_\_\_\_\_ /17

Premises 場地: \_\_\_\_\_

Work Period 工作時期: From 由 \_\_\_\_\_ to 至 \_\_\_\_\_

Name of Tenant 租戶名稱: \_\_\_\_\_

Name of Applicant Contractor 承辦商名稱: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ ID number 身分證號碼: \_\_\_\_\_

Office Phone 辦公室電話: \_\_\_\_\_ Mobile 手提電話: \_\_\_\_\_

Total no. of Working Permit applied for 申請工作證總數: \_\_\_\_\_

Total Deposit (每張工作證按金為 HK\$100.00), 按金共: \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

### NOTES 注意事項:

- All workers should bear a valid permit at all times in the building under the control of Facilities Management Office (FMO).  
在管理處管轄範圍內，所有工作人員須佩戴有效工作證及受管理處之監管。
- All workers should present a **valid "Construction Industry Safety Training Certificate (Safety Card)"** and **copy of work permit application form** to loading bay counter for applying the work permit(s). Each Safety Card could only apply one work permit and work permit should be returned to the collection counter **EVERYDAY**.  
所有工人必須出示有效建造業安全訓練證明書 (平安咭) 及帶同工作證申請表副本往卸貨區櫃台領取工作證，並須於每天工作後交還至取證處。
- All applications must be submitted at least 3 days in advance.  
所有申請必須預先在工作三天前遞交。
- We accept application / refund of deposit from 9:00a.m to 6:00p.m., Monday to Friday (Except 1:00p.m. to 2:00p.m.).  
辦理工作證或取回按金申請之時間為星期一至五，早上九時正至下午六時正 (下午一時至下午二時除外)。
- Deposit must be paid by cheque drawn to "**Hong Kong Cyberport Management Company Limited**"  
工作證按金必須以支票形式提交 (支票抬頭: 香港數碼港管理有限公司)
- All cheque(s) must be collected within 3 months from the work completion date stated in this form.  
工作證按金之支票必須於完工日起計三個月內取回。(完工日期以此表格所填寫為準)
- The deposit of the work permit will be forfeited in case of loss.  
如遺失工作證，管理處將沒收該張工作證之按金。
- Permits are not transferable.  
工作證不得轉讓予他人使用。
- Workers should keep the original deposit receipt and the copy of work permit application form properly. If any document is lost, FMO reserves the right to retain the deposit.  
工人需妥善保管按金收據正本及工作證申請表副本；如遺失以上文件，管理處有權扣存已支付之按金。
- Workers are required to submit a "Construction Industry Safety Training Certificate (Safety Card)" for applying work permit(s) for record.  
工人在辦理工作證時，必須提交建造業安全訓練證明書 (平安咭)，以作記錄。
- If work is related to electrical installations, worker is required to submit a "Certificate of Registration of Electrical Worker" for record.  
如工程涉及電力裝置，工人必須提交電業工程人員註冊證明書 (電工牌)，以作記錄。

### Declaration 聲明:

- Principal contractor is legally liable to any claim for damage, loss, and legal responsibilities that made by his employees and sub-contractors during the work period in Cyberport.  
主承辦商必須承擔其僱員及其外判承辦商在數碼港內工作期間所引致的損毀賠償，損失及法律責任。
- Applicant would comply with the rules and regulations in Cyberport.  
申請人同意遵守數碼港所訂下的規則。

### Signature and Company Chop 簽署及公司蓋章

\_\_\_\_\_ Date 日期: \_\_\_\_\_

Name in Block Letter 姓名 (請以正楷填寫): \_\_\_\_\_

### For Facilities Management Office Use Only 只供管理處使用

	Tenancy (For Insurance Received)	Technical	Operation
Approved by (Name & Signature):			
Date:			
Work Permit Deposit Received by (Name & Signature): _____ / Received Date: _____			
Cheque No.: _____ Bank: ( _____ ) Receipt No.: _____			

### Upon Completion of Works 工程完畢



(Facilities Management Office): Deposit Returned by 按金簽繳: \_\_\_\_\_ Date 日期: \_\_\_\_\_

(Contractor 承辦商): Deposit Received by 按金簽收: \_\_\_\_\_ Date 日期: \_\_\_\_\_

## Appendix G

### Application for Directory Strip

Please complete this form and together with a cheque of HK\$\_\_\_\_\_ (HK\$1,500.00 for a Chinese company name, an English company name and the unit number) and return to Facilities Management Office. Tenants are advised to contact the Facilities Management Office for arranging payment.

