

INTERNATIONAL  BIOTECH PARK



# **FITOUT / ALTERATION GUIDELINES**

## **PURPOSE OF THE FITOUT GUIDELINES**

The purpose of the fit out guideline manual is to introduce the tenants with fit out / alteration procedures and to explain the IBPL Rules and Occupier's responsibilities under the terms of Occupier's ownership / lease to achieve successful and safe completion of their leased space at International Biotech Park Ltd. Pune.

The rules contained in this handbook are complementary and explanatory to those legal documents and do not substitute or amend any of the terms contained therein.

**TCG Facilities Management Services Pvt Ltd.** would be assisting you in being familiar to the Premises in order that you may help in maintaining the set of standards defined to manage the property and all its facilities.

# **1. FIT-OUT, RENOVATION AND ALTERATION GUIDE**

## **1.1. General**

These rules and guidelines are designed to ensure that all works of a construction nature within International Biotech Park Ltd. Pune are carried out to such a standard and in such a manner so as to maintain a high standard throughout the building and ensure that building services as well as the common areas of the building itself are not damaged or adversely affected.

In any commercial building there must be a number of rules or guidelines to allow everyone to peacefully enjoy their tenancy. Your cooperation in following these rules will immeasurably assist in the smooth, efficient and cost effective running of the building. These guidelines are not intended to be prohibitive; rather they set out a common code of good behavior, which will ensure that no discomfort is felt by existing clients and ensure all can enjoy the experience of the building and its services.

## **1.2. Approval for Fit outs / Alteration : Tenants**

All the construction / fit outs related work should have prior approval of International Biotech Park Ltd. Pune

## **2. CONTRACTORS**

### **2.1 Contractors Nominated by the Lessees**

No alterations are permitted to the originally installed services and systems within the space to be fitted out or altered including air conditioning and fire detection. International Biotech Park Ltd. Pune will consider certain alterations if essential to the building on a case-by-case basis. Contractors approved by the Tenant must however, carry out any such alteration. Those approved have to work as per the guidelines mentioned later in Appendix III of this document.

### **2.2 Building's Consultants & Contractors**

Parties altering/fitting out their space are free to use consultants and contractors of their choice.

Letters of authorization and indemnity (see Appendix II) will be required and the name of a specific individual handling the work shall be given for each consultant and contractor. All communication regarding the fit-out schedule and execution shall be only within Lessee and International Biotech Park Ltd. Pune, The Lessee's contractor or consultant will not communicate with International Biotech Park, unless otherwise the issue is out of the guidelines and terms mentioned in this document.

### **3. INSURANCE**

Lessees should instruct their contractors and consultants to obtain insurance as follows, for full period of the works.

#### **3.1 Workmen's Compensation Insurance**

Every single employee and worker in connection with the fit-out works must be covered by workmen compensation policies and cover must be at least the minimum required by law. Workers not so covered should not enter the building. Such policy shall be taken for a minimum period of one month before actual commencement of fitting out works and shall be valid for a period of at least six months after the completion of all fitting out works.

#### **3.2 Third Party Public Liability Insurance**

Adequate cover to protect against third party claims and also damage to the property must be carried out. The policy must provide cover for a minimum amount as approved/agreed by International Biotech Park Ltd. Pune The policy is to be endorsed to show the owner of the building. Also the lessee shall take adequate insurance cover with regard to plant and machinery and finishes inside their office unit and International Biotech Park Ltd. Pune shall not be responsible for any damages to men and materials inside office unit.

### **3.3 Others**

Any other insurance cover, which the International Biotech Park Ltd. Pune deems to be necessary. Copies of all such policies must be lodged with International Biotech Park Ltd. Pune the prior to the commencement of work and work may be carried out while all such policies remain valid.

