

PERBADANAN PENGURUSAN KOMTAR FASA SATU
C/O PDC SETIA URUS SDN BHD (639826-K)
Arked Tel Soon 4, Fasa 1C1, 4.03-4.11 Komtar 10000 Pulau Pinang
No Tel: 04-2623705 No Fax: 04-2622401

PERMOHONAN KEBENARAN KERJA-KERJA PENGUBAHSUAIAN/PENYELENGGARAAN

Nama Syarikat:.....

Alamat Penuh Syarikat:.....

Nama Pegawai/Ketua Kumpulan:.....

No Tel Pejabat:..... No Fax:..... No H/P:.....

Tarikh Mula Kerja:..... Tarikh Dijangka Tamat:.....

Jenis Kerja Dijalankan:.....

Tempat Bekerja:.....

Senarai Nama Pekerja Seperti Berikut:

No	Nama Pekerja	No KP/No Passport
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

(Kepilkan satu salinan Senarai Pekerja Jika Ruangan Tidak mencukupi)

Kelulusan diberi kepada kontraktor dan nama pekerja seperti di atas bagi menjalankan kerja mengikut permohonan yang telah dikemukakan.

Tarikh:.....

.....
T/Tangan Pengurus Operasi

Tarikh:.....

.....
T/Tangan Jabatan Keselamatan

Catatan:

Semua Pekerja/Kontraktor dikehendaki MENGAMBIL PAS DI KAUNTER PENGAWAL sebelum masuk untuk melakukan sebarang kerja di Bangunan Komtar.

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C/O PDC SETIA URUS SDN. BHD. (639826-K)
Arked Tek Soon 4, Fasa 1C1, 4.03-4.11, Komtar, 10000 Pulau Pinang.
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PROCEDURES PRIOR TO COMMENCEMENT OF RENOVATION

1. APPROVAL FROM BUILDING OWNER – PERBADANAN PENGURUSAN KOMTAR FASA SATU (PPKFS)

- 1.1. The respective shop lot owners / occupiers / contractor (Party) are to submit their renovation plans to Bahagian Hartanah of Perbadanan Pengurusan Komtar Fasa Satu (PPKFS) for co-ordination and approval. Permission must be granted from the Perbadanan Pengurusan Komtar Fasa Satu before any commencement of renovation works in the complex.
- 1.2. The party concerned must acquire contractor's all risk insurance coverage for the renovation works. A copy of the policy is to be forwarded to PDC Setia Urus Sdn Bhd for reference.
- 1.3. The respective shop lot owners / occupiers / contractors (Party) must submit their technical drawing / schematic drawing with C&S / M&E to get approval before start renovation works.

2. JOINT INSPECTION

- 2.1. Before commencement of renovation works, there will be a joint inspection between Perbadanan Pengurusan Komtar Fasa Satu and the shop lot owner / occupier to identify any defects found and to list down the defects of the common area.
- 2.2. The concerned party shall sign the acceptance of the listed defects at the same time as above.

3. SECURITY DEPOSIT

- 3.1. A security deposit amounting to RM 5,000.00 shall be paid to Perbadanan Pengurusan Komtar Fasa Satu for any works to be done in our building. Any outstation cheques should include all bank charges and commissions incurred exceed the deposit amount, the proprietor shall be liable for the difference. (P.U.(A) 107)
- 3.2. The deposit will be refundable upon completion of the renovation works subject to a final inspection of the common area for any damaged incurred. The contractor is responsible for the clearance of construction debris upon completion of renovation works. Should there be any defects found unattended to upon certified completion of work done, then the security deposit will be deducted for the cost of making good the defects.
- 3.3. The security deposit will be refunded upon returning the official receipt.

4. FIRE SYSTEM

- 4.1. A sum of RM 300.00 per day discharging of the sprinkler of the sprinkler system will be charged.
- 4.2. Discharging time is 9.00 a.m. to 3.00 p.m.

5. ELECTRICITY / WATER CONSUMPTION

- 5.1. A sum of RM 50.00 per day for electricity and water consumption used from the common area will be charged. Electricity consumed must be below -100 watts.

6. LIFT CHARGES TOWER/PODIUM

TOWER

- 6.1. A sum of RM 100.00 per day will be imposed for the usage of lift facilities after office hours i.e. from 3.40 p.m. to 10.00 p.m.
- 6.2. A lift attendant will be provided to operate lift. A rate of RM 10.00 per hour will be imposed for the services render from 4.30 p.m. to 10.00 p.m.

PODIUM

- 6.3. The cargo lift situated at the level 1 service area of ground floor, will be available for loading and unloading of renovation material during the operating hours of the shopping complex i.e. from 10.00 a.m. to 10.00 p.m.
- 6.4. Damages to lift. The undertaking of any damages to the lift incurred by the user or their workers, the owner concerned will undertake to make good all damages. Failing which, the **Perbadanan Pengurusan Komtar Fasa Satu** reserved the right to deduct the security and make use of the security deposit to off-set whatever cost incurred.

7. RENOVATION

- 7.1. A list of workers and work schedule is to be submitted to **PDC Setia Urus Sdn Bhd** for co-ordination and facilitation of movement of your works and materials. Security Department is to issue passes for renovation works.

8. SECURITY PASSES

- 8.1. A security form is available at the Security Department and this form must be filled in order to get security clearance before any commencement of the works.
- 8.2. Security passes to be issued by the Security Department and collection at the level 1 security check-point for entering respective floors, (**PDC Setia Urus Sdn Bhd** will only be responsible for general security of the common area).

9. WORKERS ATTIRE

- 9.1. Workers are to be in proper attire

10. CHECKING OF WORKERS

- 10.1. Workers will be checked upon anytime during the duration of the renovation works.

11. COMMON AREA SECURITY

- 11.1. PDC Setia Urus Sdn Bhd will only be responsible for general security at the common areas of the complex.

12. WORKING HOURS

- 12.1. The renovation works will be allowed from 9.00 a.m. to 10.00 p.m. only. The party concerned will have to inform PDC Setia Urus Sdn Bhd Security Department in advance if there is a need to time extension.

13. HACKING / CORING WORK

- 13.1. You are advised that any hacking or coring work has to be carried out after 5.30 p.m. This will ensure that no disturbance will occur during office hours.

14. REMOVAL OF DEBRIS

- 14.1. Debris is to be removed daily in a systematic and orderly manner. They are to be put in plastic bags, tied up properly and put on trolleys with rubber wheels to the level / service area and to be disposed of by the party. No debris are to be placed in the common area or the car park, if any debris is found in the common area or if any damages are done by the owner's workers, the owners will undertake to make good all damages.

15. LOADING AND UNLOADING

- 15.1. Loading and unloading of material are to be done to level 1 car park, outside the level 1 service area. No materials are to be stored – at the common area or car park.

16. SECURITY OF PROPERTY

- 16.1. Owner will be responsible for the security and safety to their own property.
- 16.2. Safety and health requirement are to be carried out while work is in progress.

17. CLEANLINESS / DISPOSAL OF RUBBISH

- 17.1. Cleaning services will be the responsibility of the owners concerned. The renovated area or the common area must be kept from dust at all times.
- 17.2. While renovation work is in progress, proper laying of plastic sheet, plywood, carpet, etc. on the common area should be carried out. This is to ensure that common area is free from dust and damage.