Premises: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

\*Directory Applied for:

English: \_\_\_\_\_

Chinese: \_\_\_\_\_

\* Approval from the Landlord is required if directory applied for is different from the one stated in the lease

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_

## Appendix H

### Summary of Specifications for Office

The following is prepared for reference only and subject to contract, change of design/provisions and on-site construction.

SPECIFICATIONS	Cyberport 2	Cyberport 1	Core A, Cyberport 3	Core B – D, Cyberport 3	Core E – F, Cyberport 3
Number of office floors	10 nos.	9 nos.	2 nos.	7 nos.	12 nos.
Mullion to mullion distance	2.0m	1.2m	2.0m	2.0m	2.0m
Typical wall to core distance	12m-14m	10.4m	Vary	vary	vary
Typical finished floor to finished ceiling height	Minimum 2.9m based on 4.2m floor-to-floor height				
Ceiling	Open ceiling				
Lighting	Fluorescent fittings to provide 500 lux in office area				
Partition	Drywall with metal studs				
Raised access floor void (clear)	150mm minimum in general office area				
Floor loading	3.0kpa in general office area				
Power and communication trunking	Three compartment floor trunking surrounding the core				
Lift (passenger)	Six 20 person (1,600kg) lifts		Two 15 person (1,250kg) lifts	Eleven 15 person (1,250kg) lifts	Nine 15 person (1,250kg) lifts
Lifts (service)	One 1,800kg (approx. 3,960lbs) lift	Two 1,800kg (approx. 3,960lbs) lift	One 2,500kg (approx. 5,500lbs) lift	Four 1,800kg (approx. 3,960lbs) lift	Two 1,800kg (approx. 3,960lbs) lift
After office hours access	Lift control card key for restricted access				
Curtain wall	Low-e double-glazed with frit pattern glass set in aluminum unitized façade system	Same system except no frit pattern	Low-e double-glazed with frit pattern glass set in aluminum unitized façade system		
Air-conditioning	Variable Air Volume (VAV) system with Direct Digital Control (DDC)				
Air-conditioning design provision	Average of one person per 9sq.m. (approx. 90sq.ft.), 24°C indoor design temperature				
Standby electrical provision	An emergency generator providing for Tenants' essential applications and equipment				
Computer room cooling	24-hour chilled water supply				
Telecommunication provision	Dual feed Full Cat. 6+ and fibre optic cabling 2x13A twin socket and 4xRJ45 outlet plate for each 10sq.m. (approx. 100sq.ft.)				
Electrical loading design provision	150 VA/sq.m. (approx. 13.7VA/sq.ft.), dual riser				
Essential Power	30VA/ sq.m. (approx. 2.74VA/ sq.ft.), dual riser				
Car parking	Over 500 spaces available for office Tenants throughout campus				

## Appendix I

### Optional IT and Communication Shared Facilities

Please refer to the “Tenant’s Guide to I.T. Equipment Service Version 2.6” or its subsequent up-date for details of i-Campus Facilities and their impact on your tenancy and use of space. The following highlights some main points for reference.

#### Internal Private Network (IPN)

This will be established to achieve secure & seamless high-speed connectivity throughout the Cyberport. The IPN will include the Cyberport optical network, Video LAN, Wireless LAN, and all block wiring to facilitate the delivery of FTNS, Wireless FTNS, SMATV, VSAT and broadband (100Mbps to 1Gbps) network connectivity in the Cyberport. IPN links all offices, resident apartments and Cyberport facilities. Information access can be achieved anywhere, anytime in the Cyberport.

#### Central Data Exchange (“CDX”)

The CDX will be a dedicated managed data centre service providing round-the-clock control for data storage and data processing equipment for Tenants and third party service providers for Facility Managed (FM) space to provide their own Web Hosting, Virtual Private Networks, Data Base Storage, etc. This interconnect system will also be located in this facility to provide interconnect cabling and equipment for connections between clients. The system will provide high and low speed connection between data equipment, also using terrestrial and satellite based technology. It will also provide service support to all the campus-managed equipment.