## **4. RESPONSIBILITIES AND LIABILITIES OF LESSEES**

### **4.1 The lessees will be wholly/fully responsible for every aspect of the fit-out works including the following:**

- The lessee shall indemnify International Biotech Park Ltd. Pune from claims out of any sort of accidents / damages arising from the execution during fit outs and subsequent use of the works.
- Complying with all the requirements of the International Biotech Park Ltd. Pune and its consultants and also all Government and other statutory bodies, including Fire and Police.
- For all the acts of its consultants and contractors including their staff, workers, and vehicles.
- For any damage to the common areas, the building or injuries to any third parties or their belongings, caused as a result of or in connection with the fit-out works. This includes fire, flooding, injury and all consequential damage resulting therefore.
- Ensuring that the owned space is fitted out exactly in accordance with the plans and specifications approved by International Biotech Park Ltd. Pune.

- The removal of all debris from the building at such times and in such a manner as instructed/conveyed by International Biotech Park Ltd. Pune.

#### **4.2 Liabilities of the Lessor**

International Biotech Park Ltd is not liable for any damages, death, accident of any person of the tenant any time of the work.

International Biotech Park Ltd. Pune cannot be held liable for any delay in the commencement or completion of the works and shall not be entitled to any delay or reduction in the payment of rental or other charges resulting therefore.

### **5 BUILDING PROCEDURES TO FOLLOW**

#### **5.1 Building's Consultant**

The lessee is to formally notify International Biotech Park Ltd. Pune, the identity of the consultant to be appointed (if any) and also the specific authorized person handling the project in that company. A letter of authorization and indemnity is to be signed by the owner in the format shown in Appendix II.

#### **5.2 Submission of Drawings and Specifications to Building**

The lessee is to deliver drawings and specifications to International Biotech Park Ltd. Pune, as detailed previously.

The lessee is to provide the IBPL with a minimum of 2 sets of drawings and specifications for approval by the building. They are to be of a scale as specified below or where no scale is given, of 1:100, 1:50, 1:25, 1:5 and

1:1 only as appropriate. All drawings and specifications should accord with the requirement of Appendix II.

The following should be included:

- \* Layout plans showing partitions, doors etc. To be of 1:100 scale and to also indicate which partitions are full heights.
- \* Sectional Views and elevations.
- \* Reflected ceiling plans indicating ceiling system, light fixtures, heat and smoke detectors, sprinklers, A/C diffusers etc. to be of 1:100 scale.
- \* Electrical drawings giving location and load calculations for lighting, power circuits and specifications, details of any electrical and protection equipment. To be 1:100 scale.
- \* Other plans (if any) showing details on proposed wall, floor and ceiling finishes, doors and partitioning together with colors and as per fire & safety norms

### **5.3 Lessees Contractors**

The identity of all contractors, their work details and lists of employees together with their ID numbers must be submitted to International Biotech Park Ltd. Pune before commencement of any work, in the form shown in Appendix I. Contractors and workers not registered with the building are not permitted anywhere in the building. Letters of indemnity are to be signed by the Lessee in respect of each contractor in the form shown in Appendix II.

### **5.4 Commencement of Works on Site**

Works may only commence if the following have been complied with:

- The fit- out plan and specifications stipulated in clause 7.3 must have been approved in writing by International Biotech Park Ltd. Pune and, if appropriate, its consultants.



- The owner/lessee must have submitted full details on the consultants and contractors it will be appointing together with the necessary Letters of Authorization and Indemnity duly completed
- Copies of the required insurance policies must have been lodged with International Biotech Park Ltd. Pune.

## **6. FIT-OUT CONTROLS AND RESTRICTIONS**

All lessees should comply with the controls and restrictions set out below. They are designed to ensure that the safety of the building is not prejudiced, its external appearance is not affected and that high standards are maintained.

### **Finishes and Fittings**

All wall, floor and ceiling finishes must be of a quality and finish which are of high standards as set for the remainder of the development by IBPL

#### **6.2 Fire Resistance**

All finishes, materials, doors, fittings, and furniture are to be fire retardant and low smoke production capabilities and shall conform to statutory fire regulation standards. This is to protect the lessee's staff as well as other occupiers in the building.

