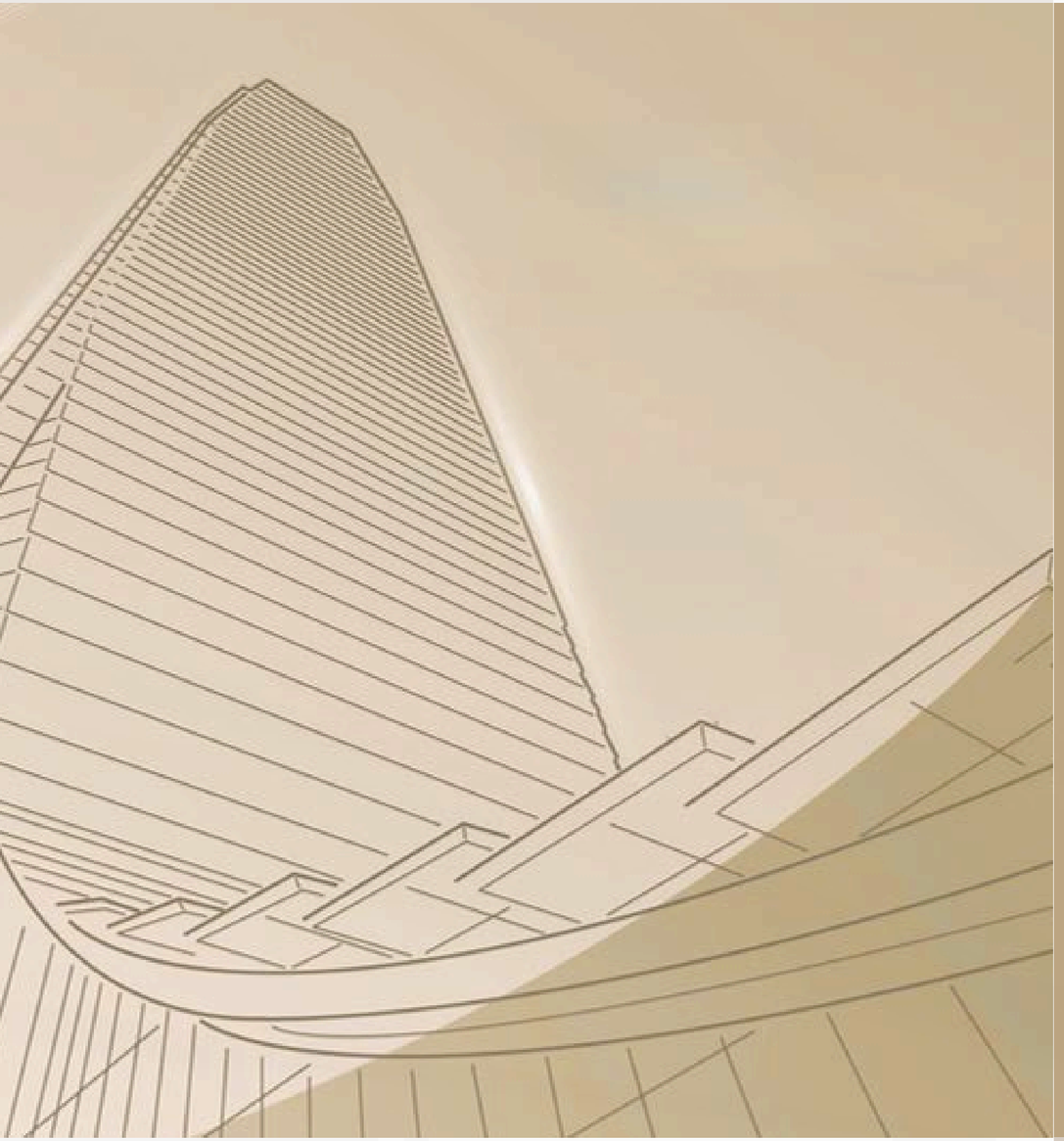
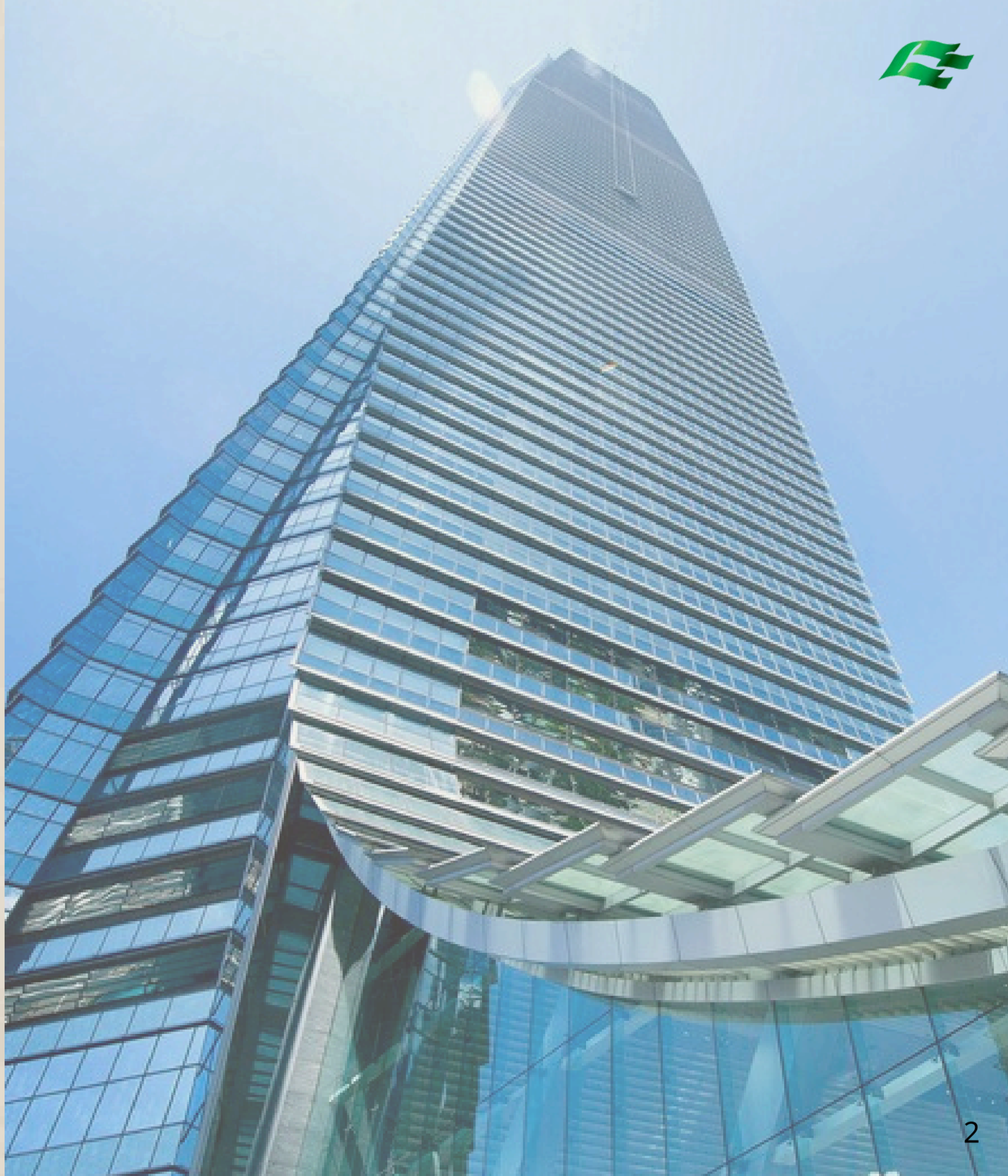


ICC Tenant's Handbook

環球貿易廣場
INTERNATIONAL
COMMERCE CENTRE

Property Information

Landlord	:	City Lion Investment Limited (Member of Sun Hung Kai Properties)
Building Management	:	Kai Shing Management Services Limited (Member of Sun Hung Kai Properties)
Address	:	1 Austin Road West, Kowloon
No. of Floors	:	118
Total Office Gross Floor Area	:	2,500,000 sq.ft. approx.
Zoning		
Zone 1	:	10/F to 27/F
Zone 2	:	30/F to 47/F
Zone 3	:	50/F to 69/F
Zone 4	:	70/F to 87/F
Zone 5	:	88/F to 99/F
No. of Lifts	:	65
Car Park Facilities		
No. of Parking Spaces for Private Vehicles	:	390
No. of Parking Spaces for Motorcycles	:	24



Intro

Since 2010, International Commerce Centre (ICC) in Hong Kong has become a symbol of modern architecture and economic vitality, standing as one of the tallest buildings in the city. It serves a diverse range of businesses, offering high-quality services that foster collaboration and growth. Committed to sustainability, the ICC incorporates numerous green initiatives, achieving a Platinum rating from the Hong Kong BEAM Plus certification through energy-efficient systems and green roofs. Prioritizing wellness, it features fitness centers and wellness spaces that promote a balanced lifestyle while integrating natural light and green areas for mental health benefits. The ICC actively engages with the local community by hosting events and initiatives that foster inclusivity and support local businesses.

Additionally, it plays a pivotal role in enhancing connectivity in the West Kowloon area, linking transportation hubs and cultural venues, thereby creating a vibrant urban environment.

Furthermore, it embraces art and culture through public installations and collaborations with local artists, enriching Hong Kong's cultural landscape and making art accessible to all. Through these initiatives, the ICC exemplifies architectural excellence and responsible corporate citizenship, significantly contributing to the urban experience in Hong Kong.



Key of

International Commerce Centre



=















Services



International Commerce Centre (ICC) offers a comprehensive range of services, including

- state-of-the-art office spaces
- 24/7 maintenance & security
- Variety concierge services

all designed to meet the diverse needs of businesses and visitors.

ICC leverages video analytics to enhance security measures. Advanced surveillance systems analyze real-time footage, identifying unusual activities and potential threats. Periodical strategic patrols are conducted by security personnel, ensuring comprehensive coverage of the premises. Regular drills and exercises simulate emergency scenarios, preparing staff for swift responses. Additionally, security assessments are performed systematically to evaluate and upgrade safety protocols, ensuring compliance with the highest standards. This proactive approach not only protects the building and its occupants but also fosters a secure environment, reflecting the commitment to safety and vigilance in a dynamic urban landscape.

Green

ICC is committed to sustainability through its comprehensive green certification program, which promotes eco-friendly practices and recognizes organizations that prioritize environmental stewardship.

ICC applies several standards including ISO 41001, the international FM standard, ISO 50001 and ISO 14001 as well as ISO 22301 and ISO 45001 to comply with the necessary requirements



ISO 41001 : 2018
Certificate No.: CC 6888
Limited Sites

ISO 50001 : 2018
Certificate No.: CC5375
Limited Sites

ISO 45001 : 2018
Certificate No.: CC 7345
Limited Sites

ISO 14001 : 2015
Certificate No.: CC1096
Limited Sites

ISO 22301 : 2019
Certificate No.: CC 5709
Limited Sites

U.S. GREEN BUILDING COUNCIL LEED PLATINUM USGBC

PLATINUM 鉑金級 BE 自有建築 V1.2 2016
HKGBC BEAM Plus 綠建環評

INTERNATIONAL WELL BUILDING INSTITUTE™ WELL

香港環境卓越大獎 Hong Kong Awards for Environmental Excellence

BREEAM®









Greater Bay Area Golf Tournament

Wellness

ICC prioritizes wellness by implementing initiatives that promote mental and physical health, ensuring a supportive environment for all participants and fostering a culture of well-being."



One Mile Challenge



Olympic Challenge - Badminton



Olympic Challenge - 3x3 Basketball



Indoor Dragon Boat Challenge

NGOs Events











Sky Academy

Community

ICC actively fosters community engagement by partnering with local NGOs and hosting volunteer initiatives, encouraging employees and tenants to participate in social responsibility programs that support various charitable causes and enhance the well-being of the surrounding neighborhoods.



High Speed Rail (15mins to Shenzhen)



MTR (Kowloon & Austin Station)

Amenities



Airport Express (22mins to Airport)



W Hotel Hong Kong



West Kowloon Bus Terminal



Ritz Carlton Hong Kong

ICC boasts a wealth of amenities, including seamless transportation links via the High Speed Rail, Airport Express, MTR and Bus terminal, as well as luxurious accommodation options through its five-star hotel and service apartments, providing convenient access for both business and leisure travelers.

Art & Culture

ICC enhances the cultural landscape of Hong Kong in Kowloon Culture Hub by joining a variety of art exhibitions and public installations, collaborating with local artists to share engaging spaces that celebrate creativity and bring art accessible to the community.













MANAGEMENT MANUAL

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SECTION A -
SERVICE DIRECTORY

A1.0 Introduction

Welcome to International Commerce Centre!

The Management Manual serves as a guiding resource for commercial tenants, providing essential information on fitting-out procedures, available management services, and necessary rules and regulations. It is important to note that this manual is advisory in nature and should be read in conjunction with the Tenancy Agreement, without altering the legal rights and responsibilities of tenants and the landlord. The information contained herein is intended for reference only and should not replace any legal documentation related to tenancy. For specific legal inquiries or situations, tenants are encouraged to consult their legal counsel to ensure compliance with the Tenancy Agreement and applicable laws.

Tenant is encouraged to reach out to the property management services team for further information or assistance needed. The management team dedicates to provide the best services to tenant at all times.

DEVELOPER:
City Lion Investment Limited
45/F, Sun Hung Kai Centre
30 Harbour Road
Wan Chai, Hong Kong

AGENT OF THE DEVELOPER:
Sun Hung Kai Real Estate (Sales and Leasing) Agency Limited
Room 408, 4/F. Sun Hung Kai Centre
30 Harbour Road
Wan Chai, Hong Kong

MANAGEMENT SERVICES OFFICE:
Kai Shing Management Services Limited
Unit 1906, 19/F,
International Commerce Centre
1 Austin Road West
Kowloon, Hong Kong



A2.0 Management Services

International Commerce Centre at 1 Austin Road West is managed by Kai Shing Management Services Limited [Member of Sun Hung Kai Properties Limited]. The Building management areas are covered as follows:

- To ensure that all Building services are functioning properly and are kept at efficient working condition
- To maintain all public areas including all entrance halls, lift lobbies, staircases, external walls, lavatories, and generally throughout the Building in clean condition and in good repairs
- To enforce security and public orders within the Building
- To answer enquiries and attend complaints/ problems that may have to arise to tenant relating to the Building's management
- To liaise with the Government Authorities concerned
- To enhance the Building's environment, including the provision of festival decorations

Management Services Office

Tenants and visitors who wish to seek information and assistance may either approach the Management Services Office at 1906, Level 19 of International Commerce Centre or 24h Operation Control Room of International Commerce Centre.

Opening hours of Management Services Office:
Mondays to Fridays - 0900 to 1800 hours
Saturdays, Sundays & Public Holidays - Closed

Contacts of Management Services Office:
Telephone No: 2730 0300
Fax No: 2730 0390
e-mail address: icc@kaishing.com.hk

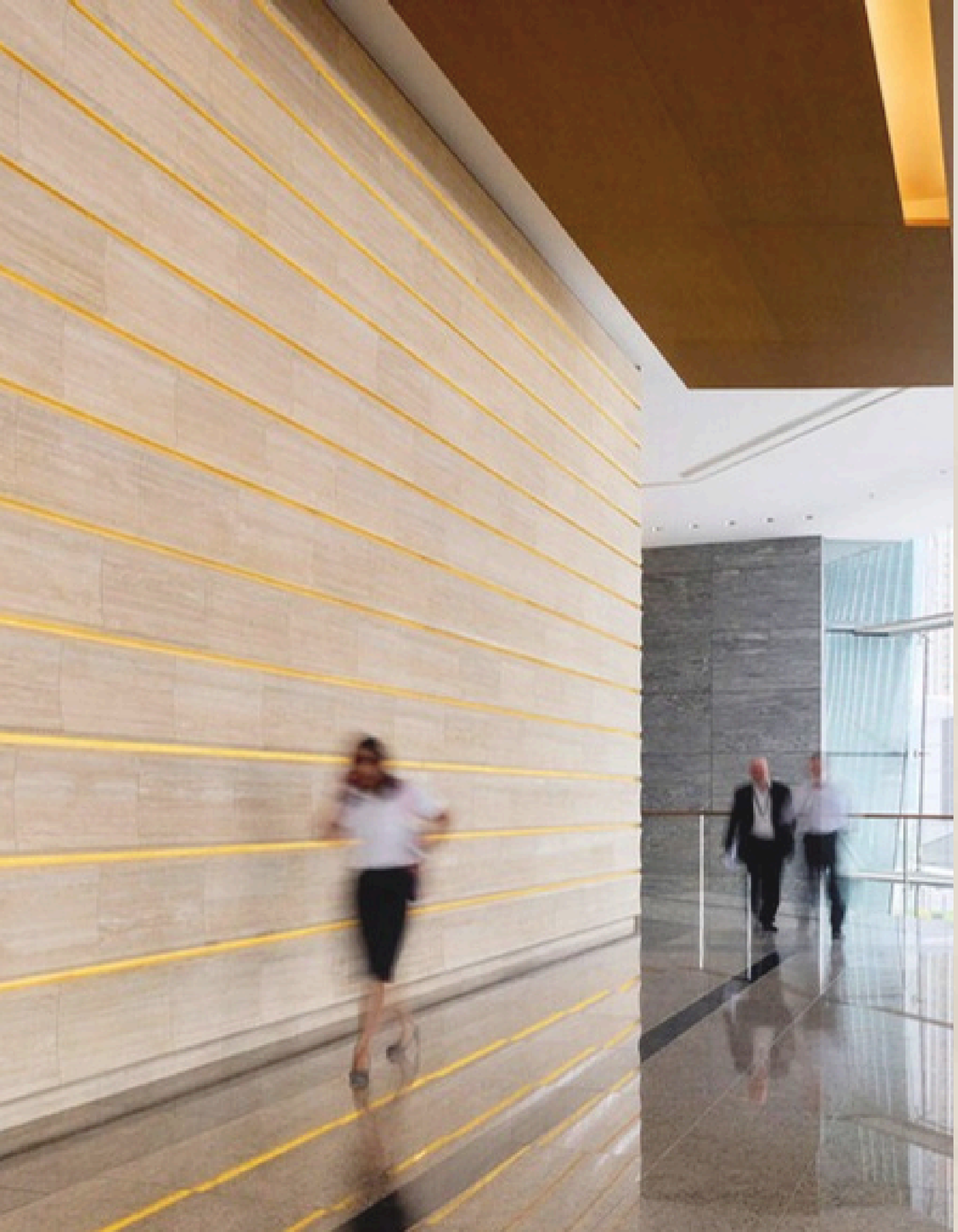
Whereas the 24h Operation Control Room opens 24-hour.

24-Hour Helpdesk Services

Apart from a 24-hour customer services hotline, an app based and a web-based helpdesk system are available for tenants to send in their enquiries and feedbacks on the building management.

Telephone No: 2730 0800





A2.0 Management Services

Security Services at Common Area

The building is staffed by a team of professional personnel in the field of customer and security services. Modern and cutting edge surveillance system is installed at all strategic locations, including elevators and lobbies. Additionally, access control system is provided on all building exits.

Furthermore, all security systems are monitored on a 24-hour basis, with intelligent system being installed. The operator can activate an alarm signal to the police station or security center if necessary.