#### Network Operation Centre (“NOC”)

The NOC provides centralized management to equipment and facilities within the Cyberport including building facilities, telecommunication equipment, IT equipment, data network and equipment in the CDX Facility. It provides Intelligent Building Management Systems (IBMS) for the Air Conditioning, Electrical System, Fire Services System, Security System, Lift & Escalator System, Intelligent Building Management System, Security System, Wireless Data Network, IP Network, Telecommunication Network and Broadcasting Network to the different shared facilities.

#### Video-On-Demand (VOD) / Data-On-Demand (DOD) Services

Both VOD and DOD will be offered to residents and commercial users via IPN for viewing TV or computer-based environments. Content to be movies, music, news, financial information etc, with educational and training material.

### VSAT Hub Services and Satellite TV

The VSAT hub will provide diversity in service, or give alternative external connection satellite dishes can be connected to a shared hub for Tenants. The received data will be fed to the IPN at the CDX Facility and vice versa to the satellite hub. In addition satellite TV can be provided for all receivable commercial satellites in the region. All service can be run on the back of the IPN.

### IP Telephony Services

Voice over IP (the internet) will be supported over the IPN. IP services via IPN will include, E-mail and unified messaging, e-commerce and internet based interactive services.

### Cyberchannel Service

To provide multimedia entertainment via a TV channel on IPN to be viewed by either TV or desktops. It will offer complimentary web data, broadcast both over in-house systems and through gateways to external users. It will also publish a news magazine tailored to the information needs of the “Cyberport Citizen”.

### Cyberportal

A web, portal service for the Cyberport community. Users will view web data pushed to them including current Cyberport information, HKSAR updates, news updates, press releases, library additions, upcoming events, training packages, and facility reservations. The portal will also integrate the community services and library services of the Cyberport and act as a depository of all information posted to it, either from the Portal operator or its users.

### Web Casting Service

Web Casting environment will be available within the CDX Facility utilizing the most widely used range of encoders. The platforms for Web casting will permit a variety of inputs – from analogue composite video through Quick Time. Encoder and server software licenses will be held by the CDX Facility. It will be part of the Cyberportal.

### Smartcard Services

This will play a major role in access security systems, as all Tenants and residents will be checked for authorization for entry into particular zones within the Cyberport and the I-Campus Facilities. The smartcard can also integrate with other building subsystems, such as vertical transportation. Within the Cyberport, the smartcard can also be used as an electronic currency for shopping, booking of facilities, etc.

Please refer to “Tenant’s Guide to I.T. Equipment Service Version 2.6” or its subsequent up-date for full details including charges.

# Appendix J

## Environmental Guidelines for Cyberport

### 1.0 INTRODUCTION

As part of policy at the Cyberport, we are committed to raising awareness over environmental conservation, seeking means proactively to minimize energy consumption and avoid waste of natural resources. A key part to our success lies in each occupant's support.

The way you behave in this environment and carry out your fit-out works will create environmental issues, which we can both resolve as responsible, and future thinking enterprises.

This guide has been produced to help each occupant to manage fit-out works and on going use of the premises while following established good environmental practice.

Cyberport are now being assessed by the Hong Kong Building Environmental Assessment Method (HK-BEAM). We also therefore wish to encourage our Tenants to adopt sensible and practical environmental practices.

### 2.0 INDOOR AIR QUALITY (IAQ)

Inside workplaces, you may in the past have suffered from poor indoor air quality. We have highlighted some of the ways but you can ensure the better air quality as Cyberport is maintained.

#### 2.1 Use and Layout of Premises

Effective planning of premises uses and layout:

- ◆ Areas where pollutants are actively emitted should be separated from areas susceptible to pollution. Activities such as bulk photocopying should be enclosed and separated from densely occupied working space to reduce the impact of dust and ozone.
- ◆ Internal partitioning, and stacking of materials, may affect the effectiveness of air distribution and result in stagnant zones of poor air quality.

#### 2.2 Works Areas Management

- ◆ Major fit-out works should be undertaken with consideration to the fit-out regulations, and consideration to others.
- ◆ Work areas should be properly isolated with temporary partitions or plastic sheeting so that cross contamination by dust and other nuisance/toxic substances are minimized.
- ◆ Supply of fresh air to the work areas and occupied areas should be effectively separated (if practical).

