

PERBADANAN PENGURUSAN PLAZA SENTRAL

(Buku Daftar Strata No. 3084)

Block 3B – LG1, Management Office, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur.

Tel No. 03 2773 5603

WORK PERMIT – RENOVATION

Application Date:

No.**R**☐

New Work Permit

☐Extension Work
Permit☐Weekdays
6.00 pm – 5.00 am☐Weekend/ PH
9.30 am – 5.00 am**OWNER/ TENANT INFORMATION**

UNIT NO.	Block:	Level:	Unit:
OWNER'S/ TENANT NAME			
PHONE NO.			
EMAIL ADDRESS			

CONTRACTOR'S INFORMATION

NAME OF COMPANY			
COMPANY ADDRESS			
COMPANY REG NO.			
TELEPHONE NO		EMAIL ADDRESS	
APPLICANT'S NAME		DATE OF APPLICATION	

WORK INFORMATION

START DATE		END DATE	
START TIME		END TIME	

LOCATION

Block:	Level:	Unit:	Area:
WORK DESCRIPTION			

WORK SITE	CONFINE SPACE : YES/ NO	OPEN SPACE : YES/ NC	RISK	HIGH/ MEDIUM/ LOW
EQUIPMENT	LADDER : YES/ NO	SCAFFOLDING : YES/ NC	OTHERS	

PAYMENT (DEPOSIT & UTILITY CHARGES)

Renovation Deposit	RM	Receipt No.		Date	
Utility Charges Sq. ft:	RM	Receipt No.		Date	
Electricity Supply	RM	Receipt No.		Date	

OWNER'S / TENANT'S / CONTRACTOR'S DECLARATION

I will accept total responsibility for all losses, damage or injury caused to the building, systems or members of staff and/ or public who are using the building premises, including each car park or building facilities.

I have full unlimited insurance coverage and will follow instruction on all aspect of the building's safety policy.

I will not attempt to move, operate or temper with any equipment of the system without prior written authorization whilst I am working in the building.

I have read and understand the above declaration.

CONTRACTOR
Signature/ Name:
Company Stamp:

OWNER / TENANT
Signature/ Name:
Company Stamp:

Notes: 1. This work permit are to be submitted and approved at least three (3) working days prior to the work start date.
2. Loading bay LG2 close during lunch hour (Mon – Thu: 12:30 p.m. to 1:30 p.m. Fri: 12:30 p.m. to 2:45 p.m.)

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WORK PERMIT

APPROVAL (TECHNICAL)

Documents received and checked: ADMIN

Signature/ Name:

Date:

Verified by: Facility Engineer

Signature/ Name:

Date:

Approved by: Facility Manager

Signature/ Name:

Date:

APPROVAL (MANAGEMENT)

Outstanding confirmed by: Finance Department

Signature/ Name:

Date:

Account as at

Outstanding Amount:

Clearance from Finance: Senior Finance Admin Manager

Signature/ Name:

Date:

Approved by: Building Manager

Signature/ Name:

Date:

ACKNOWLEDGEMENT (SECURITY DEPARTMENT)

Acknowledge receipt by: Auxiliary Police

Signature/ Name:

Date:

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REVOCATION/ WORK STOP ORDER

Reason:

Stop ordered by:

Signature/ Name:

Designation:

Date:

Acknowledge of the above revocation/ work stop order:

Signature/ Name:

Date:

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RENOVATION CHECKLIST

ITEMS	STATUS	REMARKS
1. ADMINISTRATIVE DOCUMENTS		
1.1. Clearance from Finance (support with SOA)		
1.2. Letter of Consent from Owner (Approval by Landlord)		
2. RENOVATION PLANS (A3 SIZE)		
2.1. Floor/ Partition Layout Plan		
2.2. Furniture Plan		
2.3. Reflected Ceiling Plan		
2.4. Additional Air Cond Application		
2.5. Additional Essential Supply Application		
2.6. Lighting & Power Point Plan		
2.7. Electrical Single Diagram		
3. APPROVAL BY RELEVANT AUTHORITIES		
3.1. DBKL (OSC Department)		
3.2. Jabatan Bomba dan Penyelamat (JBPM)		
4. SUMMARY OF TOTAL CONNECTING LOAD (KW) WITH ENDORSEMENT BY PW4		
5. APPLICATION OF KWH METER (MALAKOFF)		
5.1. Yes (Please state date of application/ Latest bill)		
5.2. No		
6. RENOVATION SCHEDULE – A3 GANTT CHART		
7. REGISTRATION OF CONTRACTOR/ WORKMEN		
8. INSURANCE COVER NOTE (COVERAGE 1MIL)		
8.1. Workmen's Compensation		
8.2. Contractor's All Risk		
8.3. Third Party Liability		
9. SAFETY INDUCTION		
10. LETTER OF UNDERTAKING AND INDEMNITY		
11. RULES & REGULATIONS OF RENOVATION		

REMARKS

Notes: Kindly submit all required documents to the Facilities Office for approval.

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REGISTRATION OF CONTRACTOR/ WORKMEN

COMPANY'S NAME: _____

[illegible]

Notes:

For foreign workers, copies of passport or valid work permit card must be attached with the Work Permit application.

The United Nations High Commissioner for Refugees (UNHCR) card is not accepted as a valid work permit and will not be permitted for entry or work within the premises.

REMARKS

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SAFETY INDUCTION BOOKLET

UNIT NO	
DATE/ TIME	
NAME OF REPRESENTATIVE	
BRIEFING BY	

SAFETY BRIEFING

All contractors are to adhere to the guidelines below:

1. All workers must report to the Auxiliary Police post at Loading Bay (LG2), West Wing.
2. Only workers whose names are listed in the approved Work Permit will be allowed access to the building. For any additional workers, the supervisor must submit a revised Work Permit with the updated list before access is granted.
3. The Work Permit must be submitted to the Facility Management Office at least three (3) working days prior to the commencement of work.
4. Contractor must install proper floor protection from the unit under renovation to the nearest service lift
 - a) First layer: Plywood
 - b) Second layer: Canvas or protective sheet
5. All workers must wear the following PPE at all times while on-site:
 - a) Safety helmet
 - b) Safety shoes
 - c) Safety vest
 - d) Goggles (if required)
 - e) Safety gloves (if required)
6. All works must be supervised by a competent person certified by CIDB.
7. Any damage caused to building finishes will be addressed in accordance with the Non-Compliance to Building Handbook and Additional By-Laws. Contractors will bear full responsibility for restoration costs.
8. Renovation waste must be disposed by the contractor:
 - a) Waste must be accumulated within the renovation unit.
 - b) Waste must be immediately loaded into the lorry upon its arrival at the loading bay.
 - c) Lorry parking at the loading bay is strictly prohibited.
9. If a Stop Work Order is issued, the contractor must carry out all required remedial actions by the given deadline. Failure to comply will result in a penalty.
10. Any penalty imposed must be settled in full before renovation works may continue.
11. In cases where a penalty is issued, the renovation permit will be suspended until payment is made.
12. Should the renovation work result in any defect, damage or interruption to the building systems, the contractor shall be fully liable for all costs incurred.
13. Any work involving high risks (confined space, working at height, operating under load), the contractor is required to submit a HIRARC prior to the commencement of such work.

Acknowledged by: Owner / Tenant	Acknowledged by: Contractor	Briefing given by:
Name:	Name:	Name:
Date:	Date:	Date:
Remarks:		

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LETTER OF UNDERTAKING AND INDEMNITY

Sample:

[Owner's / Tenant's Letterhead]

Date:

To: Perbadanan Pengurusan Plaza Sentral

Dear Sir,

Letter of Undertaking and Indemnity

We refer to the [contract/agreement/work order/subcontract agreement] between [Tenant/Owner's Company Name] and [Contractor's Name] dated [Insert Date], in respect of the [Scope of Services/Works] at [Unit No.], Plaza Sentral.