In addition to the hardware and software systems mentioned above, the building is equipped with an X-ray machines, walk-through metal detectors, and handheld metal detectors to enhance security measures against potential threats.

The building management is committed to providing a secure environment for all tenants and visitors through the implementation of these comprehensive security measures.

Additional Security Forces at Tenants' Premises

If you wish to employ your own security personnel to work on your premises, please observe the following conditions:

1. Inform the Management Services Office in writing about the following details:
   - Name of the security company and the number of security personnel being deployed.
   - Contact details of the security personnel
   - Their working hours

2. Ensure that your security personnel to adhere to the building's house rules.

3. Contact the management services office for the necessary familiarization tour of the building.

4. Effect necessary insurance and protection measures for the security personnel.

A2.0 Management Services

Insurance

The Management Services Office will secure Property-All-Risk insurance for the building. This policy covers the entire structure and common areas against various perils, including:

- Fire
- Lightning
- Explosion
- Aircraft damage
- Impact damage from vehicles
- Storms, tempests, and typhoons
- Flooding
- Bursting and overflowing of tanks, pipes, and equipment
- Earthquakes
- Sprinkler leakage
- Riots, strikes, and civil commotion
- Malicious damage

However, please note that tenants' liability to the public is not covered under this master policy. Additionally, the insurance does not extend to facilities within tenants' office premises, including internal fixtures and fittings, goods and chattels, any alterations made by tenants, or any defects arising within the office premises.

Cleaning Services at Common Area

Tsang Lik Services, the appointed cleaning contractor, will be responsible for cleaning all public areas and washrooms facilities of the building and refuse disposal from the refuse room.

Office Cleaning Services

1. Cleaning services for the office premises should be carried out at your own cost during the following recommended time periods:
   - 07:00 to 08:30 hours
   - 18:00 to 20:00 hours

2. These time slots are outside of normal business hours to minimize disruption to your operations.

3. To enhance the overall security of the building, the Management Services Office will recommend a public area cleaning contractor to also perform the cleaning services for your office premises.

4. If you require the recommended cleaning contractor's services, please contact the Management Services Office for further details or please refer to the Appendix 11

The management team encourages tenants to utilize the recommended cleaning contractor to maintain the cleanliness and security of the building. Please let the Management Services Office know if you have any questions or need assistance.

Location for Payment of Rent, Management Fee

Tenants can settle management fee and rental fee payments by electronic means (e.g. internet banking or Fast Payment System (FPS)). Representatives from the management services office will assist tenants to complete the relevant procedure of setting up the electronic account.

Note:

Tenants can directly settle payment by approaching the Management Services Office in person during normal office hours. All payment of rent and management fee must be made by 'Crossed Cheque' payable to 'Sun Hung Kai Real Estate Agency Limited.'.

Please provide office number, office name and demand note number on the back of cheque. Rent and management fee must be paid in advance on the first day of each calendar month. Temporary electricity deposit, debris transportation and dumping charge and deposit must be paid by 'Cross Cheque' being payable to 'Kai Shing Management Services Limited.'

Official receipt will be issued upon the payment credited to Landlord's Account.

No cash payment will be accepted by the Management Services Office.

A3. Building Services

Lifts - Office Tower

There are a total of 6 passenger lifts in one group serving each office zone (Zone 1-5). In addition, two service lifts are provided to serve all levels.

The operation hours of passenger and service lifts are
Mondays to Fridays - 0800 to 2000 hours
Saturdays - 0800 to 1400 hours
Sundays & Public Holidays [by prior arrangement]

Dimensions of Lift Cars are as follow:

Dimensions of Lift Cars are as follow:

Type of Lift	Dimension of Lift Car (W x D x H)	Loading (kg)	Dimension of Lift Door
Passenger Lift	1880mm x 1560mm x 2680mm	1600	1100mm (W) x 2400mm (H)
Service Lift No. 35	1870mm x 1560mm x 2980mm	1600	1200mm (W) x 2400mm (H)
Service Lift No. 40	1680mm x 1400mm x 3000mm	1250	1100mm (W) x 2500mm (H)
Service Lift No. 41	1610mm x 1510mm x 2900mm (B1-47/F)	1150	1000mm (W) x 2350mm (H)
Service Lift No. 46	2500mm x 2910mm x 3340mm	4500	2400mm (W) x 2800mm (H)

A3. Building Services

Air-conditioning

Central air-conditioning is provided throughout the Building. The operation of air-conditioning equipment will be controlled and monitored by the control console at the mechanical plant rooms.

Air-conditioning to all levels is by means of distribution of chilled water and supply of pre-treated air through VAV system.

The operation hours of air-conditioning for office premises are:

Mondays to Fridays	-	0800 to 2000 hours
Saturdays	-	0800 to 1400 hours
Sundays & Public Holidays		[by prior arrangement]

For air-conditioning supply other than normal supplied hours application should be submitted to management services office with at least 1 day in advance. The after-office hours air-conditioning charges are calculated as follows:

Total Hours [Min. 2 hours] x Area (Min.5,000 s.f) x Hourly Rate [$0.023]

For 24-hour air-conditioning for computer room, the area for calculation is minimum 500 s.f. with total hours of the month. Please note that air-conditioning charges are subject to change from time to time at the discretion of the Management Services Office to meet the increasing fuel and other costs incurred. Tenants will be billed for this charge separately. The 24 hour air-conditioning charges are calculated as follows

Total Hours (No. of days of the month x 24 hours) x Area (Min.500s.f.) x Hourly Rate ($0.023)

24 hours Operating Control Room

A general 24-hour security service is provided throughout the Building. Intelligent security control and patrol system is provided to ensure that all parts of the building are regularly attended to and patrolled by security staff or surveillance system.

Monitoring of the status of fire services, vertical transportation, air-conditioning and security systems of the entire Building are centralized in the 24-hour building control centre.

Security Systems

Surveillance System

Lobbies and lift cabins are monitored by surveillance system on a 24-hour basis.

Security Services

A general 24-hour combined manual/ automatic security service is provided throughout the Building. A computerized watchman-tour system is provided to ensure that all parts of the Building are regularly attended to and patrolled by security staff.

X-Ray Machine

The building is equipped with an X-ray machine to scan all incoming mail and parcels. The operation of the X-ray machine is carried out by appointed staff members who have received proper training.

Walk Through Metal Detector & Handheld Metal Detector

To enforce the security measure, walk through metal detector and handheld metal detector is equipped in this building against security threat.

A3. Building Services

Fire Services System

The system includes the sprinkler system, fire-hydrant hose reel system, smoke/ heat detector system, VESDA and fire extinguishers. The fire services system will be tested regularly to ensure proper functioning. In case an accident occurs, audio signals are given on the fire control panel which is directly linked to the Fire Station.

Fire Safety

All tenants and staff in this Building should be fully aware of the contents of fire safety. It is recommended that each tenant to nominate a representative, Chief Fire Warden to be responsible for training their own staff on fire safety matters and emergency evacuation, and also nominate adequate Fire Warden[s] to the occupied floor area to assist in the emergency evacuation and roll call at the assembly area. The management services office will fully support tenants to conduct trainings and drills for tenants' employees.

Public Address System

Public address system is installed on each office floor. This system will broadcast emergency messages and announcement from the management services office. The system is capable of integrating tenants' own public address system. Please feel free to contact the management services office for details.

Waste Management and Environmental Recycling Measures

In response to environmental protection and promoting waste management, the Building has implemented a waste separation centre and a range of recycling facilities and services at the B1/F refuse room. Smart Waste Management Online Platform is also offered for tenants to monitor their solid waste and recycling patterns, identify areas for improvement, and customize recycling programs. This advanced tool empowers tenants with enhanced visibility and control over their waste management practices, facilitating more efficient recycling and sustainable waste reduction measures within the Building. For details, please refer to the Appendix 1.0 Green Fitting-out Guide.

Safety Inspection Measures

To strengthen safety at work and avoid occurrence of accident, a series of measures is adopted to promote safety at work. A Safety Officer is deployed to handle all safety matters in this building. Work permit procedure is adopted to assess the qualification of workers before the commencement of their work. In addition, Safety Officer will check and assess the safety measures taken in the decorating premises in order to reach the safety standard. Moreover, regular meetings will be held by between Safety Officer and contractors to discuss and improve the safety measures.

Lavatory Facilities

Male, female and disable lavatory facilities are provided on all office floors. Executive lavatory with shower cubicle can be found on each floor in the Building.

Electricity

A set of busbar is installed to serve the electricity supply of office tower. Tenants should apply to China Light & Power Company Limited for the meter of electricity supply and arrange electrical contractor to connect electricity with different facilities.

Plumbing and Drainage

No plumbing and drainage system is installed in the tenant's area unless individual application for wet pantry and water feature. Tenant is required to appoint a licensed plumber to conduct work of plumbing and drainage system with tenant's own cost. HK$1200 per water point per year as a administrative fee will be charged to tenant by Management Service Office.

Loading / Unloading Bay

Loading and unloading bay for goods is designated on the Basement Level 1 Floor.

Carpark

Monthly car parking for tenant is available in the Building.

A3. Building Services

Office Directory

The main directories for Building are located on the Level 3, Level 8 and Level 9 Lift lobbies and each floor lobby of the Building. Each Tenant will be permitted to one free entry, and the Management Services Office will provide particulars of the format on handover of possession.

Mail Room

The mailroom is located on Level 3. The mail service hours are as follows:

Mondays to Fridays - 0945 to 1715 hours

Saturdays, Sundays & Public Holidays - Closed



A4. House Rules & Regulations

Tenants and their staff are required to comply strictly with the statutory ordinances and requirements as stipulated in relevant government departments, as well as House Rules and Regulations provided below. It is important to note that the contents of these rules may be amended periodically at the discretion of the Management Services Office. The rights and restrictions applicable to Tenants can be found in the Tenancy Agreement and should be followed accordingly.

Access to Entrance Level Lift Lobbies

For security purposes, turnstiles have been installed at all lift lobbies at the entrance levels. All tenants, their staff and visitors are required to go through the turnstiles using pre-registered access cards or Dynamic QR Code upon entering and exiting the entrance level lift lobbies. Loss of access cards should be reported to the Management Services Office immediately for the deletion of access, a replacement charges will be required.

Visitors Registration

Visitors who are visiting tenants of the building are required to register at the concierge located in the building lobbies. They will receive a visitor card that allows them access to the desired floor. Upon leaving the building, visitors must return the visitor card either to the management staff at the turnstile area or to the designated visitor card drop box at each exit. Failure to return the visitor card will result in being denied access in the future.

Tenants may request the Management Services Office to restrict access arrangements to their visitors. Tailored visitor registration will be discussed with individual tenant.

Access to Premises after Normal Business Hours

For security purposes, management staff and security guardshave been authorizedto register the personal identification of tenants, staff andvisitors, before theyare allowed to enter the Building after normal business hours.

Access to Premises of Contractor and Delivery Workers

Contractor and delivery workers are requested to present the identification document for issuing contractor / delivery pass when entering the Building. Tenants can provide lists of authorized contractors and suppliers, especially regular contractors or suppliers to the Management Services Office to minimize the time required for authorization checks.. Management Services Office reserved the right to inspect individual moving in or out of the Building.

Alterations / Additional Works

Please refer to the Section B - Fitting-out Guideabout the proceduresrequired for any alterations/ additional works.

Refuse and Garbage Removal

Tenants are responsible for the removal of refuse and garbage from the premises to the location specified by the Management Services Office. Please note that any refuse, garbage and waste deposited in common areas is in breach of the above and tenants will beliable for allcosts incurred in removal of the refuse as necessary.

Cleaning

Cleaning of the office premises willbe carried outat tenants· own costsby the Management Services Office's recommended contractor.

A4. House Rules & Regulations

No Preparation of Food

No preparation or cooking of food is allowed within the office premises unless or otherwise stated in the Tenancy Agreement.

Loading and Unloading

Loading andunloading of goodsshall be carriedout in designatedareas in propermanner during the time period as specified by the Management Services Office. Generally, loading / unloading activities will only be permitted during the hours from 0800 to 2000 daily.

Use of Lift

No tenant or any of the tenants· employees, agents, visitors or licensees shall bring into the passenger lifts of the Building of any bulky parcels, food trays, tiffin carriers or other space-occupying and hazardous items. All such items are restricted to be transported by the designated service lifts only. No hydraulic trolley is allowed to be used in the common areas of the Building.

Touting

Touting or soliciting for business or distribution of any pamphlets, notices or advertising matters in the Building by anyone is not permitted.

Erection of Aerial

Unless with the written consent of the Management Services Office, no aerials shall be erected 1n or upon the Building.

Guide Dogs

Guide Dogs are welcome into building. To ensure the safety and comfort of all individuals present within the building, the dog owners shall make proper control to their dogs while in both offices and common areas.

Signs

Unless with the written consent of the Management Services Office, tenant shall not exhibit or display on or affix to the exterior of the premises any written signage, signboards in, at or above any common areas.

Dangerous Goods

Tenants are prohibited in storage of dangerous or inflammable goods within the Building.

Nuisance

Tenants should not cause or permit any noise, music, dirt, waste water or smell in or arising from the use of the demised premises, which is or may be a nuisance or annoyance to the other tenants of the Building.

User's Right

Under no circumstances should the premises be used for any purpose other than those specified in the Tenancy Agreement.

No premises should be used for any immoral or illegal purposes

A4. House Rules & Regulations

No Sleeping or Domestic Use

Tenants of the Building should not permit their staff or third parties to keep sleeping accommodations inside their premises.

Obstruction in Passageways

Not to leave, cause or permit to be left any decoration materials, debris, trade refuse, boxes, furniture, articles or rubbish in the staircases, landings, in the common corridors, or passage of the Building.

Proper Use of Sewerage

Tenants of the Building should not pour oil, grease or solid wastes into the sewer or lavatory. Anyone should screen out solid residue from wastewater before discharge into drain. Disposing chemicals (e.g. paint and thinner] into drain or discharge of wastewater to storm water drain is strictly prohibited.

Emergency Contact

Tenants shall provide the names and telephone numbers of contact persons in case of emergency or activation of burglary alarm outside office hours.

Use of Lavatories

To use the public lavatories in a proper manner and not to cause any damage or blockage to the sanitary fittings therein, tenants· exclusive lavatories are designated to be used by tenants and their staff only.

Keep Premises Open

To keep the demised premises open for business at all times of the year daily between such hours [the normal business hours] as fixed by the Landlord.

No Encroachment at Common Area

Not to use any area outside the demised premises for any purpose, such as storage or display of goods not to erect any structure or roof on or over any such area

Works Outside Opening Hours of the Building

Tenants are requested to inform Management Services Office in writing if any work has to be carried out after 2200 hours. Tenants are reminded not to enter the restricted zone in the Building during such hours.

Moving-in Arrangement

Tenants must inform the Management Services Office at least seven [7] days prior to moving-in for delivery arrangement. No metallic wheeled trolleys are allowed for transportation of materials and furniture. Only service lift is allowed for bulk delivery.

Tenants must designate a person to supervise the moving-in process. No waste materials and debris are allowed to be left at common corridors and staircases.

If there is any damage occurs in common areas caused by the moving-in activities, tenants should be solely liable.

Rules Amendment

The rules listed herein may be amended, deleted or added to, by the Management Services Office from time to time when deem necessary, in order to maintain proper standards for the Building, and to property protect the interests of all tenants and the Landlord.

A5. Fire Safety Issues

All tenants and staff in this Building should be fully aware of the contents of fire safety issues. It is recommended that each tenant to nominate a representative, Chief Fire Warden to be responsible for the training their ownstaff on fire safetyissues and emergency evacuation, and also nominate adequate Fire Warden[s] appropriateto the occupiedfloor area to assistin the emergency evacuation and roll call at the assembly area.

Part I - FIRE INSTRUCTIONS FOR DISPLAY

- Please ensure that fire instructions as illustrated below are displayed at a prominent place in the office.
- If See there is a Fire, Remain Calm.
- Sound the nearest fire alarm by breaking the alarm glass cover.
- Inform the Fire Department by dialing 999 (get the external line first if appropriate).
- Inform the Management Services Office.
- Under safe circumstances, attempt to put out the fire by using the nearest hose-reel or fire extinguisher.
- Do not use water to extinguish an electric fire.
- Should the fire get beyond control, leave quickly via the nearest possible staircase to the assembly area on ground level and await the arrival of the fire services personnel. Stay calm and listen to the announcement from the management staff
- Do not run.
- Do not use the lift.
- The Fire Warden in each office will be responsible for head counting all office staff and visitors, if any. Report any 'missing' person to the Management Services Office at once Fire service personnel shall be informed for their further action.

If Tenants Hear a Fire Alarm, Remain Calm

The alarm bells will sound on the affected floor, 1 floor below and 2 floors above, in addition fire alarm bells in fire control room on Ground Floor and 24h Operation Control Room on Level 3 will also sound. Tenants' floor may not be affected by fire even if the bells are ringing on tenants' floor.

- Stop all work and listen to the Public Address [P.A.] broadcast.

1.) Resume normal if tenants hear the 'false alarm' message from the Public Address (PA) System

2.) If tenants shall follow the 'evacuation' message from P.A., assemble their staffand leave office quickly via thenearest possible staircaseto the assembly area onGround level. Do not use the lift and do not run.

- Stay calm, wait for arrival of the fire services personnel, and listen to the announcement from the management staff.

- The Fire Warden[s] in every office will be responsible for head counting all office staff and visitor(s). If any. Report any 'missing' person(s) to the Management Services Office at once. Fire service personnel shall be informed for their further action.

A5. Fire Safety Issues

How to use the Hose Reel (see the diagram)

i.) Break the alarm glass.

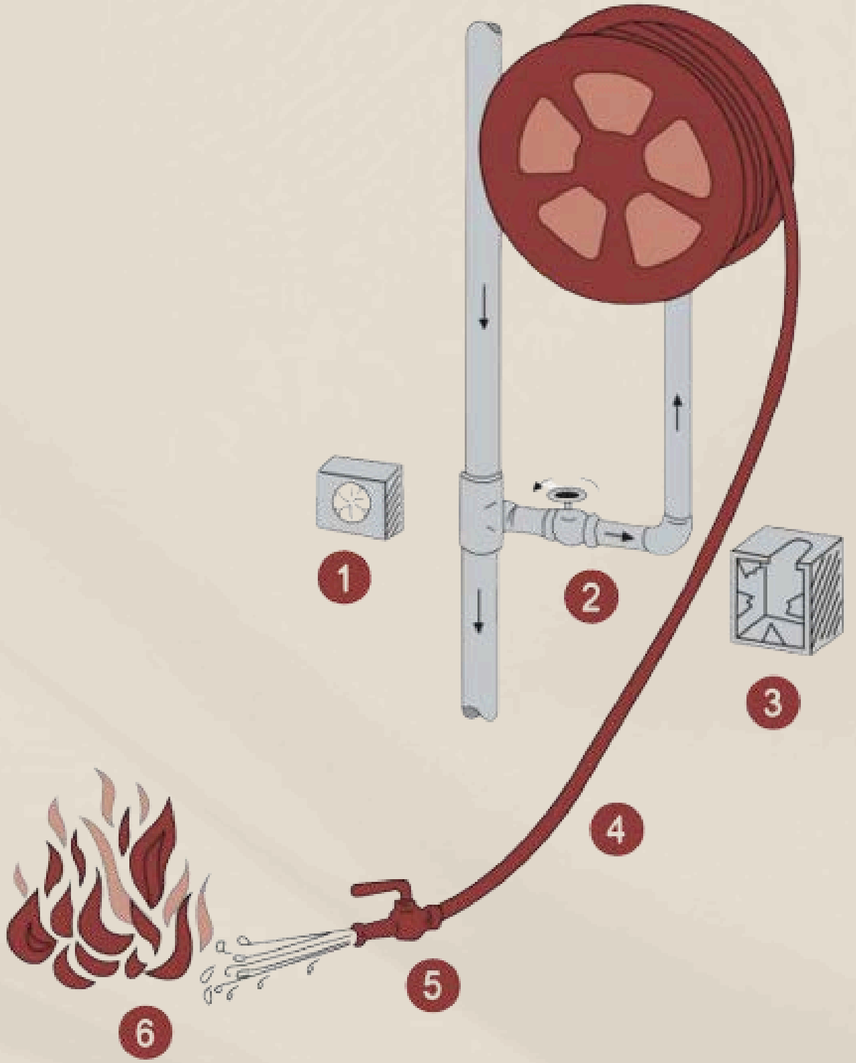
ii.) Turn on the gate valve.

iii.) Break the glass of the nozzle box and take out the hose reel.

iv.) Pull out the hose

v.) Turn on the nozzle valve.

vi.) Direct the jet at the base of the fire.