#### 2.3 Ventilation

Cyberport has a good supply of fresh air in the ventilation system. Care should be taken to know where and how it is supplied. Ask the Estate Management to make you familiar with:

- ◆ Air filters and cleaners
- ◆ Fresh air intake locations
- ◆ Setting of ventilation equipment
- ◆ Recirculation
- ◆ Insulation
- ◆ Air distribution system

- ◆ Variable air volume system controls
- ◆ Ventilation controls
- ◆ Humid climate conditions
- ◆ Ventilation of pollution emitting activities
- ◆ Ventilation rates

This list is not exhaustive, and in addition you should consult the relevant contractors and engineers for designing an appropriate mechanical ventilation system as part of the fit-out of your premises.

## **2.4 Volatile Organic Compounds and Solvents**

Solvents are present in many materials used in fitting out premises. These materials can dispense a wide range of volatile organic compounds (VOCs) that can contribute to photochemical smog, global warming and ozone depletion and can be harmful to other occupiers. Consider the following:

- ◆ **Paints and Tinner Treatments**  
As different finishes have different levels of solvent, we recommend that water-based alternatives should be used. You should avoid using paints that contain mercury, lead, hexavalent chromium or cadmium compounds in their formulation or tints, as these components may be hazardous to health.
- ◆ **Glues, Adhesives, Sealants and Fixatives**  
Adhesives and sealants typically contain solvents such as toluene and xylene. We recommend that water-based adhesives should be used wherever possible.
- ◆ **Carpeting**  
Carpet or carpet tiles that have a US-EPA registered code (or similar) have had no solvent or VOCs used in their manufacture. Carpet tile adhesives also carry the same guarantee. You are encouraged to use these products in your fit-out.

## **2.5 Tobacco Smoke**

Cyberport is an open campus for occupants, and welcomes visitors. Individual companies are positively encouraged to promote smoke free policies for their own health issues and risk policies. However tobacco smoking has attracted a lot of complaints about indoor air quality. Latest research shows that exposure to environmental tobacco smoke increase the risk of serious disease.

- ◆ If smoking is really necessary in a building served by central air-conditioning system, you should be convenient internal and external locations for controlled and well ventilated and serviced public locations for this activity.
- ◆ Advise your fit-out and their workers they should not smoke within your site fit-out area. All construction areas MUST BE NO Smoke Zones. The contractors, employees, and visitors should be advised not to smoke near doorways or lift lobbies which would allow the smoke to be drawn back into the building. They should also not use the fire staircases or public toilets (if any) as smoking areas.

## **2.6 Hazardous Materials**

- ◆ To reduce the formaldehyde emissions, particle board, fibreboard, and similar composite boards conforming to international standards such as EN321-1 is encouraged to be used.
- ◆ Are preserved timber shall be industrially pre-treated ready for finishing on site.

## **3.0 WOOD AND TIMBER PRODUCTS**

Deforestation through logging is now an imminent environmental issue. To protect and conserve this valuable resource we encourage you to:

- 3.1 Use timber and wood products obtained from sustainable managed forests. Suppliers should provide written evidence and copies of any relevant certificates in order to ensure that the wood comes from such a source. Rainforest hardwoods such as Teak, Mahogany, Rosewood, Angre Sapele, Iroko, Meranti and Ramin would be considered coming from unsustainable sources unless the following information can be provides:

- (a) the species and country of origin
- (b) the name of the originating concessions or plantations
- (c) copies of the forestry policy pursued in that area
- (d) copy of the certification such as the Forest Stewardship Council (FSC) certification
- (e) Shipping document which demonstrates that the timber is obtained from the concessions or plantations stated in (b).

OR

- 3.2 Use recycle timber

During fit-out and renovation activities, it is preferable that plywood or other such woods used to protect finishes, is 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, we encourage you to separate waste timber from fit-out activities for material recovery.



## 4.0 ENERGY SAVINGS

With a continuously rising demand for electricity, Hong Kong has become one of the cities with the highest per capital electricity consumption levels. Power stations become the largest source of sulphur dioxide and mitrogran dioxide. Planning for lower electricity consumption for your tenancy and the fit-out helps reduce these air pollutants indirectly but effectively.

### 4.1 Air Conditioning

- ◆ Make effective use of the blinds on windows and use the blinds to minimize solar heat penetration.
- ◆ Allow our management team access to regularly balance, check and replace air conditioning systems and filters.
- ◆ Report areas of sudden or extended low temperatures, especially where not necessary

### 4.2 Lighting and Power

- ◆ Make effective use of the zoned lighting areas that lighting controlling individual areas where possible.
- ◆ Use interior design to achieve optimal use of natural daylight. For example, to specify light coloured surfaces for walls, ceilings and furniture, place living/working space near windows, allocate open plan wherever possible; use open shelves to reflect light into internal zones of the premises and position adjustments to screen brightness or contrast.
- ◆ Use energy-efficient lighting and electronic ballasts for fluorescent lights.