We hereby covenant and undertake as follows: -

1. We will read and take notice of the Building's general policies regarding safety and health at work currently in force, and we shall bring the provisions of such policies to the attention of our employees, contractors, agents and invitees;
2. That we shall take or cause to be taken reasonable care for our own safety and health, and that of any other persons who may be affected by the acts or omissions of our employees, contractors, agents and invitees whilst at the Building;
3. To comply or cause to be complied with any instructions or measures on occupational safety and health under the **Occupational Safety and Health Act 1994** and any regulations made thereunder, which may be amended from time to time ("Act"), and to observe and comply with all applicable laws, statutes, ordinances, orders, or regulations affecting or relating to the Building, and with any requirements or directives issued by any relevant authorities while carrying out our scope of services/works;
4. To strictly observe or cause to be observed the standard rules and regulations for service providers at the Building that may be imposed by you, your managing agent, and/or the Building Developer / JMB / MC at any time. We hereby acknowledge that we have read and understood the prevailing rules and regulations for service providers/contractors, annexed hereto as **Appendix A**;
5. To comply or cause to be complied with any instructions or directions that may be issued by you or your managing agent and to extend our fullest cooperation to you or your managing agent while present at the Building or while carrying out our scope of services/works.

Notwithstanding any of the above, we covenant and confirm that we and our employees, contractors, agents and invitees will enter the Building and carry out our scope of service/ works at our own risk.

We undertake to indemnify and keep you indemnified against any matters, claims, costs, damages, losses, fines, penalties, charges or legal proceeding whatsoever made against or imposed upon you by any person(s), party or parties, government, local authority or authorities or bodies, firm or corporation or which may be brought against, occasioned, incurred and/ or suffered by you as a result of or howsoever arising from or in connection with us:-

- a) Carrying out our scope of service/ works at the Building;
- b) Not complying with our obligations and covenants herein stated; or
- c) Any damage to property or injury or persons arising directly or indirectly out of or contributed by any acts or omission of ours whilst in or at the Building.

Thank you.

Yours faithfully,

Name:

Company:

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RULES & REGULATIONS OF RENOVATION – APPENDIX A

These Rules & Regulations must be read together with the *Renovation Manual - Contractor's Guide*. Compliance with both documents is mandatory.

