

LIST OF COMPULSORY REQUIREMENTS TO BE MET BY OCCUPANT

INTERIOR FIT OUT REQUIREMENTS

1. Occupants are required to obtain approval from the administration prior to any alterations and renovations in their spaces. Interior, electrical, air-conditioning, fire and plumbing drawings and details duly signed by an Architect in the specified format must be submitted for approval.
2. All as-built interior, electrical, AC and Fire, plumbing drawings and details must be submitted duly signed by an Architect in the format specified by the administration on completion of the work.
3. No structural alterations are allowed in the building.
4. All statutory approvals relating to renovation works from municipal, fire, electrical authorities etc. are to be obtained by the occupant. Copies of the approval need to be submitted to the administration before commencement of construction and on completions as required.
5. Access to all external balconies, service shafts and AHU rooms must be retained from inside the occupant spaces in the interior design
6. No change of window frame or glass is permitted.
7. Locations of Toilets cannot be changed.
8. Construction waste to be disposed of on a daily basis in an orderly manner or as directed by the administration.
9. Unhindered access to occupant spaces will be required by ETBM at various times during execution phase for AHU removal and installation, window repairs, façade work, surveys etc.
10. Signage must be of approved design and type only and can be installed after obtaining the approval of the administration
11. Interior architecture to meet the requirements of Fire safety, electrical, plumbing and air-conditioning provisions as outlined below besides meeting the necessary code provisions and standards.
12. Openable glazing and access to all external *chajjas* to be retained from inside the occupant spaces.
13. Please ensure the slab is adequately water proofed prior to commencing your fit out work.

FIRE SAFETY REQUIREMENTS

1. Installation of sprinkler in the licensed area is mandatory requirement as per National Building Code of Indian Part IV in Business Buildings (Group E) greater than 30 M in height. The building sprinkler riser is to be installed in the shaft at the lobby to which licensees are required to connect the sprinkler piping system.

2. Install fire detection system in your area comprising of addressable detectors, wiring inside the premises and a fire alarm panel at the entrance/ allocated common area and it should be visible. This panel in turn must be connected to the building fire alarm system for monitoring by Building Security team.

3. Install & Maintain hand held fire extinguishers in your area.

4. Provide self-illuminated exit signage at fire egress route.

5. Keep all service shafts free, clean and accessible.

6. Install MCCB's, MCB's, & ELCB's in your Main Distribution Boards in place of old SFU's, if applicable.

7. Ensure all electrical connections are with proper cable gland/ thimble. Proper dressing of cables to be done in electrical closet.

8. Use only FRLS cable & wires for electrical distribution

9. Ensure proper earthing connection from the building earthing riser/strip provided for the purpose.

10. Provide inverter backup emergency light in passages, toilet & electrical room inside your premises.

11. Ensure no cooking is done inside the building/ premises.

12. No hazardous material is stored in the building/ premises.

13. Provide minimum 2 hours fire rated type entrances from common lobbies to your premises

14. Electrical panel is installed in accessible location and electrical room is kept free of combustible material of and clean at all times.

ELECTRICAL, PLUMBING AND AIR-CONDITIONING SERVICES

1. ETBM will be responsible for the overall cooling capacity and air quantity subject to the limits and conditions specified. However, air distribution and proper duct design are individual Occupant's responsibility. VAV system may be used for wide variety of air quantity requirements with good air movement & temperature control.

2. The present design for A/C is meant to achieve room temperature 23 ± 1.1 C with a permissible gradient of ± 1.1 C with RH not exceeding 60%.

3. As the space above false ceiling is used as R.A. passage, ceiling and its fixtures shall be of non-combustible material.

4. Return air path above false ceiling shall be free of obstacle/ hindrances and shall reach the extended vestibule area in front of AHU room.

5. Material used for insulation of ducts shall be of non-combustible material.

6. The AHU room walls are RCC load bearing walls and any openings or modifications are not permitted.

7. In case VAV's (Variable air Volume Modules) are being planned by the occupant, then VFD (Variable Frequency Drive), complete with necessary controls may be necessary for the AHU's and this will have to be provided by the occupant at their cost.

8. Supply and return air grilles shall be evenly distributed in the Air-conditioned spaces to achieve proper air distribution.

9. Operating hours of the chiller are from 9 am to 7 pm on weekdays (excluding holidays). If outdoor units are required, the location etc. will have to be approved by IE and numbers will be limited to two only.

10. Occupant should not make any changes to the setting of the AHU air delivery capacity on their own, without the written consent of ETBM and such changes would need to be accompanied by suitable revision in the air-conditioning operation and maintenance charges.

11. No external units for split Air-conditioners are to be installed without permission from the building management. AC units already installed, to be maintained for the time being so that condensation water from units on the *chajjas* is collected and stopped from dripping off. Electrical cables to be gripped and mounted on walls in an orderly manner. Splits units are to be mounted on stands fixed on walls only. No load to be laid on the cantilevered *chajjas*.

12. AHU rooms on all floors are to be used by administration for installing new AHUs only and cannot be used by the occupant for any other purpose. Free access to the AHU rooms is to be made available at all times for the administration for the purpose of maintenance, renovation etc.

13. Occupant to shift to common building earthing system separate for Power, UPS, Low Voltage and Servers.

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14. Electrical Tap off for the Occupant premise to be taken from the nominated point on floor only

 15. Data and telecom wires to be taken through the dedicated shafts only

 16. Any increase in the electrical load will need written permission of ETBM.

 17. The Complete Electrical Shutdown for Express Towers will be taken every year on 26th January & 15th August for preventive maintenance of the electrical system for trouble free & uninterrupted operations in the building. There will be no Electrical Supply & AC services available on those days. Communication on the same will be given by ETBM prior to the shutdown activity.
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BUILDING ADMINISTRATION

1. Security Protocols as decided by the administration to be followed by all occupants and visitors.

 2. Building access timing as decided by the administration from time to time to be followed.

 3. Parking rules as decided by the administration from time to time to be followed.

 4. Building occupants and their visitors to use entrances as decided by the administration from time to time.

 5. Restricted entry will be provided for service staff as decided by the administration from time to time.

 6. Material Entry will be provided on terms and timings as decided by the administration from time to time.

 7. Daily waste needs to be disposed of in the prescribed manner at the designated points.

 8. Duplicate keys for the main entrance to the premises are to be deposited with building security.

 9. Administration reserves the right to enter the occupant's premises and take necessary action in case of an emergency.

 10. The right to entrance to the building is restricted as per the discretion of the administration.

 11. Openings and access to all service shafts inside the occupant spaces is to be made available by the occupant to the building management team whenever required

 12. Access to the premises/*chajjas* may be required during maintenance or renovation.
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HANDOVER/TAKEOVER OF PREMISES

1. Premises will be handed over to the licensee on execution of the agreement and upon receipt of security deposit in full.

2. Prior to taking handover licensee's technical team is expected to satisfy itself over the condition of the premises by doing a thorough inspection.

3. Any issues from the licensee pertaining to handover will not be entertained post the handover of the premises.

4. While moving out of the building, the premises need to be handed over in a proper condition to the satisfaction of the ETBM.