#### **6.3 Fire Protection / Detection**

There must be at least one smoke/heat detector in each separate room or as per life and safety standards with the location and number of such devices being as approved by the building's

consultants/insurers. Apart from the above, necessary fire fighting equipment like fire extinguishers, water/sand buckets etc., have to be provided as per statutory fire regulation standards.

The fire alarm, sprinkler and other fire protection systems installed within the office module shall be interfaced with the respective building systems.

#### **6.4 Structural Works**

Work to any part of the structure, beams, columns, slabs and any other structural member including cutting, chasing, forming or opening of the floor or columns, is not permitted.

#### **6.5 Floor loading**

The loading must never exceed **300 Kg.Sq.M.** it will be the lessees responsibility to highlight in its plan, areas where heavy machinery or the installation of heavy furniture or equipment so that any structural implications can be assessed.

#### **6.6 Façade Glass**

Nothing should touch any part of the internal side of the Façade/window glass.

#### **6.7 Façade Mullions**

No Screwing, drilling, cutting or any other action that might damage the aluminum mullions is permitted.

## **6.8 Lighting**

The system is to be installed in such a way that no lights shine directly out of the windows or in any other way affect the external appearance of the building.

## **6.9 Columns and Partitions**

All are to be of a light color and partitions must be of the dry, demountable type wherever possible. They must be lined up with the window mullions and not the window glass and must not penetrate the suspended ceiling.

## **6.10 Machines and Processes Used During Fit Out**

Noise, vibration and dust production are to be minimized and machines and processes used are to be chosen with these criteria in mind. The International Biotech Park Ltd. Pune reserves the right to stop the use of certain machines or processes if it considers they are creating undue noise, vibration or dust production.

## **6.11 Noisy works**

Works that might disturb other building occupants should be carried out only after prior arrangement has been made with the International Biotech Park Ltd. Pune to agree the time and duration of works. The Management will stop such works that are being carried out at any other time.

## **6.12 Access to units**

All units are supposed to be barricaded to ensure the rest of the building is not exposed to fit out dust/debris conditions in general. At the time of polishing etc which may leave smell distasteful to the rest of the occupants, the work has to be carried out during after office hours or weekends, or sufficient precautions taken by the tenant to ensure no smell prevails in the rest of the building. Decision of the International Biotech Park Ltd. Pune would be final.

Access to the leased area to be provided at any point so that International Biotech Park Ltd. Pune or their representatives can ensure the fit outs are being as per permissions

### **6.13 Building Signage**

The building management will provide Building Directories in the main lobby of the building on the ground floor. The initial signage is provided free of charge. Should a tenant's name of business be officially changed, an application form should be resubmitted to the management office. Charges at actual will be made for alterations to the main directory board, and actual cost of lift lobby signage as provided by the Management sub contractors. No logos or company colors will be allowed on the directory. Also neon signboards will not be permitted in the building directory and outside the building.

#### **6.14 Tenant Signage outside individual units**

Each unit has been assigned space outside their unit to put in their individual signage. This signage can be with the individual tenant's corporate logo, color and preferred material. The signage should be put in the assigned space only and should be of the size as prescribed – **no exceptions.**

### **7. WORKING ARRANGEMENT AND REGULATION**

#### **7.1 General**

All lessees are to ensure that their consultants and contractors exercise utmost care during the course of their work including but not limited to ensuring that they or their workmen do not litter, deface or damage any part of the building. Lessees must also ensure that their contractor's workmen do not cause any nuisance, smell, noise, vibrations or inconvenience to other occupants of the building. Contractor's workmen must also be properly dressed at all times, and confined to the areas in which they are working except for access.

#### **7.2 Access into the Site / Building**

The contractor shall make the necessary application at least 2 clear working days in advance of work commencement. The International Biotech Park Ltd. Pune shall allow the contractor and his workmen access into the building between the hours of 8:00 am and 6:00 PM on Mondays to Saturdays except Public Holidays. Outside these hours and on Sundays and Public

Holidays access will be allowed by special prior arrangement only. The contractor/agent should adhere to local statutory rules and regulations with regard to employment of labor, working hours, holidays etc., Access to the site shall be by **workers designated** entrance only.