NO.	DESCRIPTION	SIGNATURE
1.	RENOVATION APPLICATIONS MUST BE SUBMITTED TO THE FACILITIES MANAGEMENT OFFICE AT LEAST THREE (3) WORKING DAYS PRIOR TO THE COMMENCEMENT OF WORK.	
2.	APPROVAL MUST BE OBTAINED BEFORE COMMENCEMENT OF ANY WORK.	
3.	WORKERS' MOVEMENT IS RESTRICTED TO THE DESIGNATED WORK AREA ONLY.	
4.	NO TAPPING OF ELECTRICITY OR WATER IS ALLOWED FROM THE COMMON AREA.	
5.	CONSTRUCTION OF ADDITIONAL/ NEW TOILETS, WET PANTRIES OR ABLUTION AREAS IS NOT ALLOWED.	
6.	NO ALTERATION AFFECTING THE STRUCTURE OF THE PREMISES OR BUILDING IS ALLOWED	
7.	HACKING, DRILLING OR NOISY WORK IS ONLY ALLOWED DURING THE FOLLOWING PERIODS: • WEEKDAYS: 6:00 P.M. – 5:00 A.M. (NEXT DAY) • WEEKENDS: 9:00 A.M. – 5:00 A.M. (NEXT DAY)	
8.	NO FOOD/ DRINK IS ALLOWED AT THE WORK AREA	
9.	PLAZA SENTRAL IS A 'NON – SMOKING' PREMISES	
10.	THE CONTRACTOR MUST ENSURE THAT ALL WORK IS SUPERVISED BY APPOINTED SUPERVISOR.	
11.	THE CONTRACTOR AND THEIR WORKERS SHALL BE RESPONSIBLE FOR MAINTAINING THE CLEANLINESS OF THE WORK AREA.	
12.	IF THE CONTRACTOR, SUPERVISOR OR WORKERS ARE FOUND TO HAVE CAUSED ANY DAMAGE OR UNCLEANLINESS WITHIN PLAZA SENTRAL, THE MANAGEMENT RESERVES THE RIGHT TO REVOKE THE WORK PERMIT IMMEDIATELY.	
13.	CONTRACTORS AND WORKERS MUST COMPLY WITH ALL SAFETY REGULATIONS AS REQUIRED BY THE GOVERNING LAWS.	
14.	CONTRACTORS MUST ENCLOSE AN APPROVED WORK PERMIT FROM THE MAIN CONTRACTOR'S SAFETY AND HEALTH DEPARTMENT OR A LETTER OF APPOINTMENT AS A SUBCONTRACTOR BEFORE THEIR WORK PERMIT APPLICATION CAN BE PROCESSED AND APPROVED.	
15.	THE OBLIGATIONS AND RESTRICTIONS STATED HEREIN ARE IN ADDITION TO THOSE IMPOSED OR IMPLIED BY APPLICABLE LAWS.	
16.	THE CONTRACTOR OR SUBCONTRACTOR SHALL BE FULLY RESPONSIBLE AT ALL TIMES FOR THE CONDUCT OF THEIR WORKERS, WHETHER INTENTIONAL OR OTHERWISE.	
17.	THE CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY DAMAGE, LOSS OR INJURY CAUSED TO PLAZA SENTRAL, ITS SYSTEMS, STAFF, AND/ OR MEMBERS OF THE PUBLIC USING PLAZA SENTRAL, INCLUDING ITS CAR PARKS AND OTHER FACILITIES.	
18.	THE MANAGEMENT RESERVES THE RIGHT TO STOP ANY WORK IF THE CONTRACTOR FAILS TO COMPLY WITH ANY OF THE ABOVE CONDITIONS OR ANY OTHER CONDITIONS THAT MAY BE IMPOSED BY THE MANAGEMENT FROM TIME TO TIME.	

CONTRACTOR'S DECLARATION:

I have read and understand the above rules and regulation.

Contractor's Name:

Company Name:

Date:

Signature:

OWNER'S / TENANT'S DECLARATION:

I have read and understand the above rules and regulation.

Owner's/Tenant's Name:

Company Name:

Date:

Signature:

Notes: Failure to comply with any of the rules and regulations will result in forfeiture of the deposit.

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FINE/ PENALTY

ITEM	DESCRIPTION OF OFFENCE	PENALTY (RM) PER OFFENCE/DAY
1	Failure to maintain cleanliness of the premises during renovation works and operations which may inflict other tenants / occupants	RM 200.00 per offence
2	Failure to comply with clearing notice for debris, garbage and litters	RM 200.00 per offence
3	Loading / Unloading beyond stipulated hour	RM 200.00 per offence
4	Usage of Passenger Lifts for Goods / Materials / Waste	RM 200.00 per offence
5	Misuse of common property and equipment which may jeopardize safety, health, security and convenience of other tenants / occupants	RM 200.00 per offence
6	Causing any unpleasant odour or loud noise	RM 200.00 per offence
7	Failure to comply with Safety and Health Procedure, including for the prevention of mosquito breeding ground	RM 200.00 per offence
8	Placement of bunting / notice / flower pots or any other materials beyond premises that may obstruct common area and endanger other tenants / occupants and the public, including at corridor, lift lobby, balcony and staircase	RM 200.00 per offence
9	Damage to building finishes	RM 200.00 per offence + Repair Cost
10	Tapping of electricity and water at the common area without approval including from the hose reel	RM 200.00 per offence
11	Smoking within the building including at the staircase	RM 200.00 per offence
12	Interference to the Fire Alarm / Protection System including the volume control system within own premises	RM 200.00 per offence
13	Use / Store hazardous material including LPG Cylinder	RM 200.00 per offence

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