Note: Not to use in electric fire.

A5. Fire Safety Issues

Part II – INSTRUSTION FOR EVACUATION

It is not always necessary for tenants to evacuate their office(s) if there is a fire in the Building. Tenants shall listen to the Public Address System and evacuate their premises under instructions of the Fire Warden(s).

- Be considerate.
- Do not panic.
- Lock away all important documents.
- Stop using the telephone.
- Switch off all electrical items.
- Do not use the lifts as they may stop.
- Leave by the nearest possible staircase. Do not wander about.Walk, do not run.
- Carry nothing larger than a briefcase.
- Obey any instruction which may be given by the management staff or fire servicepersonnel.
- The Fire Warden(s) present in each office will be responsible for headcounting all office staff and visitor(s) in case of evacuation.
- If someone is suspected of being trapped in the Building, report to the Management Services Office or fire services personnel at once.

Part III – WARNING SYSTEMS

Fire Alarm

A fire alarm system comprising of breakglass units and alarm bells is installed on each floor. A central fire control panel is located at the 24h Operation Control Room, where all alarm signals will be repeated.

Smoke Detector and Heat Detector

Smoke detectors and heat detectors are installed at 3/F, 8/F, 9/F lobbies, and carpark area and plant rooms for fire detection

VESDA

An air-aspiration system is installed on each office floor to detect potential fire.

Communications

Public address system will be used to relay instructions. The emergency message delivered through the public address system to draw tenants attention.

Public Address System

Speakers of the system are installed inside lift lobbies, common corridors and lavatories of each floor.

A5. Fire Safety Issues

Part IV – FIRE PRECAUTIONS

The following fire precautions should be observed and complied by everyone in the Building at all times:

- Whenever tenants leave their office, check that all electrical appliances are switched off except refrigerators, fax and telex machines.
- Do not store any inflammable liquids or materials, e.g. gasoline, kerosene, thinner, etc.
- All common passages, corridors, staircases, staircase landings and smoke lobbies should be kept free from obstructions at all times.
- Promptly inform the management staff of any faulty plugs or wirings for arrangement of on-site electrical services staff for follow-up action.
- Do not overload any electrical point by using multiple adaptors.
- No cooking is allowed within the premises and do not burn any joss-stick, incense joss-paper or candles inside the premises or at common areas.
- All smoke lobby doors should be kept in closed position and unlocked at all times.
- Do not obstruct fire service installation such as sprinkler heads, smoke detectors, fire alarm bells, hose reels, etc.
- If tenants work in their office outside office hours on Sunday or Public Holidays, kindly inform the Management Services Office the location of the work site and time and length of stay.
- Never allow contractors/ workers to smoke while carrying out work at site.

There are prominent signs and indication for means of escape route inside the Building. The means of escape and evacuees' location for assembly after evacuation are shown on Appendix 2 Fire Escape Routes.

Part V – ESCAPE PASSAGE

Five separate fire staircases exist within the office Building and provide egress from five access points on every office floor.

The escape passage and evacuees' location for assembly and command post are shown on the plans of this Management Manual.

Part VI – FIRE INSTRUCTIONS FOR DISPLAY

- Please ensure that fire instructions as illustrated below are displayed at a prominent place in the office.
- If there is a fire, remain calm.
- Sound the nearest fire alarm by breaking the alarm glass cover.
- Inform the Fire Services Department by dialing 999 (get the external line first if appropriate).
- Inform the Management Services Office.
- Under safe circumstances, attempt to put out the fire by using the nearest hose reel or fire extinguisher.
- Do not use water to extinguish an electric fire.
- Should the fire get beyond control, leave quickly via the nearest possible staircase to the assembly area on ground level and await the arrival of the fire services personnel. Stay calm and listen to the announcement from the management staff
- Do not run.
- Do not use the lift.
- The Fire Warden in each office will be responsible for head counting all office staff and visitors, if any. Report any 'missing' person to the Management Services Office at once Fire service personnel shall be informed for their further action.
-

A6. Environmental, Social and Governance

a) ESG Recognition

i.) Green and Healthy Building Certification

Tenants are encouraged to apply for various additional green and healthy building certification schemes, such as the following:-

- BEAMPLUS
- Healthy Building Label
- Green Building Label
- BREEAM
- WELL
- LEED

ii.) Smart Building Certification

- WiredScore -- Platinum
- SmartScore -- Platinum

Management services office is keen to provide support to tenants for achieving those certifications. For details, please refer to Appendix 1 Green Fitting-out Guide for additional guidance on certification schemes

b) Green Features

This session provides tenants with an overview of green features in the development…

c) Green and Sustainable Operation

Tenants are strongly advised to adopt the following design, practices and materials wherever possible in the operation to achieve green and sustainable operation:-

i.) Promote Better Use of Energy

<u>Lighting</u>

- Turn off the lights and electrical appliances when not in use
- Use high energy efficient lighting wherever possible (e.g. LED lamps)
- Adopt lighting control for display windows (e.g. dim / partially switch off lighting of display windows after the mall is closed)
- Clean the light fittings and air-conditioners regularly
- Install motion sensors for lighting wherever appropriate (e.g. in store room)

<u>Air-Conditioning</u>

- Maintain indoor temperature at an adaptive thermal comfort level (e.g. 24 – 26 °C in summer)
- Use fans to circulate air and reduce reliance on air-conditioning
- Adopt steamers with heat recovery system to collect and restore steam as heat energy
- Equip with fresh air demand control to save energy for pre-cooling fresh air (e.g. CO_2 sensors and modulating dampers)

<u>Others</u>

- Implement energy management practices (e.g. monitor and review electricity use, identify high consumption and abnormal use areas)
- Use electrical appliances with Energy Label
- We offer Free Energy Audit services and for details, please contact Management Services Office

A6. Environmental, Social and Governance

c) Green and Sustainable Operation

ii.) Promote Municipal Solid Waste Reduction

- Avoid excessive promotional decorations
- Avoid excessive packaging
- Encourage employees to dine out / bring their own containers and tableware when buying take-out
- Install water dispensers for employees to avoid using bottled water
- Encourage paperless business communication (e.g. e-coupons / e-receipts / short receipts)
- Participate waste reduction programmes
- Encourage employees and visitors to reduce food waste (e.g. Proactively remind employees to avoid over-ordering in staff event, provide different menu options to minimise food waste such as "less rice" option, light portion, etc.)

iii.) Promote Better Use of Water

- Adopt water efficient certified sanitary fixture wherever possible (e.g. pre-rinse spray valves / flow regulator / self-closing taps for sink)
- Implement water management practices (e.g. monitor and review water use, identify high consumption and abnormal use areas)
- Replace defective seals and repair damage pipes to avoid water leakage
- Avoid leaving taps open unnecessarily
- Avoid cleaning with high pressure hoses
- Adjust water flow according to type of cleaning / usage
- Maintain plumbing fixtures and piping regularly

iv.) Promote Social Green Behavior

- Encourage employees to use eco-friendly cleaning products (e.g. cleaning agents with low VOC / low toxicity / biodegradable property)
- Encourage employees to use public transportation to commute
- Develop recycling programmes for product package
- Promote green products for internal use
- Encourage employees to bring their own coffee mugs / food containers

d) Waste Management and Recycling Measures

i.) Waste Management and Environmental Recycling Measures

In response to environmental protection and promoting waste management, the Building has implemented Waste Separation Centre and a range of recycling facilities and services at the B1/F refuse rooms. Smart Waste Management Online Platform is also offered for tenants to monitor their solid waste and recycling patterns, identify areas for improvement, and customize recycling programs. This advanced tool empowers tenants with enhanced visibility and control over their waste management practices, facilitating more efficient recycling and sustainable waste reduction measures within the Building. For details, please refer to the Appendix Green Fitting-out Guide.

ii.) Promote Reuse and Recycling of Materials

- Participate in source separation of waste
- Provide / make use of recycling collection bins wherever appropriate
- Adopt rechargeable batteries wherever appropriate
- Adopt reusable festival and promotional decorations
- Donate new / durable / reusable goods
- Participate in food waste separation and cooking oil collection
- Promote green procurement
- Avoid purchasing single-use disposable products (e.g. disposable tableware)
- Purchase products that are of high recycled content / low packaging / durable / from sustainable sources (e.g. FSC-certified paper, paving blocks made of recycled glass)
- Purchase products and equipment utilising clean technology (e.g. printing leaflets using soy ink) / use clean fuels for transportation services (e.g. using hybrid vehicles)
- Purchase products which emit fewer or no irritating / toxic substances (e.g. Formaldehyde / VOC)
- Purchase products with green / eco labels or green product certifications (e.g. choosing products certified by HK G-PASS such as furniture, wall covering and LED lighting products; purchasing green products listed on the Eco-Product Directory)

A6. Environmental, Social and Governance

e) Health & Wellbeing

- Encourage employees to utilize building facilities including Green Roof and Fitness Facilities for recreational activities
- Optimize the use of lighting systems and window blinds to maximize natural light
- Install CO2 sensor to ensure sufficient fresh air flow, especially in the high-density working areas. Refer to relevant design guides, such as LEED EQc, for CO2 sensor placement recommendations.
- Select cleaning products labelled as 'low-hazard' or 'safer' by an ISO 14024-compliant (Type 1) Ecolabel or recognized third-party certification

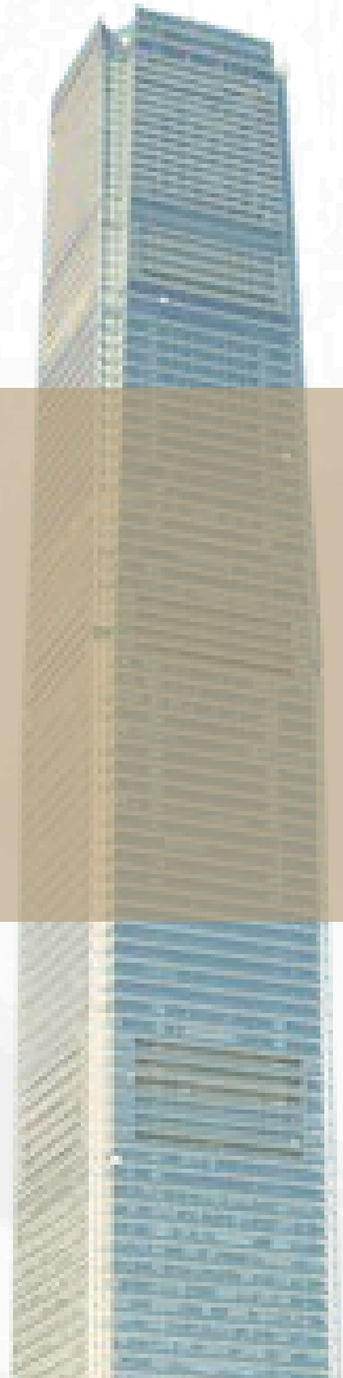
f) Green Procurement

- Embrace a green purchasing policy to reduce waste generation and make environmentally conscious choices
- Opt for electric appliances with energy-saving labels such as the Energy Star® label or Energy Label Class 1 or 2 issued by EMSD to conserve energy
- Procure recycled paper or paper with sustainable forest management labels/ certifications, such as Forest Stewardship Council (FSC) or Programme for the Endorsement of Forestry Certification (PEFC)
- Source products with recycled content, such as Hong Kong Green Label, EU Ecolabel or Green Mark, to promote eco-friendly choices

g) Green Collaborative Community Scheme (GCCS)

- The Green Collaboration Community Scheme (GCCS) is an innovative initiative designed to foster sustainable practices within our commercial building. This program aims to unite tenants, management, and community stakeholders in a collaborative effort to enhance environmental stewardship and promote green living. By participating in GCCS, management services office and tenants can contribute to reducing our carbon footprint, improving energy efficiency, and creating a healthier, more vibrant community. Through workshops, events, and shared resources, the GCCS encourages active engagement and empowers all participants to make a positive impact on our environment. Together, we can cultivate a thriving ecosystem that benefits both our building and the surrounding community.

SECTION B -
FITTING-OUT GUIDE



B1.0 Handover Procedure

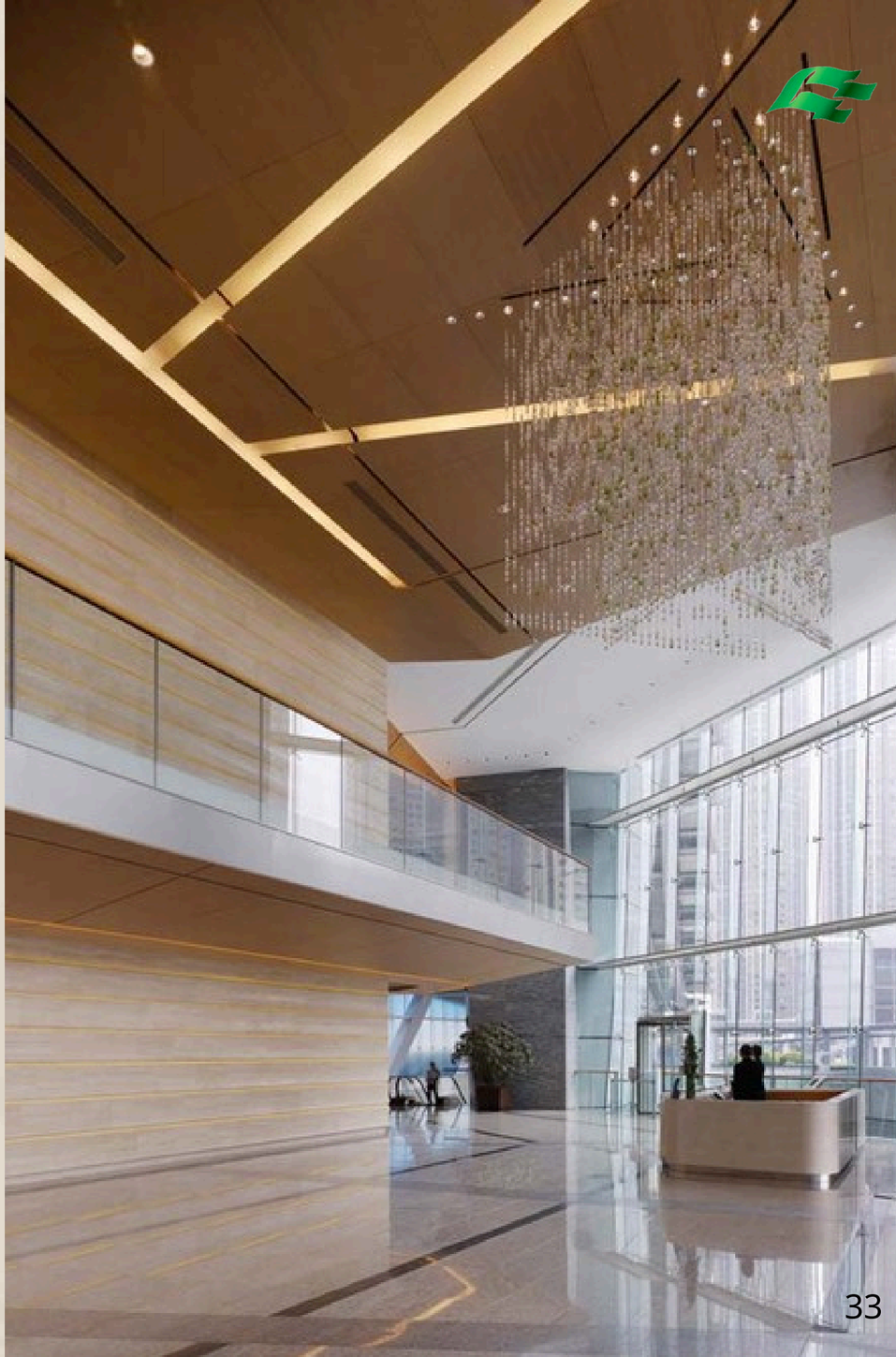
B1.1 Handover of Premises

Upon completion of the signing of the required legal documents and completion of relevant fees and deposits, a conformation letter certifying such completion will be issued by Developer's solicitor. Keys of the premises are often collectable from the Management Services Office on production of the solicitor's conformation letter at a specific date which shall be notified in writing by Landlord under normal circumstances. An official company seal/chop must be brought in taking over of the premises. On receipt of the keys, tenants will be accompanied by management staff to inspect the condition of the provided fixtures and fittings which are ready to be taken-over by our in the premise.

Subject to the provision of the relevant legal documents, tenants are responsible for the up-keeping, including the maintenance and repair, of all the items handed over. If they appoint an agent or representative to take over the premises, an authorization letter must be presented to the Management Services Office.

B1.2 Emergency Contact

A contact date form will be given by the management staff for completion upon taking over the premises for day-to-day communications and emergency contact



B2.0 General Summary

B2.1 Enquiries

Fitting-out of the tenants will be processed and co-ordinated by the Sales and Leasing Manager/ Management Services Office in conjunction with the Developer's Project Manager, Architect and Consultants.

If tenants need any clarification regarding the sales, letting, or fitting-out arrangements, please feel free to contact the representatives listed below.

LEASING:

Sun Hung Kai Real Estate Agency Limited

Contact

Ms Michelle Wong : 2828 8220 (mymwong@shkp.com)

Ms Priscilla Chik : 3766 6184 (wtpchik@shkp.com)

BUILDING MANAGEMENT:

Kai Shing Management Services Limited

Management Services Office: 2730 0300

24 Hours Services Hotline : 2730 0800

B2.2 Developer's Project Consultants and Builder

The following consultants and main building contractor are the original professionals appointed by the Developer for the construction of the Building. Unless appointed by the tenants, these consultants and builder are not bound contractually to design, co-ordinate and / or to monitor the tenants' fitting-out requirements. It is recommended to engage the services of a dedicated space planner, interior designer, and other consultants for the project.