### **7.3 Security**

On entering the building all workers will be required to check in with security at the designated entrance, sign in.

### **7.4 Electricity and Water**

Electricity shall be available for the contractor to use at designated points subject to availability of the same. The lessee shall bear all costs for providing electricity and water supply based on actual consumption. The lessee has to make their own arrangements for power and water incase the same is not provided at site. In no circumstances is power to be drawn from the common area supplies.

### **7.5 Fire Precautions**

All precautions are to be taken to avoid the chance of a fire occurring including the following:

- Regular removal of refuse
- No smoking, use of open flames etc. are allowed whenever spraying or other similar work is being carried out.

- Welding is not allowed except with the International Biotech Park Ltd. Pune prior approval.
- Fire suppression systems such smoke/heat detectors must not be covered up or otherwise interfered with.
- Fire hose reels must not be used except in an emergency
- Adequate numbers of fire extinguishers must be provided.

## **7.6 Goods Vehicles Access, Unloading and Loading**

Strict control will be maintained over the size and weight, times of access, and also loading / unloading locations. Lessees and their contractors must follow the instructions of the building and arrangements must be made before any such vehicles arrive at the building. All loading /unloading should only be done at the designated locations with prior approval.

## **7.7 Transportation of Equipment / Materials**

Only rubber wheeled trolleys or carts shall be used for transportation of any item in the building and under no circumstances are materials to be dragged along the floor finishes.

## **7.10 Use of Lifts**

The use of lifts within the building for labor and material transport will be restricted. The designated lift to move man & material is the freight lift of the building. The maximum capacity of the freight lift is **1020 kg**. Under no circumstances will the contractors/agent's employees be allowed to use any lift other than the designated lift.

The lift should not be overloaded and the finishes are not to be damaged or tampered with. Care should be taken to handle the same in the proper way. **Construction/project material will not be allowed to be shifted through lifts.**

### **7.11 Removal of Debris**

All contractors are advised to remove their own debris in such a manner and at such intervals as directed by International Biotech Park Ltd. Pune. If the debris are not removed in such a manner or at such intervals, International Biotech Park Ltd. Pune will proceed to engage other workmen for the task and the cost arising will be charged to the lessee by way of deduction from the security deposit. International Biotech Park Ltd. Pune or their workmen shall not be responsible for any loss of stock, goods, parts etc. whilst carrying out such clearance.

Debris must never be placed anywhere in the common areas including the lift lobbies, stairwells or toilets. It must be moved strictly in accordance with the instructions from International Biotech Park Ltd. Pune and prior arrangements must be made before any debris are moved out of the space being alter/fit out.

### **7.12 Obstruction to Common Passages, Exits etc.**

The lessee's contractors shall ensure that their stock, goods or parts are kept within their employer's premises as any obstruction to the common corridors, exit routes etc. shall be immediately cleared away by International Biotech Park Ltd. Pune and all costs so incurred shall be charged to the contractor responsible.



### 7.13 Use of Premises

Lessees are to ensure that their contractor's workmen do not use the premises for any illegal or immoral purposes, or as temporary accommodation. All workers must leave the site on a daily basis and no cooking is permitted anywhere in the building including the leased space.

### 7.14 Protection of Surfaces

Lessees are to ensure that their contractors do not damage any surfaces or finishes of any parts of the building. Lessees will be held fully responsible for any such damage to common areas. In particular they are requested to provide the following protection:

(a) Lift Lobby (Leading to Space to be altered/fitted out)

(I) **Floor**

All the common area flooring should be protected with vinyl sheet underlay and plywood on top. The floor must be clean before the protection is installed. Proper care shall be taken to protect the finishes of the same. Any damage caused to the finishes will have to be rectified and set right by the lessees at their cost, and to the satisfaction of International Biotech Park representative.

