

1. f. ii) FIT-OUT GUIDELINES (COMPANY COPY)

Kindly familiarise yourself with the following guidelines prior to carrying out the fit-out work / interior decoration/ repair work / alterations in the apartment:

- Fill the fit-out / interior work form available with the PM (Property Manager) team at project site.
- Specify the scope of work and submit plans of the proposed work to the PM team at least 25 business days prior to your scheduled commencement of work.
- Changes in the approved layout (removing partition walls etc.) is not permitted without necessary prior statutory consent / permission / approval from the concerned authorities.
- If any work is carried out without the necessary approvals, a notice shall be issued to stop work immediately.
- Interest-free dated and refundable cheque is collected towards security deposit and banked and a dated cheque is collected towards debris clearance charges before the commencement of fit-out work. These amounts are payable in favour of "LTRDL Raintree Boulevard" - Fit Out" for Raintree Boulevard project. Based on the type of apartment, the respective payable amounts are defined below. These amounts may be revised from time to time.

Type of Apartment	Advance Debris clearance charges (valid for 90 days from work start date and thereafter for every month of work on Pro-rata basis).	Interest-free refundable security deposit (₹)
	For Civil Work / Carpentry / Painting / Polishing – Amount (₹)	
Up to 3 BHK	3,000 + 18% GST	1,50,000
4 BHK and above	4,500 + 18% GST	2,50,000

- Submit the details of the contractors / workers to the PM team at project site for the issue of identity cards / temporary passes (temporary passes are issued by PM team if any contractor / worker visits the apartment only for a day). Contractor / worker will not be permitted to enter the project site or carry out any fit-out work in the apartment without a valid identity card.
- Fill and submit the form identifying the contractor / worker along with 2 photographs and their respective Govt. identity proofs before the commencement of fit-out work. Upon verification, PM will issue the work permission letter and worker identity cards.
- If the validity of the identity cards issued to the contractor / worker lapses, the updated identity cards must be obtained from the PM office.
- Fit-out / interior works are permitted to be carried out only between 9:00 am to 5:00 pm. No fit-out work is permitted between 2:00 pm to 4:00 pm. Also, no fit-out work is permitted on Sundays and National Holidays. The Company reserves the right to modify the fit-out work timings.
- Prior to the commencement of fit-outs, ensure that the common area floor is adequately protected to prevent any damage during material movement from the service lift to the apartment.

(Signatures) Owner: _____ Property Manager _____

- Only the designated service entrance and service elevators are to be used while transporting material to the apartment. All contractors / workers to use the service entrance and service elevators to reach the apartment. Any deviation from this may result in the withdrawal of permission for fit-out work.
- Ensure no work is carried out in the common areas namely; car parks, staircases, lobby, etc.
- Ensure that the RCC elements (slab / beam / column / sheer wall) are not chiselled or cut.
- Changes are not permitted in the external elevation / façade of the tower. This includes the sliding windows / balcony railings / colour of the balcony walls, other external areas etc. Placing of potted plants / planters / cloth lines in the flower bed / dry balcony / balcony / other external areas are not permitted. Grills and mosquito nets may be affixed from within the apartment only (i.e. within the inside frame of the sliding window). Installation of grills and mosquito nets in the flower bed / dry balcony / balcony / other external areas are not permitted.
- Modification in the elevation of the lobby / enclosing the lobby is not permitted. Also, no additional structures are to be installed in the lobby area.
- Size reductions in the toilet shaft windows are not permitted. The access to the toilet shaft should not be blocked/obstructed. Shaft area cannot be enclosed to be made a part of the apartment. Relocating the flush tanks, etc. in the toilet shafts are not permitted.
- Installation of loft tanks and bath tubs are not permitted.
- Store and clear the debris from the apartment as guided by the PM team. The debris should be cleared at the end of each day. Any deviation from this may result in withdrawal of permission for fit-out work.
- Debris must be deposited in the designated area each day. No debris to be placed in the common areas – lobby, staircase etc.
- Debris load should be evenly distributed in the apartment.
- The colour of the main door to the apartment must remain unchanged.
- Extra space in the common area cannot be used in any way.
- Installation of shoe rack / stand / counter / platform is not permitted in the passage / lobby area.
- Dish antennas or protruding objects are not permitted in the flower bed / dry balcony / balcony / other external areas of the apartment.
- Child labour and children loitering around the fit-out work area is not permitted. Lady worker is not permitted to work beyond the stated working hours without a substantiated documented reason.
- Ensure contractors / subcontractors provide their workers safety and personal protective equipment (PPE) like helmets, safety harness, safety glasses, rubber boots, hand gloves etc. Any work carried out at an elevated level in the apartment should always be evaluated basis accessibility and accordingly provide adequate protection to workers to avoid any occurrence.
- Ensure the safety and security of the workers employed for carrying out the fit-out work in the apartment.
- Only authorised personnel from GGL are permitted to shift the Gas lines.
- Changes in the plumbing line are not permitted.
- Creation of new washroom/s and shifting of plumbing or drainage lines are not permitted.
- Modification / civil work in the balconies are not permitted.
- Windows frames / skirting are not permitted to be removed.