DEVELOPER

City Lion Investment Limited Best Winner Ltd.

PROJECT MANAGER

Harbour Vantage Management Limited

DESIGN ARCHITECT

Kohn Pedersen Fox Associates PC

PROJECT ARCHITECT

Wong & Ouyang [HK] Limited

M & E ENGINEER

J. Roger Preston Limited

STRUCTURAL ENGINEER

Ove Arup & Partners Hong Kong Limited

MAIN BUILDING CONTRACTOR

Sanfield Building Contractors Limited

B3. Fitting-Out Proposal

B3.1 Fitting-Out by Tenants

Tenant shall be responsible at their own expenses for all fitting-out, including alterations or additions to the Landlord's finishes or fixtures, within the premises. Plans shall be submitted before the intending date of handover which shall be notified in writing by the Landlord.

Tenants are advised to appoint an experienced and reputable designer/ contractor or an Authorised Person under the Building Ordinance, if necessary, to prepare plans and drawings for submission to the Landlord / Management Services Office for approval as soon as possible before carrying out any fitting-out. If fitting-out necessitate the alteration of existing structural elements or the construction of new structural elements, tenants will also be required to employ a Registered Structural Engineer. Fitting-out, including the removal of any Landlord 's fixtures or fittings, should NOT be carried out before written approval is obtained from the Landlord / Management Services Office.

B3.2 Green Fitting-out Guide

ICC provides a Green Fitting-out Guide that outlines the guidelines and best practices, tenants are encouraged to make environmentally conscious decisions throughout their fit-out projects and managing operated premises. It covers various aspects, including materials selection, energy and water efficiency, waste management, and indoor environmental quality. By following these guidelines, tenants can ensure that their fit-out projects align with following sustainability principles and contribute to a greener and more sustainable environment.

- To promote reuse and recycling of material
- To promote green procurement
- To promote better use of energy
- To promote better use of water
- To promote better management of municipal solid waste
- To promote better indoor environment and health
- To promote social green behavior

For details, please refer to attached Appendix 1.0 Green Fitting-out Guide

B3. Fitting-Out Proposal

B3.3 Design Guide

B3.3.1 Architectural

a.) Alteration of the facade/ structure/ pipe ducts of the Building is not acceptable

b.) Tenants are not allowed to occupy any common areas

c.) Any alterations to the enclosing walls of the premises must be finished with materials same as that of the existing adjoining wall/ floor.

d.) Only light-weight materials for internal partitions are allowed.

e.) All proposed works of tenants are only allowed to be confined within their leased area.

f.) Tenants shall not install rolling shutter and the encasing box outside their premises.

g.) For alteration of main entrance doors, fire-rated door complying with relevant Statutory Regulations and a certificate indicating the required fire resisting period and details are required to be submitted for the Management Services Office's approval before installation.

h.) No office signage or directory is allowed to be displayed at public area unless prior approval is gained from Landlord.

i.) Heavy equipment, such as safe(s), that impose a floor loading exceeding design imposed load of 3 kPa shall not be installed in tenants' premises without prior approval from the Landlord.

j.) Tenant should consider the means of fire escape in office design is complying the current COP / Statutory requirement.

k.) Office layout plan should consider the practical need of routine inspections and maintenance works conducted by Landlord / Management Services Office. All access panels or doors for hose reels, pipe ducts, lift shafts and E&M fixtures, such as lighting fittings, sprinkler heads, air grilles and the like shall be kept easily accessible at all times.

l.) Blind shall be of roller type with appropriate fittings and details to suit the curtain wall and ceiling pelmet. Material of the blind shall be sunscreen fabric with neutral colour in the range of white, beige or grey. Colour samples and details shall be submitted for approval.

The blind shall have no fixing onto the curtain wall and shall not cause any damage to any curtain wall elements. Recommended installation would be to have blind chain fixed and blind fixed into guide rail to prevent blind falling down.

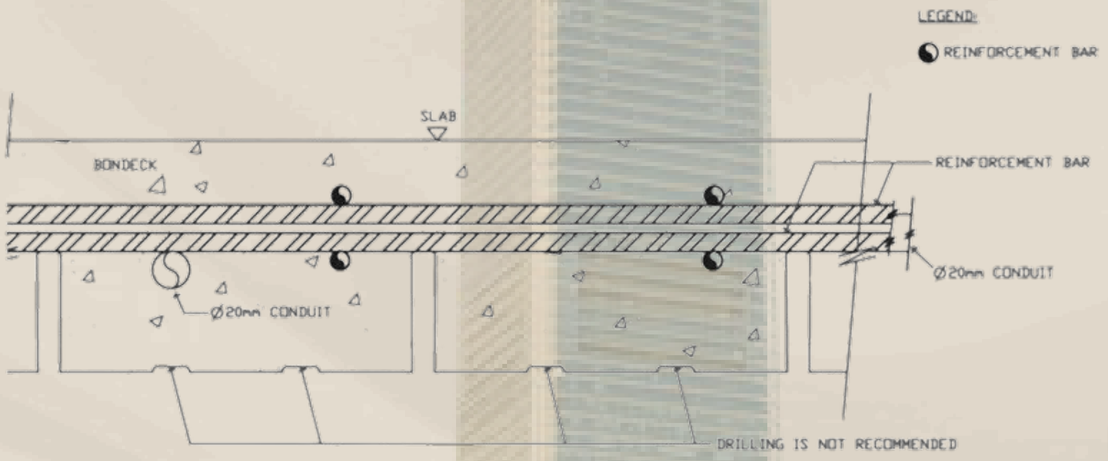
m.) Floor slab movement and deflection would be a natural structural behavior for high-rise building. The deflection data of Building structure for live load could be obtained from structural engineer and/ or architect on request. For full height fixings, partitions or other fittings, it is recommended to allow for such deflections.

In general, a deflection head at minimum +/- 15mm is recommended and the tenant is requested to check regularly and maintained such fixings, partitions or fittings In certain cases while the fixings, partitions or fittings is of high importance and/ or regular inspections and maintenance is not possible, it is recommended to have the deflection head at minimum +/- 30mm.

n.) As LEDs are installed at the building facade and the associated concealed conduits are embedded in the concrete floor slab and ceiling. In this regard, please takes note to the followings

- Drill holes are prohibited at the hollow locations of ceiling.
- The depth ofdrill holes from the ceiling is limited to maximum of 40mm.
- The depth of drill holes from the floor slab is limited to maximum of 20mm.

Typical Concealed Conduit Arrangement for Outside Core Area



B3. Fitting-Out Proposal

B3.3.2 Electricity

- a.) Tenants are required to submit to the Management Services Office a copy of the 'Work Completion Certificate' (i.e. Form WR1) upon the completion of electrical works.

- b.) Structural floors / walls / beams / columns must not be cut for the accommodation of any ductings / conduits.

- c.) Any public alarm bell, speaker, antenna, etc located inside tenant's area shall be retained and any modification subject to Landlord's approval

- d.) Tenants are required to provide sufficient emergency lights inside tenant's area to comply with statutory requirement.

- e.) Any door locking device must be automatically released [Fail Safe] in the event of power failure or upon the activation of a smoke detector or fire alarm system to comply with statutory requirement.

- f.) The rated capacity of the main switch for the premises shall not exceed the rating specified in the approved document.

- g.) Harmonics:

1. All Uninterrupted Power Supply [UPS] system shall be either 12-pulse unit or 6-pulse unit with proven type of filter to eliminate 5th and 7th harmonics.
2. Tenants are suggested to use Delta-WYE transformer for UPS and other critical loads to minimize 3rd harmonics.
3. When non-liner load is to be connected, the total odd harmonic current distortion should not exceed the following limit for installation supplied at 380 / 220V.

For power supplied by CLP:

$I < 30A$	20%
$30A \leq I < 300A$	15%
$300A \leq I < 600A$	12%
$600A \leq I < 1500A$	8%
$I \geq 1500A$	5%

- Maximum total harmonic voltage distortion (THVD based on zero harmonic supply] generated by the electrical installations shall not exceed 3%. Tenants are required to prove and measure their system not exceeding limit in the first week after connection to the building supply system and the measurement should be done annually from thereafter.

B3. Fitting-Out Proposal

B3.3.3 Air-conditioning

- a.) Additional air filters and return air chambers are required for connection of fresh air duct to the air side equipments' return air chamber.
- b.) Any air-conditioning work affects the central system such as alteration of A/C supply header, chilled water tee-off, VAV boxes, thermostat, etc., must be carried out by the recommended contractor(s) listed in Appendix 3 Contact List of Recommended Contractors. Particulars of the recommended contractor(s) can be obtained from the Management Services Office.
- c.) Installation of additional chilled water pipe inside tenant's area should come along with installation of energy meter for measuring the energy flow at the expense of tenant. The type of energy meter should be approved by Landlord / Management Services Office before commencement of work.
- d.) Relocation of as-built supply air duct should not affect the overall performance of air distribution of the respective flows.
- e.) Installation of any part of air-conditioning equipment outside or through the curtain wall or the Building envelope shall be strictly prohibited.
- f.) The Staircase Relief Duct outlets for staircase pressurization system as part of Building fire services system and shall not be obstructed by any installation.
- g.) For the location where the false ceiling other than base Building provision, such as gypsum board ceiling, linear air diffuser and/ or otherreturn air louver/ air grille is recommended to install for air return. Tenant should also provide sufficient accessible area for the installation such as VAV boxes, inside the false ceiling for Building maintenance.
- h.) Air-balancing is required when install additional VAV box and / or adjust the air flow rate of existing VAV system.
- i.) Tenant should update the Building's BMS point schedule and graphic display for the relocation and / or additional VAV boxes / air duct or other A/C equipment carried out by tenant.Functional test to the system should be carried out in the presence of Management Services Office.
- j.) Tenant should confirm the control system of additional VAV box can be compatible with the Building's ATC / BMS system.
- k.) The office ceiling void is used as air return path, of the air -conditioning system, all material installed in the return air ceiling void should comply the fallowing, and the latest statutory requirement:
    - 1.) The material used in construction of the false ceiling shall comply with BS476: Part 4 or equivalent international standards. In general, gypsum board ceiling would not comply with BS 476 Part 4. Gypsum board ceiling, if proposed, must be protected by an upper layer material that can satisfy the requirement, e.g. galvanized mild steel (GMS).
    - 2.) All electrical mains distribution and control wiring in the voids must be contained in heavy gauge metal cable ducts and / or screwed metal conduits terminated in accordance with the relevant British Standard Specifications and are to comply with Latest I.E.E. Regulation.
    - 3.) All pipes within void shall be metallic. AIL insulation within the void shall comply with the requirements stipulated in the relevant statutory requirement.
    - 4.) Pneumatic control tubes for air-conditioning systems within the void shall be of cop per. Flexible tubes wilt be allowed only at final connections and shall not exceed 300mm in length and each shall be of an approved flame retardant type

B3. Fitting-Out Proposal

B3.3.4 Plumbing and Drainage

- a.) Tenants are required to apply their own water meter and maintain all the additional piping.
- b.) The plumbing / drainage pipes, if any, are not allowed to run through other tenants' premises.
- c.) The installation of wash basin sink and water closet would contravene the Building Regulation, it is essential to obtain approval from the relevant government authorities prior to proceeding with the installation.
- d.) Any plumbing and drainage work affect the central system must be carried out by the recommended contractor(s) of the Building. Particulars of the recommended contractor(s) can be obtained from the Management Services Office.
- e.) Upon completion of fresh water pipe installation, a water sampling test for each water supply point with in the tenant premises is required after the installation. All water samples shall be taken and collected at cold water taps without water filter and the tests shall be performed by an accredited laboratory. A copy of test report shall be submitted to Management Services Office for record.

The test should include 4 types of heavy metal of Lead, Cadmium, Chromium and Nickel, pH value, colour, turbidity, conductivity, Iron, E.Coli and total Coliforms in the testing parameter s. The testing laboratory shall be accredited for the analyses of Lead, Cadmium, Chromium, Nickel, E.Coli and total Coliforms, and shall issue HOKLAS or equivalent test reports for such analyses. An accredited laboratory means a laboratory accredited under the Hong Kong Laboratory Accreditation Scheme (HOKLAS) or equivalent to perform objective testing within the scope of the Scheme and meets the HOKLAS or equivalent criteria of competence. Relevant information is available at the following URL (under the accredited category of Environmental Testing):

https://www.itc.gov.hk/en/index.html

- f.) All piping pass through the floor slab to lower floor is not allowed, unless obtained prior written approval the Landlord / Management Services Office.
- g.) Proposed water source location / wet area, such as wet pantry area, water piping including but not limited to fresh water supply piping, drainage piping etc., tenant should provide waterproofing, additional drip tray, water detection system with the automatic control to shut off the water source in case of water leakage or overflow.
- h.) Details of waterproofing should be submitted for approval.

B3.3.5 Fire Services

- a.) If tenants erect partition and/or re-install the false ceiling that affect the cover area by existing sprinkler, tenants are required to rearrange the sprinkler layout to comply with the latest Fire Services requirement.
- b.) All fire services work must be carried out by the recommended contractor(s) listed in Appendix 3 or other approved contractors. Particulars of the recommended contractor(s) can be obtained from the Management Services Office.
- c.) Hose reel can only be served far 30m, if exceed or commented by architect,additional hose reel shall be provided by tenant
- d.) Additional air aspiration nozzle should be provided by tenant for each additional room.
- e.) Fire certificate must be submitted to the Management Services Office after modification works to the Fire Services System with fulfill statutory requirement.

B3. Fitting-Out Proposal

B3.4 Kinds of Fitting-Out Plans to be Prepared

Tenants must submit the following fitting-out plans in electronic format to the Landlord / Management Services Office for our written approval prior to the commencement of any fitting-out. The following plans are generally required depending on the extent of alteration/ additional works:

- a.) Floor plan with clear indication of the internal partitions, with detailed description / specifications of fitting-out materials to be used.
- b.) Elevation perspective plan with details of entrance design.
- c.) False ceiling and lighting plan.
- d.) Drainage layout plan with proposed routing.
- e.) Plumbing layout plan with proposed routing.
- f.) Fire protection layout plan and sprinkler system.
- g.) Ventilation/ air-conditioning system layout plan with details.
- h.) Electricity supply layout plan and schematic wiring diagram with details of electrical wiring and capacity of each electrical appliance to be installed.
- i.) Other construction details as required.

B3.5 Preparation of Fitting-Out Plans / Drawings

In submission of fitting-out plans/ drawings, tenants should take note of the following in order to avoid delay:

- a.) All plans/ drawings should be in metric scale (e.g.1:100) and properly numbered.
- b.) All technical information should be in metric units.
- c.) Correct levels and dimensions should be marked on submitted plans/ drawings. In all cases, dimensions should be verified by site measurement.
- d.) Construction details, specification of materials and method of fixing should be shown on drawings
- e.) Plants / equipments should be accompanied by documentary proof, catalogue, etc. for the purpose of assessing the loading
- f.) If structural alterations are involved, details of structural alterations, method statement, building services and Code of Practice should be shown on drawings. All structural alterations / additions should be accompanied by structural calculation
- g.) Where application, submissions should be endorsed by an Authorised Person or Registered Structural Engineer as appropriate.
- h.) Access panels for future maintenance should be shown on the drawings. Public services might run inside tenant's area and access panels of adequate size should be provided by tenant at his own expense.

B3. Fitting-Out Proposal

B3.6 M & E Installation

If tenants intend to have alteration and additional works to the building services, tenants must submit application to the Landlord / Management Services Office with all plans and drawings concerned. The application with plans will be vetted by the M & E Consultant. No additional or alteration works to the Building services shall be commenced without prior written approval from the Landlord / Management Services Office.

All additional / alteration installation should be fully tested and approved by Management Services Office before connected to Base Building Services System.

B3.7 Tenant's Works by the Recommended Contractors or Other Approved Contractors

To ensure safety to the public and proper functioning of the building services system during the fitting-out period as well as future operation, the following works which will affect the common facilities must be done by the recommended contractors listed in Appendix 3 at tenants own cost:

B3.8.1 Additional / Alteration Works on Air-conditioning Installation

The recommended MAVC contractors in Appendix 3 must be appointed to do all such alterations/ additional works whether such works involve common or tenancy areas.

B3.8.2 Additional / Alteration works on Fire Fighting Installation

The recommended fire service contractors in Appendix 3 must be appointed to do all such alterations/ additional works whether such works invoice common or tenancy areas.

B3.8.3 Additional / Alteration Works on Electrical Installation

Tenants can employ their own contractors to perform alterations inside their tenancy area subject to prior approval by the Landlord / Management Services Office. However, if the work involves works and facilities in the common areas, it must be done by the recommended electrical installation contractors in Appendix 3.

Tenants are required to submit to the Management Services Office a copy of the 'Work Completion Certificate' (i.e. Form WR1a) upon the completion of the electrical works.

B3.8 Submission of Fitting-out Plans / Drawings

Tenants must submit the plans / drawings to the Landlord / Management Services Office for approval. Tenants may request a meeting with Landlord / Management Services Office to discuss the proposed fitting-out, if considered necessary.

B3. Fitting-Out Proposal

B3.9 Special Notes for Fitting-Out

- Tenants should ensure that their designer or contractor is aware of the necessity for the installations / design to comply with all current statutory requirements of the government authorities and utility companies concerned. The fitting-out plans / drawings approved by the Landlord / Management Services Office do not guarantee the issuance of licenses by the appropriate authorities.

- Tenants should try to avoid conflicts in their design with the locations of services in the premises provided by the Landlord. The cost of such relocation or alteration is borne by tenants at their own cost. Therefore, tenants are advised to consult the Landlord / Management Services Office beforehand or request for the supply of relevant plans for reference.

- Prior approval must be obtained from the Landlord / Management Services Office before commencement of any fitting-out. Particularly, no cutting into columns, walls, beams or slabs, and curtain wall mullions is permitted without Prior written consent from the Landlord / Management Services Office. Sufficient loading should be ensured before installation of any machines/ plants.

- All installation, furniture must be kept out of any glass panels and all glasses must be visible and readily accessible. Partitions ending at curtain wall shall be merely about in line with curtain wall mullion instead of glass pane and the joints should be so designed to allow thermal movement. It must be stressed that clearance of 3mm between the partition and mullion must be kept and no direct fixing and bolting against curtain wall mullion would be allowed.

- Earthing wires should not be bonded to the mullions of the curtain wall.

- No security film, e.g. 3M film, to be applied onto the glass panels of curtain wall except otherwise approved by Landlord / Management Services Office.

- All equipment to be installed within tenant's area should operate with such quietness and freedom from vibration so as to limit noise level within rooms to NC-35. For tenant's plant room, the sound level outside the plant room should not exceed NC-35.

- The Management Services Office reserves the right to withdraw approval at any time if it becomes necessary under any statutory regulations or if tenants' design does not coincide with a first class complex standard.

- Remote control points, meter rooms, pipe ducts, fan rooms, hose reel, fire shutters, lift inspection doors, etc. are strictly prohibited to be obstructed. Adequate access must be provided for maintenance purpose.

- Tenants shall carry out reinstatement to the original conditions upon expiration or sooner determination of the lease at tenants own expenses to the Landlord's provisions and to the Landlord's satisfaction.