(III) **Door Jambs and Frames**

These should be taped with vinyl sheet all around.

(b) Space to be altered/fitted out

(I) **Curtain Wall/Glass façade:**

The glass should be protected with plastic or other appropriate covering. The covering should be placed away from the glass surface to avoid the possibility of heat entrapment and possible thermal stress breakage. **Use of adhesives or any other coating to the glass façade is not permitted.** Any damage to the same by the lessees will have to be rectified and set right by them at their costs.

(II) **Door Jambs and Frames**

These should with vinyl sheet all around.

## 8. CONTRACTORS RESPONSIBILITIES

- 8.1 It is the **General Contractor's responsibility** to ensure everyone reads and understands these rules and regulations. **Ignorance of the same is not a waiver of liability or responsibility.** Failure to comply with any of these rules may result in your people being asked to leave the job site. The General Contractor is ultimately responsible for the conduct of his Sub-contractors.
- 8.2 **Contractors** working in or about the property must have prior written approval from International Biotech Park Ltd. Pune before any type of Work may commence. A list of subcontractors must be listed in the Security Department and proper notice will be given to the building engineers before construction begins. Any persons not on the approved Contractor list will be denied access to the property - **no exceptions.** This list will include phone numbers and contacts for each Contractor/Sub-contractor, including home and emergency telephone numbers.
- 8.3 Where applicable, permits must be obtained from the respective governing agency prior to the commencement of Work. Shall not relieve the Contractor from the responsibility for compliance with local, state or national laws, rules, ordinances, or Rules and Regulations of commissions, boards, or other authorities having jurisdiction.
- 8.5 No one shall be allowed to endanger the buildings, its premises or its occupants in any manner whatsoever. If such a situation occurs, the Contractor, Sub-Contractor, supplier, etc. shall immediately take steps to correct and eliminate the hazardous condition. In the event that the Contractor's personnel fail to perform in a satisfactory manner, International Biotech Park Ltd. Pune

reserves the right to immediately take steps to remedy the hazard at the Contractor's expense.

- 8.6 It is imperative that all Contractors' personnel maintain good business/professional conduct while they are on the property and that they are properly dressed for the environment they are working in and the job being done. Respect must be shown to the building tenants at all times. Rude and obscene behavior, including foul and abusive language, will not be tolerated. Offenders will be asked to remove themselves from the premises and shall not be permitted to return.
- 8.7 Contractor is not permitted to post any sign on the job site advertising the name of the Contractor or Sub-Contractor.
- 8.8 All Contractors' personnel will enter and exit through a designated entrance and possibly a designated freight elevator. Use of building main floor, lobbies, or elevator lobbies is prohibited for storing material even on a temporary basis.
- 8.9 No construction waste or debris may be placed in the building area. The Contractor will provide for removal of waste and debris from the building at his own expense. If a dumpster is required (space allowing), the location shall be authorized by International Biotech Park Ltd. Pune and will meet the Management's standard relating to safety and aesthetics. It will be the responsibility of the Contractor to keep the area around the container neat and orderly daily. It will be important to assure that a trail of debris is not left between the Work areas and refuse container. The debris shall be properly covered in gunny bags or plastic containers to avoid spillage during transport.
- 8.10 Pacific toilets will be designated for Contractor use. Anyone found using washrooms other than specified, or duct rooms Areas Will be subject to dismissal. No one is permitted to use the duct rooms/

Areas Without Management's permission. Upon completion of each tenant improvement, the Contractor will be responsible for restoring the facility to its original state. Walk-off mats will be placed at all locations where Contractors enter public areas of the building. These walk-off mats will be maintained and cleaned daily or more frequently if required, so that construction material is not transferred unto any other areas of the building. Any flammable or hazardous materials (i.e., paint) may only be stored on premises with permission of the Management Office who shall designate an area for such storage.