## 5.0 WATER

Most of our water comes from Mainland China. By conserving water you are also relieving Mainland China from the pressure of water supply as well as saving money. Measures help to plan for lower consumption include:

- ◆ Installing flow restrictors and automatic shut off systems to taps in your pantries.
- ◆ Always completely turn off taps during fit-out period
- ◆ Ensure all pipes are in good working condition.
- ◆ Report any pipe leakage immediately to the Help Desk.

## 6.0 WASTE MANAGEMENT

Most of our waste goes to landfills which are a finite resource in Hong Kong. We are committed to managing the waste produced from Cyberport in an environmentally acceptable manner. Your assistance in helping us to achieve this through the avoidance, minimization, separation and recycling of fit-out debris.

### **6.1 Designing for Resources Recovery**

With proper design techniques you can greatly reduce the amount of waste generated in fit-out activities. Request your architect / interior designer to consider the following:

- ◆ Design for ease of disassembly. For example, use mechanical fastenings rather than adhesives and demountable partitions.
- ◆ Be careful in space measurement. This reduces the need for offcuts
- ◆ Use a modular design that allows you to change your premises layout with relative ease.
- ◆ Design in such a way that long-life components will not be damaged when elements with shorter life spans need to be replaced. By this you do not have to replace both at the same time.
- ◆ Reduce the mixture of material types, allowing ease of separation for recycling.

### **6.2 Waste Avoidance and Minimisation**

Waste should not be produced unless unavoidable. Fit-out –products/materials are often wrapped and packaged and waste is created thereupon. Ask the suppliers to reduce as much as packing material possible or offer your unused boxes back to the suppliers for reuse.

### **6.3 Waste Recycling and Reuse**

Waste materials for office suppliers and fit-out works often include cardboard and aluminum that can be recycled. Please segregate them properly such that our cleaning contractors can collect them for recycling.

### **6.4 Handling of Waste**

All chemical wastes generated through fit-out or your general business should be collected and treated by an appropriate registered chemical waste collector/disposer, and not disposed of to the drainage or to the drainage system or dump in any place you like.

Your fit-out contractors should be required to manage the collection and disposal of concrete, cement blocks, & bricks generated from works that could use for land reclamation so as to reduce burden on the landfills. You should first secure a proper outlet before disposing of these waste materials. The Hong Kong SAR Government's Environment's Environmental Protection Department should be able to provide assistance.

Your fit-out contractors should not be permitted to discharge waste water and effluent containing sand, cement, silt or other suspended or dissolved materials arising from the works into any adjoining drains without the installation of appropriate sediment traps within an approved drainage system.

## 7.0 HUMAN COMFORT

To improve the level of visual comfort produced by the lighting of the office, you are encouraged to design the lighting according to the “CIBSE code of Interior Lighting”. We have highlighted some of the points as follows:

- ◆ Use lamps of general colour rendering index 80 or above.
- ◆ Use fluorescent and other lamps with modulating output fitted with high frequency ballasts.
- ◆ Consider the maintained illuminance, illuminance variation and the limiting glare index.

## Appendix K

# Application for Large Quantity Delivery of Materials and Heavy Equipment

This form is used for delivery of large quantity of materials or furniture of over three consecutive lifts. For the use of the service lift, the below tenant agrees to comply with the following terms and regulations.

1. Tenants should submit this form 48 hours before delivery.
2. Heavy equipment may be required to be dismantled into smaller units before delivery.
3. The use of the service lift for delivery of heavy or bulky materials and equipments is restricted to the period from 18:00 hrs – 23:00 hrs, Monday to Friday; 14:00 hrs – 23:00 on Saturday and 07:00 - 23:00 hrs on Sunday and Public Holidays.
4. Protection for the common facilities and areas should be sufficiently provided at tenant's own cost. Tenant is liable for any damages so caused.
5. The terms and regulations may be changed from time to time subjected to the latest decision of Cyberport Facilities Management Office.