B3. Fitting-Out Proposal

B3.9 Special Notes for Fitting-Out

- Suspension of the electricity and water supply, and any building services require prior notice. Fit-out contractors shall apply system suspension from Management Services Office. The application process will take seven (7) working days and the Management Services Office will inform the contractors the approval time of work.

- For the fire services system suspension, tenants may need to isolate the smoke/ heat detecting alarms to avoid false alarms. Prior application is required. The approval by the Management Services Office may require additional temporary fire protection measures provided by tenants.

- A minimum clearance zone of 1,000mm from the structural slab edge, or 900mm from the internal side of the upstand of the curtain wall shall be maintained, for the repair and maintenance access of the curtain walls or windows. No fixed furniture and/or other fixed installations shall be located within that zone. This minimum distance may slightly be relieved on consideration of special merits on the layout extent of the fixings and installations, and location. The tenant may submit the layout to the Landlord / Management Services Office for review on a case by case basis. In all circumstances, a minimum clearance of 700mm from the internal side of the upstand of the curtain wall shall be kept. Demountable partition and/or furniture, if installed, in this clearance zone shall be approved by the Landlord / Building Manager.

- Tenants should ensure all curtain wall ventilators are accessible and kept uncovered.

- For submissions on structural drawings and loading calculations where massive loading or heavy partition[s] or wall[s] is/ are involved, only the Authorized Person appointed on behalf of tenants shall be recognized.

- The rescue door for lift system shall not be obstructed at anytime.

- Tenants should ensure their contractor to have joint inspections of the plant rooms with management services office before and after entering those rooms. Tenants are responsible for the security during the opening of rooms and any damages/losses of the equipment and facilities inside. The rooms should be properly locked when leaving.

B3. Fitting-Out Proposal

B3.11 Flow Chart for the Submittal and Approval of Fitting-Out Proposal



B4. Fitting-Out FEES

B4.1 Vetting Fee

For details of vetting fee, please refer to Appendix 4. Vetting fee should reach the Management Services Office before commencement of work.

B4.2 Debris Deposit and Disposal Charges

Tenants are requested to transport all their debris directly to the Government's waste disposal. For details of debris removal deposit, please refer to Appendix 5. Debris removal deposit should reach the Management Services Office before commencement of work. If debris dumping is found to be caused by tenants' contractors at the common areas, tenants will be held liable and responsible for the incurred debris removal charge.

B4.3 Temporary Electricity Supply

Tenants are responsibility to apply to China Light arid Power Company Limited in advance for the fitting-out purposes.

In case temporary electricity supply is needed for fitting-out purpose, prior approval must be sought from the Management Services Office and tenant should submit written application 7 days in advance to Management Services Office. Tenant should install the power cable and connect to the power point in designated location for temporary electricity supply. Details concerning the application for temporary electricity supply are available at the Management Services Office and the applicants are responsible for all damages or consequences sustained by the Landlord / Management Services Office in connection therewith. Details of the relevant fees have been set out in Appendix 6.



B5. Fitting-Out PROCEDURES

B5.1 Before Commencement of Works

B5.1.1 Appointment of Representative

- If tenants wish to authorise their designers, architects or contractors to deal with the Landlord / Management Services Office in respect of the fitting-out directly, tenants should confirm the arrangement in writing.

B5.1.2 List of Fitting-out Supervisors

- The Management Services Office should be provided with a list of supervisors of each contractor responsible for the fitting-out for the purpose of liaison during the fitting- out period and in case of emergency after office hours.

B5.1.3 Insurance

- Tenants should arrange for workmen's compensation insurance, fire insurance, water damage insurance and third party liability insurance against damage to properties and injury to persons during the fitting-out period. Copies of insurance document have to be sent to the Management Services Office before commencement of fitting-out. For details of the indemnity limit please refer to Appendix 7.

B5.1.4 Government Approval

- It is tenants duty to obtain all necessary government approvals or consents from relevant departments/ authorities for the operation of tenants business and to comply with all such regulations, by-laws and conditions in relation thereto.

B5.1.5 Management Approval

- The fitting out plans and specifications, method statements, risk assessments, the safety, health & environmental plan if considered appropriate, must be approved in writing by the Management Services Office and, if appropriate, by its Consultants. Vetting fees will be charged by Management Services Office & details information, please refer to Appendix 4.

B5.1.6 Temporary Power Supply

- A temporary power supply to tenants' premises must be arranged through the Management Services Office at their own expense. For details of the temporary electricity supply charges, please refer to Section B4.3 and Appendix 6.

B5.1.7 Green Fit-out Work

- Tenants are encouraged to adopt green design, practices and materials for fitting-out to minimize its environmental impacts as well as contribute sustainable and healthy working environment. For details, please refer to Section B3.2 and Appendix 1.

B5.1.7 Protection Against Damages

- Proper and adequate firefighting equipment must be made available on site. These equipment should include portable fire extinguishers and sand buckets etc. For details, please refer to Appendix 8 Fit Out Protection Sample of Common Corridor.

B5. Fitting-Out PROCEDURES

B5.1 Before Commencement of Works

B5.1.8 Work Permits

To prevent trespassers into the Building, the listed contractor supervisors shall submit work permit in the online system (https://permittowork.icc-helpdesk.com/web) for Management Services Office three (3) working days before the work starts, the application shall include method stamen, risk assessment, list of their respective workers with copy of their identity card and valid safety card numbers etc.. Only appointed contractors and suppliers with proper pre-registration will be allowed access into the premises. For any changes in the content of work permit including but not limited to the nature or period of the work, addition or deletion of contractor workers, new application should be submitted to management services office. For details of the work permit submission, please refer to Appendix 9.

B5.2 During Fitting-Out

B5.2.1 Working Hours

Fitting-out is allowed from 08:00 to 20:00hours daily.

Prior approval must be obtained from the Management Services Office should the working hours be extended beyond the above.

B5.2.2 Noisy Work

No noisy works are allowed from 08:00 to 19:00hours [Mondays to Fridays] and from 08:00 to 14:00 hours [Saturdays]. Unless permission has been obtained from the Environmental Protection Department, tenants should not use powered mechanical equipment or perform works such as hammering and debris transportation during normal office hours.

B5.2.3 Delivery of Materials

All materials are to be transported to and from tenants' premises using the designated loading bay, service lifts and service passageways.

Passenger lifts and escalators must not be used for delivery purposes. Care must be taken not to damage or scratch the floorings, ceilings, walls, joineries, lobbies, and access ways in the course of delivery.

To avoid possible damage, only rubber-wheeled carts or trolleys are allowed for delivery of goods or materials within the Building.

The Management Services Office reserves the right to inspect materials moving in or out of the building.

B5.2.4 Uses of Environmental Friendly Materials

For details of the selection of environmental friendly materials, please refer to Appendix 1 Green Fitting-Out Guide.

B5. Fitting-Out PROCEDURES

B5.2 During Fitting-Out

B5.2.5 Work Areas

The work areas must be confined within tenants' premises at all times. All materials and debris will be kept in tenants' premises during the working period without obstructing the public corridors or any part of the public areas of the Building. Should tenants' contractors require working at the common areas, prior application should be made to the Management Services Office.

No offensive or banned materials should be used on the construction or stored in the tenants area (as defined by the Hong Kong Government in regulations or Codes of Practice).

B5.2.6 Spray Painting

Spray painting work is strictly prohibited to be carried out within the premises without prior approval from the Management Services Office. For approved spray painting work or if volatile solvent is used, tenants have to maintain good ventilation, keep the main door closed to avoid malodor from affecting other tenants.

B5.2.7 Dust Generating Work

When demolishing walls, drilling holes with electric drill, operating circular saw or doing other dust generating work, tenants should use vacuum cleaner to remove dust and fine particles.

B5.2.8 Hot Work

Hot Work Permit should be applied before performing any hot work like welding work or any works which generate sparks

B5.2.9 Heating of Bitumen

Heating of bitumen is strictly prohibited inside the Building without prior approval from the Management Services Office.

B5.2.10 Removal of Debris

During the fitting-out period, all materials and debris are to be kept inside tenants' premises. Tenants have to ensure the debris is cleared regularly or from time to time as it accumulates, and to keep the premises tidy all the times.

Tenants should properly keep surplus chemicals [e.g. paint and thinner] for reuse and separate recyclable materials [e.g. carton boxes] from other types of waste for recycling. For details of waste management, please refer to Appendix 1 Green Fitting-Out Guide Section 5.2.

Unauthorized dumping of fitting-out materials and debris in the common areas is not permitted. The Management Services Office reserves the rights to remove such materials and debris caused by the fitting-out and charge all the incurred cost to tenants.

B5. Fitting-Out PROCEDURES

B5.2 During Fitting-Out

B5.2.11 Proper Use of Sewerage

Tenants should ensure no pouring of oil, grease or dumping of solid waste into the sewerage or toilet. Disposing of chemicals (e.g. paint and thinner) into drain or discharge wastewater to storm water drain is also prohibited.

B5.2.12 Air-conditioning Supply

Throughout the fitting-out period, measures should be taken to avoid undesirable clogging of the air - conditioning units. It is recommend that the air-conditioning system not be switched on and all supply and return louvers to be sealed up.

B5.2.13 Unauthorized Use of Building Services

No additions, alterations or connections shall be made to the common plumbing and drainage system, the fire sprinkler system, air-conditioning system and electrical main system without prior approval from the Management Services Office.

Fire hoses and hydrants cannot be used for any purpose other than firefighting.

B5.2.14 Manners

Tenants have to ensure that their contractors and employees wear properly whenever working in or passing by the Building and do not sleep, smoke, squat, gamble or acting a disorderly manner while working in the Building. The Management Services Office reserves the right to remove such person(s) from the Building whenever deemed necessary.

B5.2.15 Safety Measures

Warning signs reminding the public that fitting-out in progress should be placed at observable areas in accordance with the instructions given by the Management Services Office. Portable fire extinguishers must be maintained at conspicuous locations inside the premises during the fitting out period.

Before leaving for lunch and day off, please note the followings:

- To switch off all fitting out electrical equipments.
- To switch off water tap and make sure non connected water pipe be properly sealed up.
- To ensure all access doors and windows be properly locked up.

B5.2.16 Site Access

If tenants premises is situated within the Developer's construction site or access to the premises requires accessing via the construction site, tenants and their contractors should strictly comply with the instructions given by the Landord/ Management Services Office so as to minimize any inconvenience caused. The site instructions will be posted at the main entrance of the site area, contents of which is subject to change from time to time at the discretion of the Management Services Office.

B5. Fitting-Out PROCEDURES

B5.2 During Fitting-Out

B5.2.17 Access to Building Facility Room

If tenants need to access building facility room for Building service connection, prior application should be completed and approval should be received from the Management Services Office at least 3 days before commencement of work. During the decoration period, immediate application will not be entertained. All the works has to be executed after 23:00hours.

B5.2.18 Observance of Regulations

Tenants contractors and their employees while working inside the Building should strictly observe all regulations & ordinances as laid down by the Government & Management Services Office from time to time.

B5.2.19 Sprinkler Modification

Works can only be done between 09:00hours and 18:00hours and approval shall be granted by the Landlord/Management Service Office. The sprinkler system must be fully charged and resumed operation by 18:00hours every working day.

B5.2.20 Inspection on Tenant's Decoration Work

To ensure all the tenant's decoration work have been done in accordance with approved plans / drawing, fitting-out inspection will be conducted periodically during the fitting-out period.

B5.2.21 System Suspension

Suspension of electricity and water supply and any Building services system requires not less than seven (7) working days prior notice. Fit-out contractors should apply for any system suspension from Management Services Office except in emergency.

System suspension shall only be available outside normal office hours and affected areas should be strictly confined to a minimum. In the case of electricity suspension, tenants must completely test the isolation status again before the commencement of works.

B5.2.22 Clogging of Air-conditioning Units

Preventive actions shall be taken to avoid undesirable clogging of air conditioning units and dust spread to air duct during the fit-out process. Contractors are required to arrange their own temporary ventilation during the fitting-out period.

B5.2.23 Opening of Windows

The openable windows (if any) shall only be operated by authorized personnel from Management Services Office.

It is the sole responsibilities of tenant and contractors to ensure that all openable windows are always in locked positions when vacant. Landlord / Management Services Office shall not be liable to damages / floods that may occur due to influx of rainwater under critical weather through windows that are left unlocked / damaged.

B5. Fitting-Out PROCEDURES

B5.2 During Fitting-Out

B5.2.24 Access To The Building

All contractor workers entering or leaving the Building shall use the designated service passageways and service lifts as advised by the Management Services Office. They must be registered workers and each of them must possess valid Construction Industry Safety Training Certificate, Construction Worker Registration Certificate as well as their relative trade certificates.

B5.2.25 Statutory

The contractors shall responsible to ensure sufficient safety measures to be in force and all statutory ordinance and requirements to be fulfilled. Registered Safety Officers, Safety Supervisors and/ or qualified first aiders must be full time on site if the number of workers has reached the level required under the specific statutory requirements.

B5.3 Upon Completion of Fitting-Out

B5.3.1 Joint Inspection

To ensure a comprehensive assessment and accurate documentation of the completed works, please submit a written notification to the Management Services Office prior to the works' completion. This notification will serve to schedule a joint inspection, facilitating a collaborative assessment of the works and the implementation of 3D scanning for precise documentation purposes.

B5.3.2 Emergency Contacts I Authorized Personnel

Please provide detailed emergency contacts / authorized personnel for premises by using the form provided by the Management Services Office.

B5.3.3 Utilities

The application for utility services such as power supply, telephone, water and gas should be made directly to the relevant utility companies/ authorities in advance

B5.3.4 Submission of fit-out Record Plans and relevant Certificates

Within 30 days of completing all fitting out works, tenants are required to submit electronic as-fitted record plans in both pdf and AutoCAD formats, together with the relevant certificates and submission record as per statutory requirements, e.g. FS251 certificate, WR1 certificate and Building Energy Code (BEC) submission.

B5.4 Incident / Accident Reporting

Tenants and their appointed contractors are advised to report any incident / accident occurred within International Commence Centre, to our Management Services Office for assistance. This includes, but not limited to, any property / facility/ equipment damage, fire or any injury.

B5.5 Fitting-Out Checklist

Please refer to Appendix 10 for details.

B5.6 Others

If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.



SECTION C –
OPERATION AND MANAGEMENT

C1. OPERATION AND MAINTENANCE

C6.1 Green and Sustainable Operation

Tenants are strongly advised to adopt the following design, practices and materials wherever possible in the operation:-

C6.1.1 Promote Better Use of Energy

Lighting

- Turn off the lights and electrical appliances when not in use
- Use high energy efficient lighting wherever possible (e.g. LED lamps)
- Adopt lighting control for display windows (e.g. dim / partially switch off lighting of display windows after the mall is closed)
- Clean the light fittings and air-conditioners regularly
- Install motion sensors for lighting wherever appropriate (e.g. in store room)

Air-Conditioning

- Maintain indoor temperature at an adaptive thermal comfort level (e.g. 24 – 26 °C in summer)
- Use fans to circulate air and reduce reliance on air-conditioning
- Adopt steamers with heat recovery system to collect and restore steam as heat energy
- Equip with fresh air demand control to save energy for pre-cooling fresh air (e.g. CO_2 sensors and modulating dampers)

Others

- Implement energy management practices (e.g. monitor and review electricity use, identify high consumption and abnormal use areas)
- Use electrical appliances with Energy Label
- We offer Free Energy Audit services and for details, please contact Management Services Office

C6.1.2 Promote Municipal Solid Waste Reduction

- Avoid excessive promotional decorations
- Avoid excessive packaging
- Encourage employees to dine out / bring their own containers and tableware when buying take-out
- Install water dispensers for employees to avoid using bottled water
- Encourage paperless business communication (e.g. e-coupons / e-receipts / short receipts)
- Participate waste reduction programmes
- Encourage customers to bring their own shopping bags
- Encourage customer to reduce food waste (e.g. Proactively remind customers to avoid over-ordering, provide different menu options to minimise food waste such as “less rice” option, light portion, etc.)

C1. OPERATION AND MAINTENANCE

C6.1.3 Promote Better Use of Water

- Adopt water efficient certified sanitary fixture wherever possible (e.g. pre-rinse spray valves / flow regulator / self-closing taps for sink)
- Implement water management practices (e.g. monitor and review water use, identify high consumption and abnormal use areas)
- Replace defective seals and repair damage pipes to avoid water leakage
- Avoid leaving taps open unnecessarily
- Avoid cleaning with high pressure hoses
- Adjust water flow according to type of cleaning / usage
- Maintain plumbing fixtures and piping regularly

C6.1.4 Promote Reuse and Recycling of Material

- Participate in source separation of waste
- Provide / make use of recycling collection bins wherever appropriate
- Adopt rechargeable batteries wherever appropriate
- Adopt reusable festival and promotional decorations
- Donate new / durable / reusable goods
- Participate in food waste separation and cooking oil collection
- Promote green procurement
- Avoid purchasing single-use disposable products (e.g. disposable tableware)
- Purchase products that are of high recycled content / low packaging / durable / from sustainable sources (e.g. FSC-certified paper, paving blocks made of recycled glass)
- Purchase products and equipment utilising clean technology (e.g. printing leaflets using soy ink) / use clean fuels for transportation services (e.g. using hybrid vehicles)
- Purchase products which emit fewer or no irritating / toxic substances (e.g. Formaldehyde / VOC)
- Purchase products with green / eco labels or green product certifications (e.g. choosing products certified by HK G-PASS such as furniture, wall covering and LED lighting products; purchasing green products listed on the Eco-Product Directory)

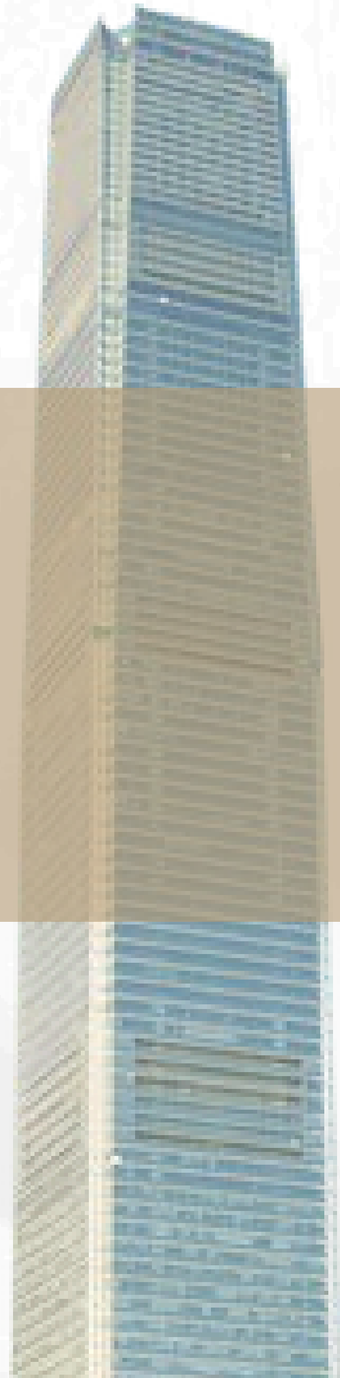
CC6.1.5 Promote Social Green Behavior

- Encourage employees to use eco-friendly cleaning products (e.g. cleaning agents with low VOC / low toxicity / biodegradable property)
- Encourage employees to use public transportation to commute
- Develop recycling programmes for product package
- Promote green products to customers
- Encourage customers to bring their own coffee mugs / food containers

C6.2 Green and Healthy Building Certification

Tenants are encouraged to apply for various additional green and healthy building certification schemes, such as BEAM Plus, LEED, or WELL. For details, please refer to Appendix 1 Green Fitting-out Guide for additional guidance on certification schemes.