- 8.11 Pre-filters shall be installed over all return air openings on floors under construction.** If building filters or equipment require replacement or cleaning due to construction dust, the Contractor will be charged.
- 8.12** No gasoline-operated devices, i.e., concrete saws, coring machines, welding machines, etc., shall be permitted within the building premises. All work requiring such devices shall be by means of electrically operated substitutes.
- 8.13** All approved gas and oxygen canisters shall be properly chained and supported to eliminate all potential hazards. At the completion of use, said containers shall be removed from the building.
- 8.14** Please contact International Biotech Park Ltd. Pune Management Office or Facility Manager office to schedule work on the following building systems: **24 - hours in advance** (Any disruption of services will be scheduled at the Management Office's discretion.)
- a. Domestic water.
  - b. Fire alarm.
  - c. Electrical tie-ins to base building or the addition of

Equipment to any are other than the tenant suite except sub panels located within the tenant premises.

- d. Smoke/heat detection system.
- e. Any work that will take place outside the demised Tenant space.
- f. Any tie-ins that may affect other tenant spaces.

**Note:** If a utility or building alarm is turned off for Contractor's work, Contractor must notify the Management Office upon completion so the system can be turned back on as soon as possible.

- 8.15 No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the premises and will not be allowed to return. In addition, all repairs will be at the Contractor's expense.
- 8.15 No tobacco smoking or chewing will be permitted in the building. No radios or other sound producing equipment will be permitted in the building.
- 8.16 Since Work will occur while other businesses in the building are operating, noise is a major consideration. Therefore, excessive noise, which may disturb tenants, will force us to halt Work temporarily.
- 8.17 No hammer drilling, core drilling or any tenant disturbances will be allowed between the hours of 9:00 a.m. and 6:00 p.m., Monday through Friday. It is the responsibility of the Contractor to instruct all construction personnel that noise will be minimized at all times. The Facility Manager shall determine acceptable noise level.
- 8.18 Wet paint sign must be posted in all public areas when appropriate. The odors, which arise when various construction

procedures are done, can cause discomfort to the tenants of the building. Examples of these odor concerns are carpet adhesive, wallpaper sizing, wood stains and finishes and painting. These activities, which sometimes produce odor problems for tenants in the building, will be done during evening non-business hours, as approved by the Facility Manager.

- 8.19 Contractor shall provide temporary electrical devices with ELCB protection within the demised premises for their Sub-contractor's use. Contractor will not be permitted to run extension cords through public space on occupied floors or through occupied tenant spaces.
- 8.20 The Contractor shall use reasonable measures to minimize energy consumption in the construction area when possible. All lights and equipment must be extinguished at the end of the Contractor's business day. In the event that the Contractor continues to leave lights and equipment on during off-hours, the Management Office reserves the right to receive just compensation for excessive electrical consumption.
- 8.21 The owner/lessee shall obtain all the statutory permissions and approvals with regard to provision of V-sat, dish antenna or any other communication equipments.

**ACKNOWLEDGEMENT**

The undersigned acknowledges receipt and acceptance of the Contractor’s Rules and Regulations as stated. The undersigned will take full responsibility for;

1. Communicating Rules and Regulations to all Contractors' personnel and Sub-contractors;
2. Enforcing Rules and Regulations in regards to employees of Contractor and Sub- contractors.

**Signed  
by:**

\_\_\_\_\_  
**Contractor**

**Date:**

**Title:**

**Company**

**:**

**Signed**

**by:**

\_\_\_\_\_  
**Authorized Representative**

International Biotech Park Ltd.

Pune

**Date:**



# Contractor /lessee's letter head

## APPENDIX

### APPENDIX I

#### CONTRACTOR REGISTRATION FORM

Name of Company : \_\_\_\_\_

Name of Lessee : \_\_\_\_\_

Unit # : \_\_\_\_\_

	<b>NAME</b>	<b>ID Card #</b>
	Persons-in-Charge	
(1)		
(2)		
(3)		
(4)		
(5)		
	Workmen/Sub-contractor	
(1)		
(2)		
(3)		
(4)		

\_\_\_\_\_  
Signature of Owner/Lessee

\_\_\_\_\_  
Date

**APPENDIX II**

**LETTER OF AUTHORIZATION AND INDEMNITY**

To: International Biotech Park Ltd. Pune

Re: Unit # \_\_\_\_\_

We hereby authorize \_\_\_\_\_ whose address  
and \_\_\_\_\_ telephone \_\_\_\_\_ number \_\_\_\_\_ is

\_\_\_\_\_, to undertake \_\_\_\_\_ for the purpose of  
fitting out the above premises.