(Signatures) Owner: _____ Property Manager _____

- Ensure that water is sparingly used by the workers. Ensure to check that all taps are closed well prior to workers departing for the day.
- All material loading / unloading, handling and transportation must be supervised by an authorized person.
- It is advisable to keep all items / belongings under lock and key. The Company / Facility Manager (FM) team / Property Management team will not be responsible for the safety and security of any items / belongings and will not be held responsible for any loss / theft / damage to furniture or fixture. Kindly appoint a site supervisor for the fit-out work period to control and monitor the workers in the apartment.
- Ensure a fire extinguisher is placed in the apartment during the fit-out work period in the apartment.
- All cable wires should have proper plug tops. Loose cable wires are not permitted in any plug point.
- Ensure that the contractors / workers do not use the apartment as a temporary accommodation. Cooking in the apartment by contractor / worker is not permitted.
- The Owner shall be solely answerable, responsible and liable for any damage / loss resulting from fire and / or electrical hazards or any injuries inflicted to any contractor / sub-contractor / worker / third party caused due to or in connection with the fit-out work.
- Upon completion of fit-out / interior works, kindly issue a written confirmation to the PM team. The security deposit will thereafter be refunded to you in 90 business days from the date of confirmation of completion of fit-out work. In case of special work as detailed below, the deposit will be handed over to the Society and the decision of refund / return will solely lie with the Society. In case of any damage or violation of guidelines owing to fit-out work, the same shall be adjusted from the security deposit.
- For the movement of any item / goods out of the project site, a gate pass is mandatory. Kindly contact the FM / Security / PM team for any assistance on the same.
- Ensure cleanliness and safety measures are maintained whilst carrying out the fit-out work.
- The contractor should follow the Fire, Electrical and CAM safety policy during fit-out work.
- The fit-out work permission letter and the layout of the proposed fit-out work should be displayed inside the apartment during the course of fit-out work in the apartment.
- The fit-out work should be completed within the requested duration. For extension in the fit-out work period, kindly contact the PM team for further formalities on the same.
- Damages or violation to the common areas are not permitted. Any such damage caused due to the fit-out work shall be chargeable and shall be recovered from the fit-out security deposit.
- Fit-out supervisor will conduct daily checks and shall keep a track of all fit-out related activities to ensure the fit-out work is carried out in line with the approvals sought.
- PM shall issue notice for any deviations from the approved plan submitted (inside and outside the apartment). If a suitable response is not submitted to the PM team, the workers shall be instructed to stop the fit-out work after issuing an intimation to the Owner.
- Only three pin plugs to be used for all equipment while fit-out work is in progress.
- Apartment number should be mentioned on the main door.
- Floorings in the apartment should not be damaged.
- Jerri should not be made on the RCC walls.
- Chewing of tobacco and betel leaves are not permissible within the project site.

(Signatures) Owner: _____ Property Manager _____

- Balcony should not be covered / enclosed.
- Shoe mat must be placed at the entrance of the apartment prior to the commencement of fit-out work.
- Every contractor / worker must undergo the Fire safety induction training conducted by the security supervisor at the project site.
- Contractor must provide First-Aid box in the apartment during the course of fit-out work.
- Contact numbers of the Owner and the contractor must be displayed in the apartment.
- Permission for Hot work to be taken from property management office a day prior to the commencement of work. The said permit should be displayed in the apartment. Hot work can only be carried out only during the first half of the day and can be done for a maximum period of 4 hours.
- Live wire should not be laid down on the floor.
- Low tension cable/ telephone / TV / data / earthing cable has to be laid on a cable tray and extended up to the distribution board with proper termination.
- Distribution board and Miniature Circuit Breaker should be compatible with load end points.
- Fire fighting pipelines have to be painted Red.
- Ensure fit-out work area is free from combustible material.
- Main door of the apartment must be shut during the course of painting work.
- Flooring should be covered with plastic sheets to act as a cushion to avoid any damages.
- Ensure the Fire smoke detectors caps and sprinkler locks are removed post fit-out work.

Special work, if carried out, as listed below:

1. In terms of any fit-out work / modification made to the flooring in the washroom / kitchen, the Owner shall be solely responsible for any damage to the waterproofing. If civil work is carried out on the flooring, it is advisable to opt for the same project vendor who implemented the water proofing in the first place as they are aware of the plan of the apartment. If the flooring is being changed / replaced, ensure water proofing is implemented again and that the area is water proofed along with a 48 hour ponding test which should be carried out under the supervision of the PM / FM / Tower-in-charge team. Ensure that the waterproofing work implemented shall stand guaranteed for 10 years. Should there be any seepage in the apartment below due to the work carried out in the apartment, the owner shall be responsible to redo the waterproofing once again at their cost and to the satisfaction of the affected parties within 7 days of notice.
2. If any leakages arise due to installation of any new fixture in the wash room, the Owner shall be responsible to rectify the same within 7 days of notice.
3. In case the flooring is redone or replaced in any of the room/s, the Owner shall be responsible for any seepage that may arise and shall rectify the same at their cost within 7 days of notice.

In case of any of the above, the undated fit-out deposit cheque will only be handed over to the society during the society formation.

(Signature of Owner)

(Name of Owner)

Property Manager

(Name of the PM)