APPENDIX



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AP1.0 Green Fitting-Out Guide

AP2.0 Fire Escape Routes

AP3.0 Contact List of Recommended Contractor

AP4.0 Vetting Fee

AP5.0 Debris Removal Charges and Deposits

AP6.0 Temporary Electricity Supply

AP7.0 The Sun Insured / Indemnity Limit for Contractors' All Risk Insurance

AP8.0 Fitting-out Protection Sample for Common Corridor

AP9.0 Online Work Permit System Guide

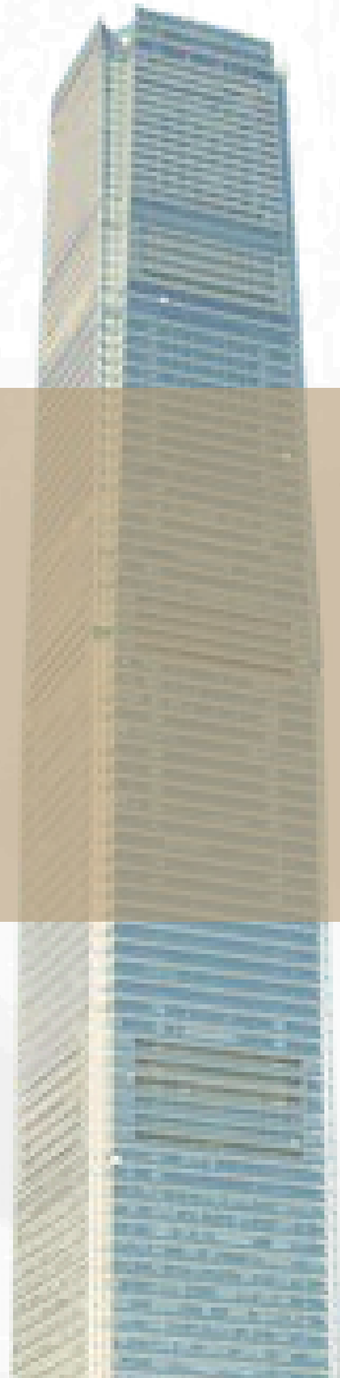
AP10.0 Fitting-Out Checklist

AP11.0 Cleaning Services

AP12.0 Interactive Communication and Nearby Facilities

AP13.0 Greenery Solutions

APPENDIX 1.0
GREEN FITTING-OUT



1. INTRODUCTION AND OBJECTIVES

To join forces with its commercial tenants to minimize its social and environmental impacts on the community where it operates, International Commerce Centre (ICC) designs this Green Fit-out Guide to provide section-by-section guidance for all tenants when carrying out fit-out projects and managing operated premises to achieve sustainability goals.

- **To promote reuse and recycling of material**
- **To promote green procurement**
- **To promote better use of energy**
- **To promote better use of water**
- **To promote better management of municipal solid waste**
- **To promote better indoor environment and health**
- **To promote social green behavior**

In addition, this guide could also ease the certification process of tenants when pursuing green and health building certifications for their own sake.

This guide serves as a guidebook or manual and for information only and should be read in conjunction with the Tenancy Agreement, and does not affect the legal rights and obligations of the tenants and Landlord. Should any tenants require any assistance or further information, they are encouraged to contact the ICC Management Services Offices (MSO), 24-Hour Helpdesk Services, and/or browsing the related websites in the up following Technical Guide for Green Fit-out section.

Management Services Office

Address: 1906, Level 19 of International Commerce Centre

Opening hours:

Mondays to Fridays	**-**	**0900 to 1800 hours**
Saturdays	**-**	**0900 to 1300 hours**
Sundays & Public Holidays	**-**	**Closed**

Contacts:

Telephone No.	**:**	**2730 0300**
Fax No.	**:**	**2730 0390**
e-mail address	**:**	**icc@kaishing.com.hk**

24-Hour Helpdesk Services

Apart from a 24 -hour customer services hotline, a web-based helpdesk system is also available for tenants to send their enquires and feedbacks on the management services provided by the management services office. The Customer Services Manager of the building will contact the tenants' representative about the detail arrangement.

2. GREEN FIT-OUT TECHNICAL GUIDE

TAll Fit-out projects are encouraged to be designed in line with worldwide well-recognized green building standards and ICC's green image. For more details of each standard, please refer to the website provided in below Table 1.

Table 1 – Green Fit-out Technical Guide Reference:

Green Building Standards		Website
BEAM Plus Interior Version 2.0	Hong Kong	A localized benchmark for interiors fit-out, renovation and refurbishment work in non-domestic, occupied spaces.
		https://www.beamsociety.org.hk/en/BEAM-Plus/-/media/7400264437D8466599EB31804B350988.ashx
LEED for Interior Design and Construction (ID+C) Version 4.1	United States	The green benchmark for the tenant improvement market and recognized system for certifying high-performance green tenant spaces that are healthy, productive places to work.
		https://build.usgbc.org/ID+C_Guide
WELL v2	United States	The green standard for buildings, interior spaces and communities seeking to implement, validate and measure interventions that support and advance human health and wellness.
		https://v2.wellcertified.com/en/wellv2/overview
WELL Health-Safety Rating (HSR)	United States	An evidence-based, 3rd-party verified rating for all new and existing building and facility types focusing on operational policies, maintenance protocols, stakeholder engagement and emergency plans.
		https://v2.wellcertified.com/en
Green Office and Shop Guide		Website
HKGBC Hong Kong Green Shop Guide	Hong Kong	A localized Green Fit-out Guidebook for shopping mall tenants.
		https://www.hkgbc.org.hk/eng/engagement/guidebooks/green-shop-guide/index.jsp
HKGBC Hong Kong Green Office Guide	Hong Kong	A localized Green Fit-out Guidebook for office tenants.
		https://www.hkgbc.org.hk/eng/resources/publications/HKGBC-Publication/Guidebook/Hong_Kong_Green_Office_Guide_English_Optimised.pdf

3. PLANNING

Planning of green interior fit-out can optimize operational and maintenance costs, extend lifetime performance and comfortable and healthy working environment.

3.1.Holistic Decision-Making

- Organize an integrative design charrette for all fit-out related parties
- Prioritize project tasks equally and carefully by integrated considering cost, quality, and schedule of the project; and
- Ensure all parties are clear and committed to create a healthy and comfortable working environment and minimize impact on the environment.

3.2.Governance and Quality Management

Tenants shall comply with statutory ordinances and requirements as stipulated in relevant government departments such as the followings –

- Electrical Mechanical Services Department (EMSD) Building Energy Efficiency Ordinance (CAP. 610)[1];
- Environmental Protection Department (EPD) Air Pollution Control Ordinance (CAP. 311)[2];
- EPD Noise Control Ordinance (CAP. 400)[3];
- EPD Water Pollution Control Ordinance (CAP. 354)[4];
- EPD Waste Disposal Ordinance (CAP. 358)[5].

Moreover, Tenants are encouraged to appoint contractor with following management system and corporate culture on environmental, social and governance (ESG) to raise awareness on green fitting-out:

- Quality Management System (QMS) – ISO 9001;
- Environmental Management System (EMS) – ISO 14001;
- Occupational Health and Safety (OH&S) Management System – ISO 45001
- Energy Management System (EnMS) – ISO 50001; and
- With reporting and implementing on environmental, social and governance (ESG) strategy.

[1]Electrical and Mechanical Services Department (EMSD) Buildings Energy Efficiency Ordinance (CAP. 610)

[2]Environmental Protection Department (EPD) Air Pollution Control Ordinance (CAP. 311)

[3]EPD Noise Control Ordinance (CAP. 400)

[4]EPD Waste Pollution Control Ordinance (CAP. 354)

[5]EPD Waste Disposal Ordinance (CAP. 358)

4. DESIGN

A green fit-out shall start from the beginning with appointment of consultants and contractor to form an integrative design charrette to consider several key elements such as sustainable architectural design, sustainable materials, waste management, resources management and health & well-being. The aforesaid elements are described further in the following sub-sections.

4.1.Material Selection

4.1.1.Retain and Reuse of Existing Elements and Facilities

Tenants are encouraged to reuse major elements of the existing interior spaces to conserve resources and reduce waste and environmental impacts. They are encouraged to explore the possibility through conducting analysis on existing materials, components, furniture, building elements, and electrical appliances to identify potential reusable opportunities.

4.1.2.Design for Flexible Layout and Functions

Tenants are encouraged to incorporate flexibility of spatial design, building interior and building services elements, it is recommended to -

- Equip workstations with adjustable elements, e.g., height/depth adjustable work surfaces & chairs.
- Select equipment and material with modular, standardized, and disassembly designs to ensure spaces and systems can be resiliently adapted to changes in management and structure.
- Make use of open plan space.

4.1.3.Sustainable and Environmentally Friendly Materials Procurement

Tenants are encouraged to select environmentally friendly construction materials and efficient equipment as they contribute to occupants' health and well-being. In general, Construction Industry Council (CIC) and Hong Kong Green Building Council (HKGBC) develop platforms for certified sustainable materials and products and tenants are recommended to use as a filter for selection. Some of the core criteria for selecting environmentally friendly materials and efficient equipment are summarized in Table 2 and immediately sub-section - Section 4.3 - Energy and Water Use.

4. DESIGN

Table 2 – Core Criteria on Environmentally Friendly Materials and Efficient Equipment

Material / Equipment	Core Criteria (CIC[6] / HKGBC[7])
Timber	Existing material re-used, or
	From acceptable forestry certifications systems:
	i. Forest Stewardship Council (FSC);
	ii. Programme for the Endorsement of Forest Certifications Scheme (PEFC);
	iii. Canadian Standards Association (CSA) etc.
Non-structural material / equipment: Panel Board, Ceramic Tile, Wall Covering, Furniture, Paint & Coating etc.	CIC Green Product Certification (hkgbc.org.hk)
Building services material / equipment - LED Lighting, Electronic Ballast etc.	CIC Green Product Certification (hkgbc.org.hk)
Sanitary Fixture	Grade 1 Label under WSD Water Efficiency Labelling Scheme (WELs)[8]
Appliance	Grade 1 Label under EMSD Mandatory Energy Efficiency Labelling Scheme (MEELs)[9];
	Recognition Label under EMSD Voluntary Energy Efficiency Labelling Scheme (VEELs)[10]
Plumbing Materials	No lead and other heavy metals for any parts of potable water supply system
Packaging	Minimize over-packaging, Reusable and recyclable with lower environmental impacts; Low weight to improve transport-efficient
Cleaning detergent	Green Seal; Environmental Product Declaration (EPD);
	USEPA or equivalent local EPD requirement;

[6] CIC GREEN PRODUCT CERTIFICATION
[7] HKGBC ECO-PRODUCT DIRECTORY
[8] WATER SUPPLIES DEPARTMENT (WSD) - WATER EFFICIENCY LABELLING SCHEME (WELS)
[9] EMSD – MANDATORY ENERGY EFFICIENCY LABELLING SCHEME
[10] EMSD – VOLUNTARY ENERGY EFFICIENCY LABELLING SCHEME

Meanwhile, tenants are encouraged to the aforesaid environmentally friendly construction materials and efficient equipment from local supplier and manufacturer to reduce carbon footprint of whole fitting-out.

4. DESIGN

4.2.Waste Management

Tenants are required to understand latest initiatives of MSO and communicate with them but not least to below:

- **Shall allocate appropriate storage spaces, containers, and facilities within fitting-out site for proper waste handling governed by EPD.**

1. **General waste;**
2. **Oversized waste;**
3. **Construction waste[11];**
4. **Recyclables including paper, plastic, metal, glass and food waste;**
5. **Chemical waste[12] including rechargeable battery, lamp bulb and tube;**
6. **Clinical waste[13]**
7. **Food waste[14]**

- **Shall pack General Waste and Oversized Waste properly using designated bag and designated labels authorized by EPD before disposing.**

- **Shall provide adequate training for different functions of employees to ensure they have a clear understanding of the latest regulations requirement and guidelines, as well as the flows and arrangement of related initiatives.**

- **Shall align the content to be included in fitting-out waste management plan**

- **Encourage to adopt principle of EPD Municipal Solid Waste (MSW) charging scheme**

[11] EPD - Construction Waste Disposal Charging Scheme

[12] EPD - A Guide to the Registration of Chemical Waste Producers

[13] EPD - The Clinical Waste Control Scheme

[14]EPD Food Waste Management Strategy

4.3.Energy and Water Use

4.3.1.Energy Use

Energy sector is one of the largest contributors to Hong Kong's carbon dioxide emissions and everyone shall gain attention on different concepts and practices of building services system to contribute improvement of equipment efficiency, better utilization of energy and low carbon fit-out. The following sub-sections highlight strategies on air-conditioning, lighting, appliance and electrical meter for tenants to implement.

4.3.1.1.Air-conditioning

- **Encourage to Install air quality and thermal sensor to maintain room design temperature**
- **Encourage to Install window blinds / shades / curtains to reduce absorption of solar heat energy into the interior space and improved energy savings as well as acquire natural lighting and reduce glare**

4.3.1.2.Lighting

- **Shall install high energy efficient lighting fixture, i.e. Light Emitting Diode (LED) lamps.**
- **Shall provide separate lighting control zone and main switch button to turn on/off lighting fixture and adopt daylight and motion sensors to control lighting based on actual need.**
- **Should determine activity-specific lighting levels and lighting power density (LPD).**
- **Encourage to install parabolic-type lighting reflectors to reflect sufficient light so that fewer lamp sources are used to achieve the required illumination level.**
- **Encourage to select lighting fixtures that are consistent with the models and brands currently installed in the building, to ensure future convenience for repairs and maintenance. For details, please contact the Management Services Office for more information.**

4. DESIGN

4.3.1.3.Energy Efficient Equipment and Appliances

- Shall select certified energy-efficient equipment and appliances (e.g., EMSD Energy Efficiency Label, USEPA ENERGY STAR label).
- Shall provide energy saving reminders at common spaces/near switches of all electrical equipment and appliances.
- Shall arrange routine cleaning schedule for light-fitting and equipment to ensure their operational efficiency.
- Should install smart socket to automatically manage devices for connected electrical appliances by pre-setting a schedule or creating countdown timer lists.

4.3.1.4.Energy Metering and Monitoring

- Encourage to install smart energy sub-metering system to monitor energy consumption of various systems such as lighting, small power.

4.3.2.Water Use

Consumption and Quality are key topics of interior fit-out under Water Use and there are several strategies highlighted for tenants to follow.

4.3.2.1.Potable and Flush Water Consumption

- Shall install all water use devices with Grade 1 label under the WSD`s WELS.
- Shall install dual-flush water closets and/or infrared sensor urinals/and or sensor type water faucets to reduce water wastage.
- Should regular monitor water consumption and identify high water consuming activities for water reduction action.

4.3.2.2.Water Leakage Detection

- Encourage to Install water leakage detection system in the covered pipework such as pantry, water features.

4.3.2.3.No Bottle Water

- Encourage application of direct feed water dispenser to reduce plastic bottle waste.

4. DESIGN

4.4.Indoor Environmental Quality Management

Maintaining good Indoor Environmental Quality (IEQ) is crucial for ensuring the health and safety of occupants while enhancing the building environment and productivity. Tenants are encouraged to consider the following aspects related to IEQ:

4.4.1.Air Quality

4.4.1.1.Indoor Air Quality (IAQ)

- **Shall provide sufficient air change within premises according to ASHRAE 62.1 – Ventilation and Acceptable Indoor Air Quality[1]**
- **Should follow the Guidance Notes for the Management of IAQ in Offices and Public Places[2] and ensure IAQ compiling at least Good Class requirement prior to occupancy;**
- **Encourage to provide air treatment methods, for examples: standalone air purifier or independent exhaust system to indoor pollution source (i.e., photocopy room, kitchen, bathroom, or location where significant indoor pollutant is generated).**
- **Encourage to install smart sensors for real-time monitoring of various IAQ parameters such as Carbon Dioxide (CO2) and Total Volatile Organic Compounds (VOCs)**

4.4.2.Acoustics and Noise

·Should consider the set-up of interior layout and encourage the use of acoustic materials to meet suggested acoustics and noise criteria as prescribed in HWB-03-03 Acoustics and Noise of BEAM Plus Interiors – Non-Residential Version 2.0 (2023.11) Manual[17].

4.4.3.Artificial Lighting

4.4.3.1.Lighting Quality

·Encourage to select lighting fixture to fulfill lighting quality such as Lux level as prescribed in HWB-03-07 Artificial Lighting of BEAM Plus Interiors – Non-Residential Version 2.0 (2023.11) Manual and The Society of Light and Lighting (SLL) Code for Lighting[18]:

[15] ASHRAE 62.1 – VENTILATION AND ACCEPTABLE INDOOR AIR QUALITY
[16] EPD IAQ CERTIFICATION SCHEME – GUIDES AND FORMS FOR CERTIFICATION – IAQ INFORMATION CENTRE
[17] BEAM PLUS INTERIORS – NON-RESIDENTIAL VERSION 2.0 (2023.11)
[18] CIBSE SLL CODE FOR LIGHTING (2022)

4. DESIGN

4.5.Biophilic Design

Tenants are encouraged to apply natural elements (e.g. natural materials, natural sound, potted plants or green wall) during fitting-out to ensure building occupants a constant connection with natural environment, address human psychological need and make a heathier workplace.

4.6.Corporate Social Responsibility (CSR)

Tenant shall design and provide CSR facilities and services to occupants in order to enhance quality of life and productivity of occupants. There are some typical examples for tenants to incorporate.

4.6.1.Health Entrance

- Shall provide disinfectant mats at the entrance
- Shall provide automatic disinfection station next to the entrance for sanitizing spray.
- Shall provide a body temperature detector and alcohol hand rubs at the entrance.

4.6.2.Touchless Environment

- Should provide hands-free operation lids for waste collection bin.
- Should equip all doors with touchless switches.