Premises: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

Delivery Date From : \_\_\_\_\_ To : \_\_\_\_\_

Delivery Time: From : \_\_\_\_\_ To : \_\_\_\_\_

Vehicle Nos.: \_\_\_\_\_

Description of Goods (quantity, size & weight, etc):

\_\_\_\_\_  
\_\_\_\_\_

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_

## Appendix L

### Application for Welding or Melting of Bitumen Work

Welding may require extra temporary electricity supply, and disabling of fire detector (charge \$3,000.00). Also, melting of bitumen may cause disturbance to fire services system and other Tenants. Tenants are advised to contact the Facilities Management Office for discussion before making an application.

Premises: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date/Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Works:

\_\_\_\_\_

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_

---

For Facilities Management Office Use Only 只供管理處使用

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Cheque Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Cheque No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

## Appendix M

### Application for Suspension & Connection to Public System

This form should be submitted 7 days before suspension or connection. Tenants are advised to discuss with the Management Office before making an application.

Premises: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

Date/Time: \_\_\_\_\_ From : \_\_\_\_\_ To : \_\_\_\_\_

Description of Works: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_

## Appendix N

### Application for Temporary Power Supply

This form is used to apply for temporary power supply at 30A SPN (The charge is HK\$50.00 per phase per day and for 60A SPN is HK\$100.00 per day and so forth.) Please complete this form and together with a cheque\* of HK\$\_\_\_\_\_ and return to Facilities Management Office. Tenants are advised to contact the Facilities Management Office for arranging payment.

Premises: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Electrical Contractor: \_\_\_\_\_

Name of Licensed Electrician: \_\_\_\_\_

License No: \_\_\_\_\_ (Copy attached)

Mobile Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

Duration: Form: \_\_\_\_\_ To : \_\_\_\_\_

#The fit out contractor should notify FMO for the date of temporary electrical meter cutting off and countersigned by tenant contractor for confirmation.

#租戶裝修承辦商必須通知管理處有關臨時供電之切斷日期。並雙方加簽後作實。

	簽署 Signature	Starting date 開始日期	簽署 Signature	End date 終止日期
Technical representative of FMO 管理處工程部代表				
Representative of tenant fit out contractor 租戶裝修承辦商代表				
_____ A, Single phase / Three phase for temporary electrical supply. _____ A, 單相 / 三相臨時供電				

Signature and Company Chop

\_\_\_\_\_  
Name in Block Letter: \_\_\_\_\_ Date: \_\_\_\_\_

\*Cheque should be drawn in favour of "Hong Kong Cyberport Management Company Limited"

## Appendix O

### Application for Refund of Fitting Out Deposit

This form should be submitted for the refund of fitting out deposit.

Applicant : ☐ Tenant ☐ Tenant's contractor

Purpose : ☐ Move In ☐ Reinstatement / Move Out ☐ Renovation

Premises: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Cheque Payee: \_\_\_\_\_

This is to confirm that :

- |                                                                                                                                      |                          |                                      |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|
| 1. Door : Fire-rated certificate submitted                                                                                           | <input type="checkbox"/> | Not changed <input type="checkbox"/> |
| 2. Electrical : As-fitted drawings + Form WR1 submitted                                                                              | <input type="checkbox"/> | Not changed <input type="checkbox"/> |
| 3. Fire Services : As-fitted drawings + Form 251 submitted                                                                           | <input type="checkbox"/> | Not changed <input type="checkbox"/> |
| 4. Air-conditioning : As-fitted drawings submitted                                                                                   | <input type="checkbox"/> | Not changed <input type="checkbox"/> |
| 5. Plumbing and drainage : As-fitted drawings submitted                                                                              | <input type="checkbox"/> | Not changed <input type="checkbox"/> |
| 6. Tenant occupying over 500 m <sup>2</sup> or 5,382 sq. ft:<br>Copy of Form of Compliance from a Register Energy Assessor submitted |                          | <input type="checkbox"/>             |

Signature and Company Chop

\_\_\_\_\_ Date: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_



## Appendix P

### Technical Submission from Tenants

(Please complete and return to FMO with the fit-out proposal)

Re: Unit/Shop: \_\_\_\_\_, Cyberport \_\_\_\_\_

Tenant: \_\_\_\_\_

#### Plans and Technical Information Required

ALL plans must be in metric to a scale of 1:50 or 1:100.