The authorized person is \_\_\_\_\_ and the works are to  
commence from \_\_\_\_\_ and will be completed by  
\_\_\_\_\_.

We confirm that the consultant/contractor will abide by the building's Fitting  
out Guidelines and Rules.

In consideration of our request permitting the consultant or Contractor to have  
access to the building and Office Space, we hereby agree and undertake to  
keep you fully indemnified in respect of all claims, losses, liabilities or damages  
made against, suffered or incurred by you, as a result of any work undertaken  
by the Consultant or Contractor or any of their employees or agents for fitting  
out the said premises or through their use of the building.

\_\_\_\_\_  
**Lessee's Authorized Signature**  
**Date** \_\_\_\_\_

\_\_\_\_\_  
**Company Stamp**

**APPENDIX III :**

## **Office Fitting Out Guidelines**

### **Electrical**

1. All electrical installation works must be done in accordance with EB regulations.
2. Total loading must not exceed the maximum loading provided for the unit
3. All wiring must have correct MCB protection.
4. All wires should be run in metallic/ PVC conduits of not less than 1/2 inch.
5. Correct wiring size must be used.
6. All wiring circuits must be properly earthed in the designated earthing pits provided in the building.

### **Air Conditioning**

1. All duct must be made of galvanized steel
2. Return filters must be installed and have access openings/doors for cleaning and repair purposes which should be of aluminum type.

### **Fire Protection**

1. Any alterations to the fire services systems may only be done by the building's nominated contractor.
2. Each separate room should have at least one smoke/heat detector and one sprinkler head depending on the room size.

### **Plumbing and Drainage**

1. Connection of drainage and water pipes to building main systems should be done by landlord's nominated contractor
2. All outlets to have individual isolation valves.
3. All drainage outlets to have strainer or filter.

### **NOTE:**

**No work shall be carried out prior to Approval in writing from International Biotech Park.**

Site: International Biotech Park Ltd.  
Pune

Tick as applicable :(Tenants' Copy/ TCG Office Copy)

**Sign Off Sheet for handing over of floor to tenant for fitout work**

Sl. No.	Item	Date of HOTO	Remarks	Tenant Manager's Sign	TCG Manager's Sign
<b>1</b>	<b>Documents to be handed over to Tenant</b>				
1.a	Latest Drawing copies approved by MIDC				
1.b	CAD drawing of floor plan/ layout				
1.c	Fire Fighting & plumbing system layout of floor				
1.d	Electrical layout/ DB specifications of floor				
1.e	HVAC/ AHU specifications of floor				
1.f	FA System layout of Floor common area				
1.g	Façade ceiling interface drawing				
1.h	Floor loading diagram				
1.i	Guidelines for Fit Out Work by Tenants				
<b>2</b>	<b>Documents to be provided by Tenant</b>				
	Copies of Documents submitted to MPCB Office for issuing Consent				
2.a	Copies of Documents submitted to MEPL for Disposing hazardous waste agreement				
2.b	Copies of Documents submitted to Fire Officer for issuing of NOC				
2.c	Copy of MPCB consent				
2.d	Copy of NOC issued by Fire Officer				
2.e					
<b>3</b>	<b>Joint Sign Off for physical handover of -</b>				
3.a	Façade glass of tenant floor with façade keys				

3.b	AHU with VFD, Fire damper & Accessories				
3.c	Toilets with fittings				
3.d	Electrical Room keys with light fittings/ accessories		(Not to be used as storage space)		
3.e	AHU Room keys with light fittings/ accessories		(Not to be used as storage space)		