4.6.3.CSR Facilities

- Shall to provide Automated External Defibrillator (AED) / First-aid kits
- Should provide lockers for staff
- Encourage to provide Baby-care Room / Breast-feeding Room
- Encourage to provide recreational facility

4. DESIGN

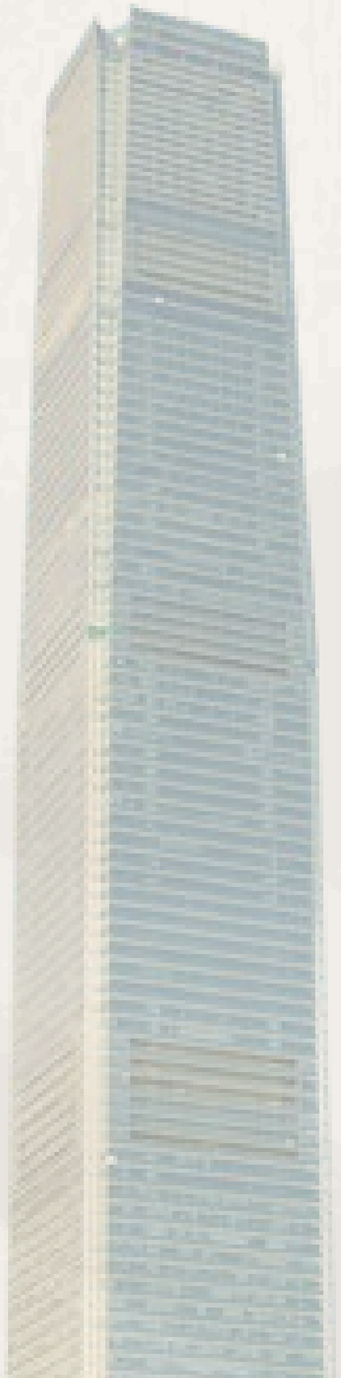
4.7.Green and Healthy Building Certification

Tenants are encouraged to apply for various additional green and healthy building certification schemes, such as BEAM Plus, LEED, or WELL. Additional guidance on certification scheme can be referred to Section 2.Introduction Green Fit-out.

4.7.1.Documentation and Record

Documentation and record are essential evidence to justify requirements in green and healthy building certification and should store properly in local device drive or electronic platform. To facilitate the application of certification scheme, it is encouraged to keep relevant documents –

1. **Drawings;**
2. **Material schedule;**
3. **Material catalogue or cut-sheet;**
4. **Calculation sheet;**
5. **Photo record;**
6. **Completion report;**
7. **Testing and commissioning record;**
8. **Operation and maintenance manual, etc.**



5.FITTING-OUT

Green construction is important to toward sustainable built environment. The following sub-sections summarize the application of sustainable and environmentally friendly materials, waste management and indoor environmental quality control and management strategies for tenants.

5.1.Material Selection

5.1.1.Sustainable and Environmentally Friendly Materials

Tenants are encouraged to select environmentally friendly construction materials summarized in Table 2– Core Criteria on Environmentally Friendly Materials and Efficient Equipment of Section 4.1 – Material Selection as they contribute to occupants' health and well-being and reduce fitting-out carbon footprint.

5.2.Waste Management

Tenants are encouraged to adopt a strategic and effective approach to managing waste generated during fitting-out by implementing five stages of the waste hierarchy. (i.e. From waste prevention, followed by re-use, recycling, recovery and finally disposal). Tenants shall establish a waste management plan and adopt follow approaches in handling waste.

5.2.1.Waste Management Plan

- Shall avoid over-ordering, order the right quantity of materials at the right time.
- Shall allocate appropriate storage spaces, containers, and facilities within fitting-out site for proper material storage and usage by the tenants and waste handling governed by EPD.
  - i) General waste;
  - ii) Oversized waste;
  - iii) Construction waste;
  - iv) Recyclables;
  - v) Chemical waste;
  - vi) Clinical waste
  - vii) Food waste
- ·Shall re-use items (e.g., hoardings, formwork, scaffolding, and metal) as much as possible on-site to reduce waste during fitting-out.
- ·Shall arrange used items (e.g., electrical appliances and furniture) to recyclable outlets or donate to necessarily parties.
- ·Shall provide adequate waste management training to employees.

5.FITTING-OUT

5.2.2.Construction Waste and Municipal Solid Waste (MSW) Handling

- Shall keep all fitting-out materials and debris inside the tenant's premises.
- Shall follow house rule to handle fitting-out materials and debris.
- Shall clear debris regularly to maintain tidy within fitting-out site.
- Shall separate recyclable materials (e.g., carton boxes) from disposal waste for further handling.
- Shall store non-recyclable waste in wheeled bin with lid or container for transportation. Container and bin are fitted with tag or label to identify waste type.
- Shall dispose construction waste in government designated waste disposal facilities
- Shall pack non-recyclable MSW properly using designated bag and designated labels authorized by EPD before disposing.
- Shall be governed by MSW charging scheme and construction waste disposal charging scheme.

5.2.3.Chemical Waste Handling

- Shall aware that pouring of oil and grease, or dumping of solid waste into the sewer or toilet is not allowed; and disposing of chemicals (e.g., paint and tinner) into drain or discharge wastewater to storm water drain is also prohibited.
- Shall avoid Chlorofluorocarbons (CFCs) contained materials used in any part of fitting-out.
- Shall reuse or keep surplus chemicals (e.g., paint and thinner) properly with care.
- Shall store all VOC products in airtight containers.
- Shall liaise with appropriate entity such as Territory-Wide Trail Recovery Programme launched by EPD[19] to handle e-waste, including waste computers, electrical and electronic equipment such as light tube, instead of directly dispose in general refuse.

5.2.4.Clinical Waste Handling

- ·Shall separate from other recyclables and non-recyclables in closed lid collection bin
- ·Shall properly label collection bin to identify the type of clinical waste
- ·Shall look for licensed clinical waste collectors authorized by EPD for handling[20]

5.2.5.Food Waste Handling

- ·Shall avoid creating food waste on-site;
- ·Should separate food waste from source and turn it into gainful resources via recycling facilities;
- ·Encourage to donate surplus food to charitable organizations;

[19]EPD TRIAL RECOVERY PROGRAMME FOR COMPUTERS AND ELECTRICAL APPLIANCES
[20] EPD CLINICAL WASTE COLLECTORS

5.FITTING-OUT

5.3.Indoor Environmental Quality Control and Management

A good indoor environmental quality instead of initiating with maintaining proper construction indoor air quality, tenants shall also look after noise and water quality issue raised during fitting-out.

5.3.1.Air Quality

5.3.1.1.Construction IAQ Management Plan

- Shall develop a construction IAQ Management Plan and checklist of strategies to reduce arising IAQ impacts from fit-out activities.
- Shall carry out IAQ test prior to occupancy to ensure compliance of at least Good Class requirements as stipulated in IAQ Certification Scheme for normally occupied spaces
- Shall switch off all air conditioning system prior to the fitting-out works.
- Shall cover or seal all openings of HVAC system with plastic or tarpaulin after installation.
- Shall install individual exhaust ventilation system in any working area to prevent air contamination of surrounding area during fitting-out work.
- Shall carry out dusty works within enclosed areas by sealed hoarding or partitions or tarpaulin.
- Shall store decorative and refurnishing materials properly when they are not in use to avoid the release of air contaminate.
- Shall maintain a tidy working environment during fitting-out
- Should spray water or mist as far as practicable during dusty operations (e.g., sanding, cutting, and drilling works).
- Should apply vacuum cleaner to remove dust and fine particles when carrying out dust generating works such as demolishing walls, drilling holes with electric drill, and operating circular saw.
- Should carry out painting works under good ventilation environment and keep the door closed to avoid affecting other tenants.

5.3.1.2.Flush Out

- Shall undertake an adequate flushing-out after all fit-out activities and prior to occupancy to maintain quality air inside fitting-out area.
- Shall replace all under-control air filters before occupancy to ensure dirt and contaminants are drained out.
- Should adopt blower to enhance indoor air circulation and facilitate flush out process.

5.3.1.3.Smart IAQ Monitoring System

- Encourage to offer smart IAQ monitoring device to monitor air quality and safeguard health and safety in fitting-out area.
- Encourage to check temperature controls to determine if room temperatures are set correctly.

5.FITTING-OUT

5.3.2.Construction Noise

- Shall schedule fitting-out works within the periods of 08:00 to 20:00.
- Shall prohibit noisy works within the periods of 08:00 to 19:00 (Mondays to Fridays) and 08:00 to 14:00 (Saturdays) unless permission has been obtained from EPD.
- Shall obtain approval from MSO prior to working hours extended beyond and above.
- Shall not use powered mechanical equipment or perform works such as hammering and debris transportation during normal office hours.
- Shall select and operate equipment with quietness and vibration free to limit noise level within rooms and avoid disturbance outside tenant area[21].
- Shall erect noise barrier or enclose fitting-out area to minimize construction noise.

5.3.3.Water Quality

- Shall undertake an adequate flushing in plumbing system before occupancy to clear dirt and contaminants from newly installed pipework.
- Should appoint a qualified testing agent to conduct sampling and testing of potable water point from the newly installed faucets within tenant area. The sampling criteria should be in line with WSD's Hong Kong Drinking Water Standards (HKDWS) [22] [23] and WELL Building Standard[24]

6.1.Safety Management

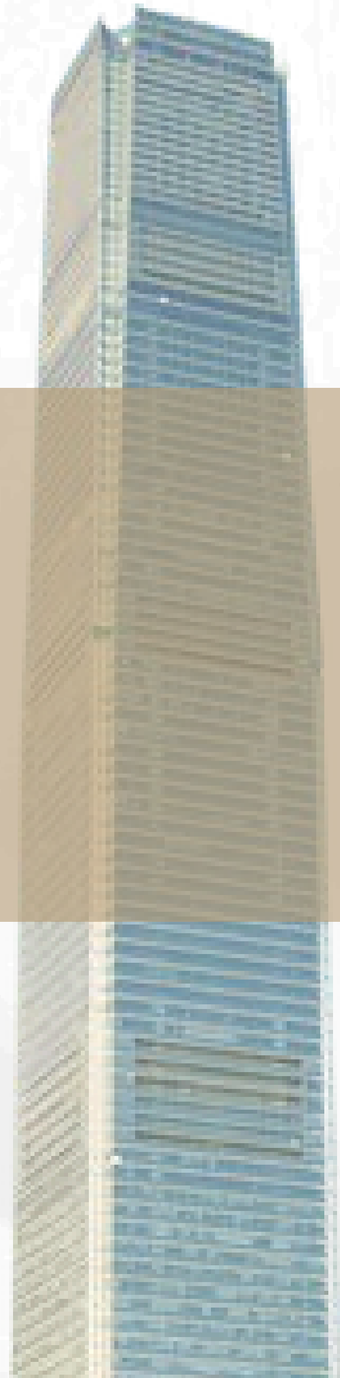
Instead of mandatory basic safety training, risk assessment and working permit renewal mentioned in separate management manual, tenants shall develop a Safety Management Plan for fitting-out activities to embrace safety and health of the workers and neighbors, and update where necessary. The plan should include the followings:

1. Person-in-charge and emergency contact;
2. Hazard/risk identification;
3. Public protection controls (e.g., prevent unauthorized access, falling debris);
4. Hazard control methods;
5. Site inspection program;
6. Common plant and equipment used;
7. Accident/ incident investigation procedures;
8. Promotion & training;
9. Personal protection equipment used;
10. Emergency preparedness; and
11. Evaluation, selection, and control of the sub-contractors, etc.

Tenants shall implement applicable occupational health and safety measures according to the strategies mentioned in safety management plan.

[21] EPD GUIDELINES ON QUIET RENOVATION TOOLS
[22] HONG KONG DRINKING WATER STANDARDS (HKDWS)
[23] WSD ENHANCED WATER QUALITY MONITORING PROGRAMME
[24] WELL BUILDING STANDARD V2 – W02 DRINKING WATER QUALITY AND W04 ENHANCED WATER QUALITY

APPENDIX 2.0
FIRE EVACUATION ROUTES



APPENDIX 2.0
FIRE EVACUATION ROUTES



APPENDIX 3.0
CONTACT LIST OF RECOMMENDED CONTRACTORS

APPENDIX 3
CONTACT LIST OF RECOMMENDED CONTRACTORS

3.1 CONTACT LIST OF E&M SYSTEM CONTRACTORS

1. AIR CONDITIONING SYSTEM		
Company	Contact Person	Telephone No.
Tsang Lik Company Limited**	Mr Nelson Ng Mr Philip Tam	2808 0403
Trane Service Hong Kong o/b TYS Limited	Mr Carbon Leung	2743 9010
The Jardine Engineering Corporation, Ltd.	Mr Edward To	2807 1717

** SYSTEM MAINTENANCE CONTRACTOR

2. FIRE SERVICES SYSTEM		
Company	Contact Person	Telephone No.
Tsang Lik Company Limited	Mr Nelson Ng	2808 0403
Everfield Engineering Co., Ltd.**	Mr Moses Lam	2828 5365
The Jardine Engineering Corporation, Ltd.	Mr Edward To	2807 1717

** SYSTEM MAINTENANCE CONTRACTOR

THE ICC-MSO OR KAI SHING IS NOT RESPONSIBLE FOR THE EVENTUAL CONTRACTING, COMMUNICATION AND SUPERVISION OF THE WORK AGREED BETWEEN A TENANT AND A RECOMMENDED CONTRACTOR ABOVE-LISTED. TENANTS ARE ADVISED TO COMPARE QUOTATIONS OBTAINED AND INTERVIEW THE SHORT-LISTED CONTRACTORS BEFORE SELECTING THE CONTRACTOR OR CONTRACTORS MOST SUITABLE FOR THE JOB.

APPENDIX 3
CONTACT LIST OF RECOMMENDED CONTRACTORS

3.1 CONTACT LIST OF E&M SYSTEM CONTRACTORS

3. ELECTRICITY SYSTEM		
Company	Contact Person	Telephone No.
Tsang Lik Company Limited**	Mr Nelson Ng Mr Edwin Yeung	2808 0403
Everfield Engineering Co., Ltd.	Mr Moses Lam	2828 5365
Metrix Engineering Co., Ltd.	Mr KW Lam	2811 8876
The Jardine Engineering Corporation, Ltd.	Mr. Edward To	2807 1717

THE ICC-MSO OR KAI SHING IS NOT RESPONSIBLE FOR THE EVENTUAL CONTRACTING, COMMUNICATION AND SUPERVISION OF THE WORK AGREED BETWEEN A TENANT AND A RECOMMENDED CONTRACTOR ABOVE-LISTED. TENANTS ARE ADVISED TO COMPARE QUOTATIONS OBTAINED AND INTERVIEW THE SHORT-LISTED CONTRACTORS BEFORE SELECTING THE CONTRACTOR OR CONTRACTORS MOST SUITABLE FOR THE JOB.

APPENDIX 3
CONTACT LIST OF RECOMMENDED CONTRACTORS

3.2 CONTACT LIST OF ELV SYSTEM MAINTENANCE CONTRACTORS

1. CABD/SMATV SYSTEM		
Company	Contact Person	Telephone No. 電話
SUNeVision Super e-Technology Services Ltd.	Mr K.L. Ng	2150 5225

2. PA SYSTEM 公眾廣播系統		
Company	Contact Person	Telephone No. 電話
SUNeVision Super e-Technology Services Ltd.	Mr K.L. Ng	2150 5225

3. MOBILE PHONE SIGNAL SYSTEM		
Company	Contact Person	Telephone No. 電話
SmartTone Mobile Communications Limited	Mr Valberg Lau	2597 6542

APPENDIX 4.0
VETTING FEE

APPENDIX 4
VETTING FEE

(1) ARCHITECTURAL CONSULTANT (MOE)

User	Area	Rate (HKD$)
Office	4,000 s.f. or below	HK$10,000
	4,001 to 8,000 s.f	HK$12,000
	8,001s.f. to 1/2 floor	HK$16,200
	Above 1/2 floor to whole floor	HK$28,800

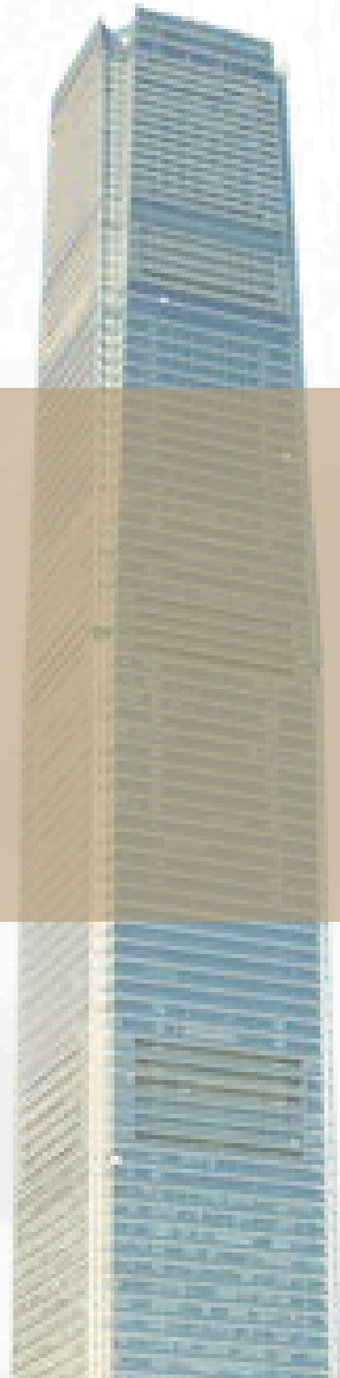
(2) MANAGEMENT SERVICES OFFICE (GENARAL)

User	Area	Rate (HKD$)
Office	1,000s.f or below	HK$1,000.00
	1,001s.f - 10,000s.f	HK$3,000.00
	10,001s.f - 20,000s.f	HK$5,000.00
	20,001s.f - 30,000s.f	HK$8,000.00
	30,001s.f or above	HK$10,000.00

The fee is on per floor basis and includes comment for 3 submissions from tenant on one proposed modification work.

The fee do not include the Authorized Person and Registered Structural Engineer's service, submission of drawings to Government Authorities, the application of any Licenses and compliance with requirement of Environmental Protection Department etc.

APPENDIX 5.0
DEBRIS REMOVAL CHARGES AND DEPOSITS

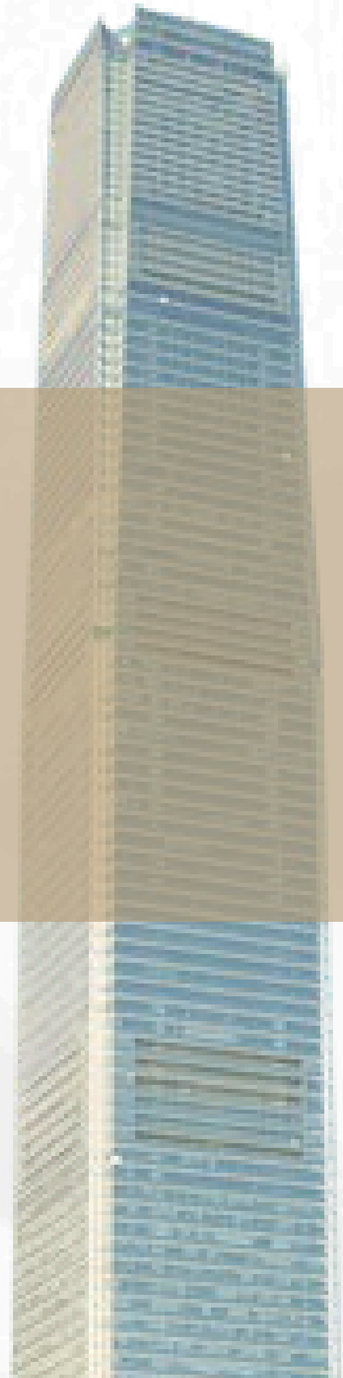


APPENDIX 5
DEBRIS REMOVAL CHARGES AND DEPOSITS

You and your contractors are required to place all your debris to government's disposal field, otherwise, extra costs arising from removing debris from other locations would be fully borne by you.