2 sets of all the following plans / drawings will be required:

Item	Drawing List	YES	NO	NO CHANGE
I)	General floor plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II)	Reflected ceiling plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III)	Fire services layout plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV)	Electrical schematic and layout plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V)	Mechanical ventilation / air-conditioning layout plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VI)	Plumbing & Drainage schematic and layout plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VII)	Plans for Extra Low Voltage (ELV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIII)	Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IX)	Main entrance elevation for sub-divided office floor Tenants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X)	Explanatory elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XI)	Fitting out program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XII)	Detail drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XIII)	Others: (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please take ☒ where appropriate)

**For retail Tenants, ONE extra set of elevation for frontage area and side elevation with signage (if appropriate) in COLOUR should be submitted for approval. PLEASE NOTE THAT ALTERATION TO THE LANDLORD'S STANDARD SHOPFRONT DESIGN WILL NOT BE CONSIDERED.**

Signature and Company Chop

\_\_\_\_\_

Date: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_

## Appendix Q

### Building Facilities Specification

Raised Floor	<p>“JVP 4x4 (C4TTJ)” raised access floor panels; medium grade, bare surface, steel encapsulated panel with high performance, high density wood core and all necessary accessories for office area with make good, finishing and leveling.</p> <p>Specification:            Dimension: 600mm x 600mm x 29mm;            PSA Standard Uniform Distributed Loads (UDL):            8 kN/m<sup>2</sup> or above;            Reaction to Fire: to BS 476 part 6/7 or NFPA 255 class 1 or equivalent;            Fire Resistance: to BS 476 part 20 or equivalent;            Electrical Continuity: to BS 7671, 16th Edition IEE Wiring Regulations or equivalent;            Airborne sound insulation rating: 44 dB (Bare) or above;            Impact sound insulation rating: 69 dB or below.</p>
Solar Blind	<p>“Nicedrape” manual solar roller blind fabric from model no. 4103-1 (white) to model no. 4103-82 (grey) or equivalent with all necessary accessories</p>
Light Panel	<ol style="list-style-type: none"> <li>1. Ricardo RL-1155 2x54W fluorescent fitting (54W 燈盤)</li> <li>2. Ricardo 02AL AL Rod (通架)</li> <li>3. Ricardo 031 Adaptor (三角架)</li> <li>4. Ricardo pendant suspension S-1 (01)</li> <li>5. RL-1155 2 x 54W FLUO. FITTING (光管盤)</li> </ol>
Floor Box	<p>“Powerplan System UK” or equivalent 3-compartment floor box (20 Series Pushfit) with 2 x twin unswitched socket plates (ARP302) and all necessary raised floor openings and accessories with make good, finishing and matching office area leveling.</p> <p>Specification:            Cut Out Size: 200mm x 332mm (-0mm/ +3mm);            Overall Size: 218mm x 350mm x 85mm;            Suitable for use with medium grade raised floors;            Socket Outlet: to BS 1363 and BS 546 rated at 13A.</p>
Dry Wall	<p>125 mm thick one hour FRP drywall partition fixed to concrete surface at top and bottom comprising studs, posts, angles, channels, sections, two layers of approved 12.5 mm thick gypsum or calcium silicate board, two layer of galvanized mild steel expanded metal security screen, 50 mm proprietary glass mineral wool insulation (minimum 60 kg/m<sup>3</sup> density), all necessary fixing accessories and including forming openings, additional cutting, trimming and the like to suit existing building services and site conditions as per drawing no. SHD/004. (One hour FPR certificate should be submitted to management office)</p>
Door	<ol style="list-style-type: none"> <li>1. One hour FRP solid core hardwood flush door 850 mm wide x 2060 mm high with plastic laminate (MODEL – FORMICA 912) at both sides including door frame, sub-frame, architrave, fire seal, painting, lugs / anchors / holdfast, dowels, all necessary ironmongery (see attached specification, including 3 nos ball bearing, hinge (A/4) per each leaf of door, cylinder key lock (A/8) with two side metal covers and one side door hanger (A/9) per each leaf of door) and accessories as per drawing nos. SHD/002 and SHD/003. (One hour FPR certificate should be submitted to management office)</li> <li>2. Ditto but 1600 mm x 2060 mm high per drawing nos. SHD/002 and SHD/003. (Double Leaf Door)</li> </ol>
Swirl Diffuser	Waterloo Diffuser "Series WTF"