Area of the Premises	Fitting-out Deposit
10,000 sq ft and below	HK$50,000
10,001 sq ft – 1 whole floor	HK$60,000 per floor

APPENDIX 6
TEMPORARY ELECTRICITY SUPPLY



APPENDIX 6
TEMPORARY ELECTRICITY SUPPLY

It is your responsibility to apply to power company early for fitting out purpose. In case the tenants are in need of emergency electricity supply from the management office for fitting out work, prior approval must be sought. Tenants are requested to pay the temporary electricity supply deposit in advance. Qualified electrician should be employed by tenants for laying the cable from the power point to the premises

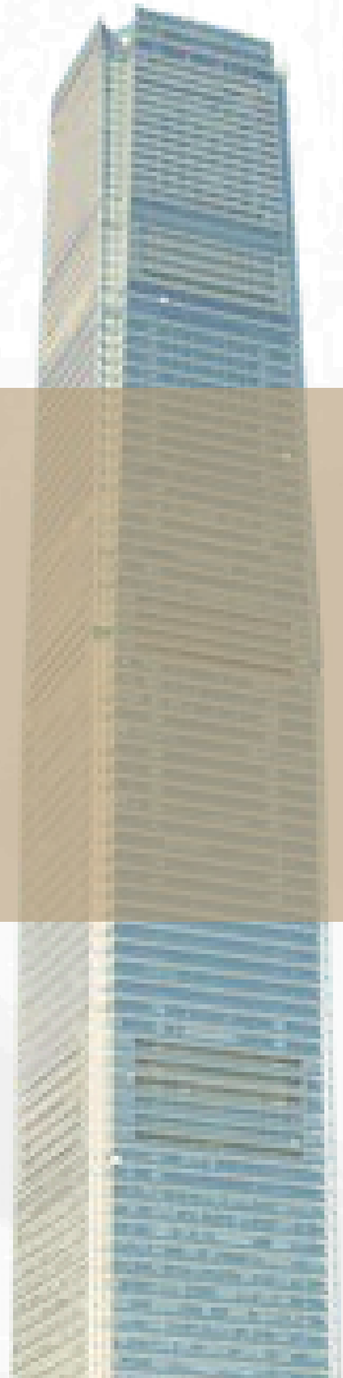
The applicants are responsible for all damages or consequences sustained by the Management Services Office or the Landlord in connection herewith. The balance of the deposit will be refunded without interest on completion of the decoration works.

Temporary Electricity Supply Charges

Item	Charges	Deposit
32AMP TP socket point	HK$150/ day	HK$4500

APPENDIX 7

THE SUM INSURED / INDEMNITY LIMIT FOR CONTRACTORS' ALL RISK INSURANCE



APPENDIX 7

THE SUM INSURED / INDEMNITY LIMIT FOR CONTRACTORS' ALL RISK INSURANCE

Each tenant should effect a third party liability insurance policy with indemnity limit not less than $20,000,000 for any one occurrence and unlimited claim in the insured period.

Insured should include the parties as below:

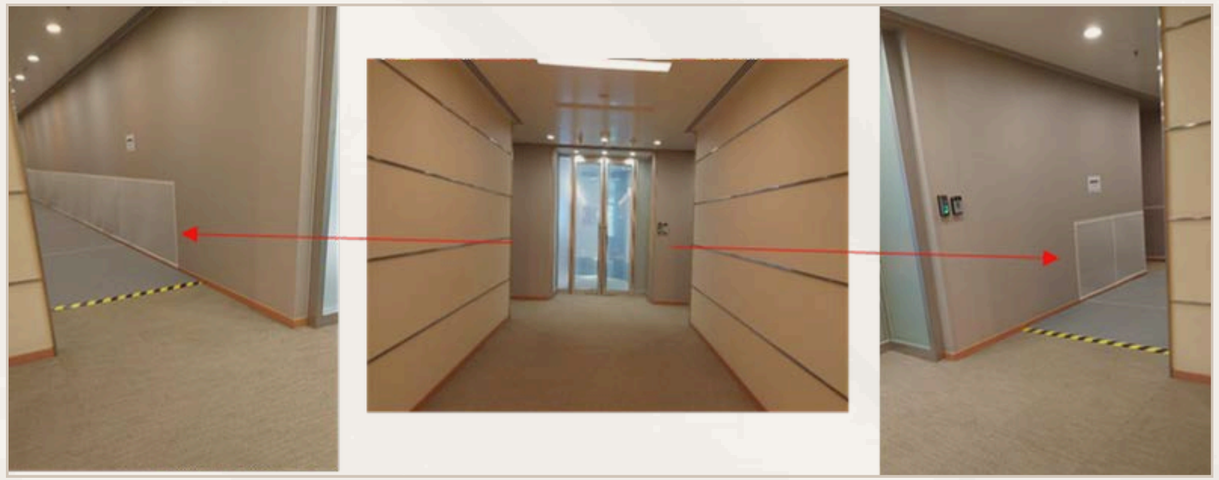
Kai Shing Management Services Ltd. and/or City Lion Investment Ltd. and/or Sun Hung Kai Properties Ltd. and/or MTR Corporation Ltd. and/or Harbour Vantage Management Ltd. and/or Harbour Vantage Ltd. and/or Best Winners Ltd. and/or their respective affiliated, associated or subsidiary companies for their respective rights and interests



APPENDIX 8
FITTING-OUT PROTECTION SAMPLE FOR COMMON CORRIDOR

APPENDIX 8
FITTING-OUT PROTECTION SAMPLE FOR COMMON CORRIDOR

Tenant Main Entrance



Typical Size of Protection: 1700mm (W) x 1500mm (H)







APPENDIX 9
ONLINE WORK PERMIT SYSTEM GUIDE

APPENDIX 9
ONLINE WORK PERMIT SYSTEM GUIDE

1

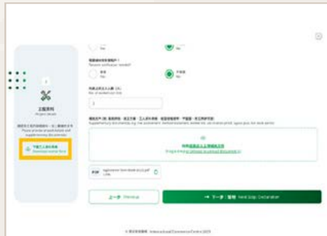


開始申請 Start Application

瀏覽 https://permittowork.icc-helpdesk.com/web，
後按「申請許可證」。

Visit https://permittowork.icc-helpdesk.com/web,
click "Apply Now".

2



填寫表格 Fill in Application Form

填寫相關資料，注意：
- 您所提供之電郵將作為日後聯絡之用，敬請確保資料正確及更新
- 您可於填寫工程資料的頁面下載相關表格，填寫後於申請許可證時上傳文件

Fill in application form, please note that
- Email provided in the form will be used as contact email later, please ensure it is correct and updated
- You may download ~~useful~~ the relevant document(s) under the "Project Detail" section to fill out and attach to the application

3



確認電郵 Confirmation Email

成功遞交申請後您將收到電郵，確認我們已收到您的申請。
- 此電郵中包含的為暫定申請編號。我們將於完成批核後，透過電郵向您發出正式申請編號於進行工程當天使用。
- 如有需要，您可透過電郵中的連結提交補充資料。

A confirmation email will be sent to you after submission.
- This email will include a temporary application number. An official number will be sent upon the approval of the application.
- If needed, you may submit additional information via the link embedded in this email

4



申請結果 Application Result

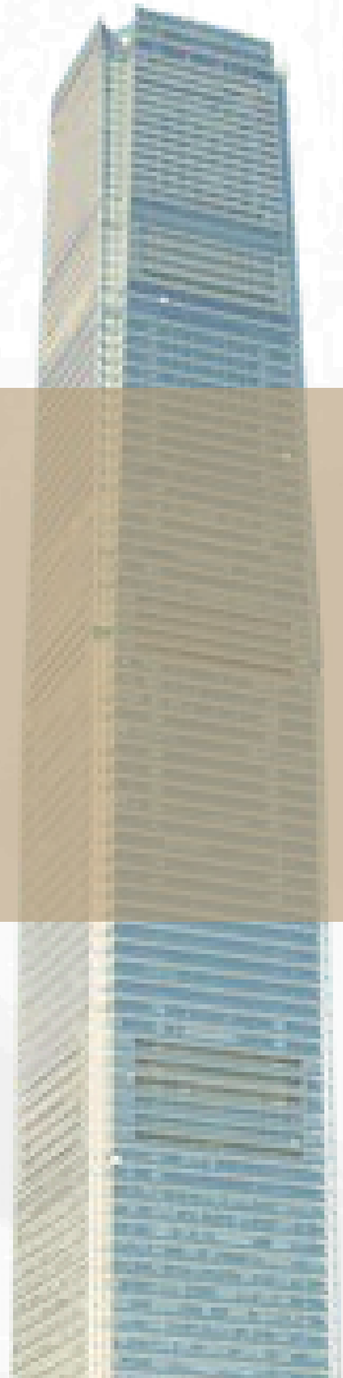
我們將於完成批核後，透過電郵向您發出申請結果。
如申請成功，請於進行工程當天出示電郵以核對資料。

Application result will be sent to you after the approval process is completed. If application is successful, please present this on the day of the project for verification.

Work Permit Platform:

permittowork.icc-helpdesk.com/web/

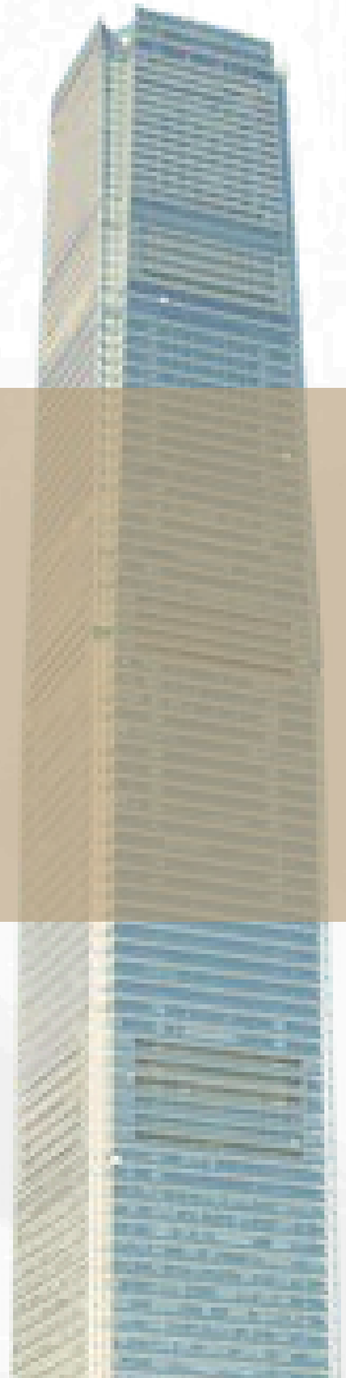
APPENDIX 10
FITTING-OUT CHECKLIST



APPENDIX 10
FITTING-OUT CHECKLIST

- Take possession of the Premises and Receipt of Fitting-out Guidelines.
- Arrange meeting with the Management Services Office, if necessary, and pay vetting fee.
- Submit proposed fitting-out plans in electronic format.
- Submit work permit application includes proposed method statements, risk assessments, the safety, health and environmental plans, etc.
- Any modification for base building E&M provision shall be submit ted to Management Services Office for approval.
- Receive approval for the proposed fitting-out works
- Apply for any necessary government approval.
- Employ original installation contractor or recommended contractors or other approved contractors and pay the work charges, fitting-out handling fee and facilitation fee.
- Obtain work permits from the Mar1agement Services Office.
- Commence fitting-out works and brief contractors on:
  1. insurance requirements
  2. Supply of temporary power and water
  3. Delivery of material
  4. Debris removal
  5. Liaison with the Management Services Office
  6. Contact names and numbers
  7. Fire prevention
- Apply for meters of different utility services.
- Apply for telephone / communication services.
- Arrange with the Management Services Office for final inspection of completed fitting-out works
- Notify the Management Services Office of the date of commencement of air-conditioning supply.
- Submit as-fitted record plans in electronic format.

APPENDIX 11
CLEANING SERVICES



APPENDIX 11
CLEANING SERVICES (PROVIDED BY TSANG LIK SERVICES LIMITED)

A 辦公室日常清潔服務

服務形式 ：可根據客戶要求自定服務，例如每日、隔日、每星期等 提供辦公室日常清潔服務。

- 辦公室吸塵 、 拖地
- 清潔辦公室內檯面
- 辦公室倒垃圾
- 更換垃圾膠袋
- 清潔玻璃手印
- 提供環保分類

B 定期寫字樓深層大洗清潔服務

服務形式： 每月/每季/單次進行辦公室深層清潔服務 針對辦公室 工作空間內日常難以打掃、難以觸及的地方進行全面清潔消毒服務 。

- 清抹天花
- 冷氣風口 (外)
- 清手所有高低承塵位
- 清潔招牌、玻璃門、牆身、間格板
- 清潔所有向玻璃窗、窗框
- 清潔大型文件櫃頂(外)
- 清潔所有檯面、椅子
- 辦公室洗地毯
- 辦公室環境殺菌消毒
- 茶水間地板清潔
- 茶水間隔油池清潔

C 寫字樓清潔相關項目

- 提供專業意見
- 免費到場視察
- 辦公室裝修後清潔服務除甲醛服務
- 辦公室茶水工人服務
- 辦公室洗地毯
- 辦公室滅蟲
- 辦公室環境殺菌消毒
- 辦公室茶水間地板清潔打腊
- 隔油池吸洗服務
- 雲石地面修復護理

1 新客戶送辦公室內除甲醛 或 空氣噴霧消毒服務

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TSANG LIK SERVICES LIMITED
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APPENDIX 11

CLEANING SERVICES (PROVIDED BY TSANG LIK SERVICES LIMITED)

A Office Daily Cleaning Services

Our office daily cleaning services can be tailored to meet client requirements, including options for Daily, Every Other Day and Weekly Cleaning. Clients may select the frequency that best suits their needs for maintaining a clean and hygienic office environment.

- Vacuuming and Mopping
- Surface Cleaning
- Trash Disposal
- Replacing Trash Bags
- Cleaning Glass Surfaces
- Providing Eco-Friendly Waste Sorting

B Regular Deep Cleaning Services for Offices

We provide office deep cleaning services on a monthly, quarterly, or one-time basis. These services focus on thoroughly cleaning and disinfecting areas within the office workspace that are difficult to maintain and access on a regular basis.

- Ceiling Cleaning
- External Air Conditioning Vents
- Dusting High and Low Surfaces
- Cleaning Signage, Glass Doors, Walls, and Partitions
- Cleaning Windows and Window Frames
- Cleaning the Top of Large Filing Cabinets
- Cleaning All Countertops and Chairs
- Carpet Cleaning
- Office Environment Disinfection
- Floor Cleaning in the Break Room
- Grease Trap Cleaning in the Break Room

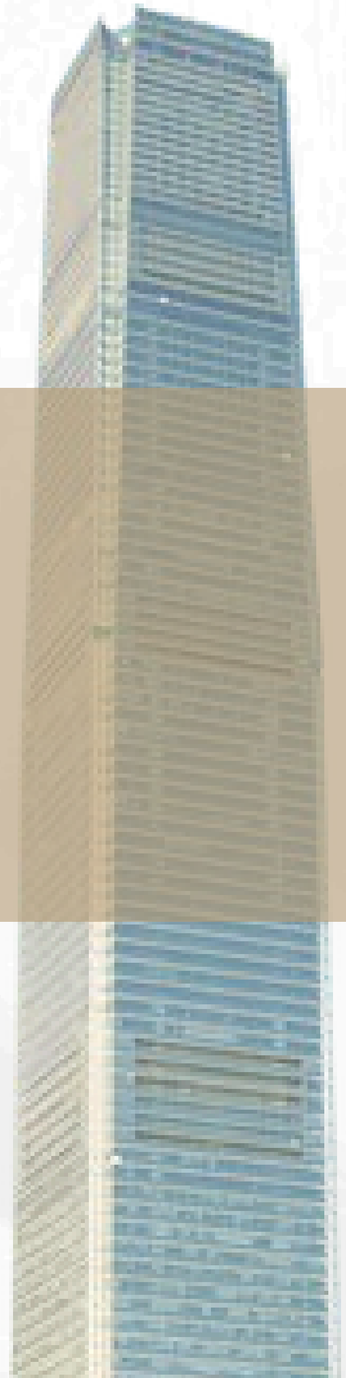
C Office Cleaning Related Items

- Professional Consultation
- Free On-Site Inspection
- Post-Renovation Cleaning Services (Including Formaldehyde Removal)
- Office Pantry Attendant Services
- Office Carpet Cleaning
- Pest Control Services
- Office Environment Disinfection
- Floor Cleaning and Waxing in the Pantry
- Grease Trap Vacuuming Services
- Marble Floor Restoration and Care

1 Complimentary formaldehyde removal or air spray disinfection services for NEW clients' office spaces.

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APPENDIX 12
INTERACTIVE COMMUNICATION AND NEARBY FACILITIES



APPENDIX 12
INTERACTIVE COMMUNICATION AND NEARBY FACILITIES

Interactive Communication - Work E-asy





Download Work e-asy App

APPENDIX 12
INTERACTIVE COMMUNICATION AND NEARBY FACILITIES

Nearby Facilities

International Commerce Centre is strategically located in Hong Kong, offering a comprehensive array of facilities to cater to both business and leisure needs.

Food & Beverage

A diverse selection of dining establishments is available, ranging from fine dining to casual options, ensuring a variety of culinary experiences.

Banking Services

Numerous ATMs and banks are conveniently situated nearby, providing easy access to financial services.

Supermarkets

Well-stocked supermarkets are within close proximity, facilitating everyday shopping requirements.

Cultural & Leisure Activities

The area is rich in cultural attractions and leisure facilities, including parks, galleries, and entertainment venues, enhancing the overall experience for visitors and residents alike.

International Commerce Centre stands as a central hub, seamlessly integrating essential services and enriching cultural experiences.

For more details:





APPENDIX 13
GREENERY SOLUTIONS

APPENDIX 13
GREENERY SOLUTIONS

Plant Plant holding
Plant Plant is a movement
PLANT PLANT

Follow us

Follow us

SOIL	
	
DAY 1	AFTER A MONTH
PAFCAL	
	
DAY 1	AFTER A MONTH
	
泥土 SOIL	無土棉 PAFCAL
泥土會沉降 Soil will Settlement	十年保險給植物生長 10 years promise the Pafcal good for plants growing
沒有數據如何維持植物生長 No data how can keep the plant grow	十年時間研究水及空氣的最佳比例給植物生長 10 years can provide enough water and air let the plants grow
沒有標準淋水時間 No standard method how to set up irrigation schedule	可以準確計算淋水時間及水量 Easy to set up the standard irrigation schedule



APPENDIX 13
GREENERY SOLUTIONS

Plant Plant holding
Plant Plant is a movement
PLANT PLANT

Follow us

Follow us



PAFCAL





Black Urethane-Based Spongy		Soil Replenishment
Low Maintenance		Regular Monitoring
No Bacteria & Do not Attract Bugs		Contains Bacteria & Bugs
Perfect Balance of Water & Air		Poor Water Retention
Easy Outflow of Water	VS	Waterlogged Caused Mold to Grow
Lightweight		Soil is Heavy & Dense
Minimal Fertilizer		Fertilizer Application
Easily Replace		Difficult to Handle
Fuss-Free		Need to Trim
Clean & Eco-Friendly		Messy & Caused Spill Out