

Fit-out Guidelines

PROCEDURE – BEFORE BEGINNING THE INTERIOR WORKS

The Allottee shall follow the below mentioned procedure to carry out any interior works in the Apartment –

1. At the time of possession, the Allottee has to inform / intimate about interior requirements to Customer Relationship Management ('CRM') / Facility Management ('FM') team (forms for the same will be made available at the time of possession).
2. The Allottee shall submit interior design drawing to the CRM / FM team for Promoter's approval.
3. The Promoter will review the design and return it with its comments.
4. If required, the Allottee shall submit revised plans after incorporating the suggestion made by the Promoter.
5. Final approval will be provided by the Promoter to the Allottee to start the interiors (only for the compatibility to building structure and the systems).
6. The Allottee shall ensure that the interiors are made only as per the approved designs and safety laws.

Following inputs/documents are required from residents for the approvals:

Activities that require approval	Activities that do not require approval
General layout drawing of the Apartment	Internal Apartment Painting
Location of heavy equipment which have an imposed loading on the flooring.	Installation of Assembled Kitchen trolleys,

Activities that require approval	Activities that do not require approval
Detailed Plan of changes in plumbing fixtures/ addition or alteration in plumbing lines.	Hanging of Photo Frames/ LED TVs
Locations of light fittings and fixtures.	Installation of Assembled furniture
Layout of sprinkler line or proposed modifications in the existing ones, if applicable	Installation of washroom accessories (Mirror, Towel rods)
Overall schematic wiring diagrams with cable sizes if change is to be made.	Hanging of window curtains and accessories
Connected Electrical load.	Replacement/ installation of light fixtures.

INDEMNITY LETTER AND INTEREST FREE DEPOSIT:

Along with the submission of the drawings for the proposed work to the Promoter, the Allottee before the commencement of any renovation works, shall execute an Indemnity letter in favour of the Promoter (format prescribed by the Promoter to be collected from the CRM / FM team) and pay an interest free security deposit as mentioned below (hereinafter referred to as "**the Fit-out Deposit**") for the performance and observance of the terms and conditions setout by the Promoter for implementing the fit-out works by the Allottee and the Allottee's contractor or their staff. **Cheque shall be drawn in favor of** ' _____ / A/c - **Fit-out deposit**'

APARTMENT TYPE	AMOUNT IN RS.
1 BHK	
2 BHK	
2.5 BHK	
3 BHK	
Row House	
Duplex	

- The Fit-out deposit shall only be refunded to the Allottee after one month from date of completion of the fit-out works subject to (i) no damage being caused to any part of the building including common areas or the equipment therein and to all building materials and (ii) debris being completely removed from the Project. The Promoter is entitled to, at its discretion, and if he deems fit (but not responsible for) to rectify any damage caused by Allottee or remove any debris which Allottee failed to remove, at the cost of the Allottee and the Promoter is entitled to deduct such amount alongwith penalty from the Fit-out deposit and refund the balance amount, if any.

PROCEDURE – AFTER OBTAINING THE APPROVALS:

- The Allottee shall procure, at its cost, all the necessary Governmental and/or Statutory consents, permissions and approvals in respect of the interior works (hereinafter referred to as "**Consents**").
- The Allottee shall carry out interior works in accordance with plans and specifications as approved by the Promoter and the relevant Governmental and/or Statutory authorities, as the case may be.
- All costs and expenses of the interior work shall be borne and paid solely by the Allottee.
- The Allottee shall pay any charge or levy which may be imposed under any statute in respect of any interior works.

- Before any unloading of the material, the Allottee has to inform the Property Manager about the entry of vehicles having height more than 2.4 meters in the podium area of the building.
- The Allottee is responsible for all acts of its consultants and contractors (including their staff, workers and vehicles).
- A list of contractors (including their staff and workers) shall be produced along with a copy of ID proofs. The objective is to maintain the permanent and temporary address proof of workers for reference in case of any untoward incident of theft, robbery during the police investigation.
- All interior works shall be conducted between **9.00 am to 6.00 pm**. No noisy work shall be carried out from 2.00 pm to 4.00 pm and also on Sundays and National holidays. The schedules shall be reviewed by the Promoter from time to time as per occupancy level in the building for the convenience of all residents.
- Construction workers should leave the premises before 6.30 pm (no one is allowed to stay in the flat, during the night).
- Proper gate pass will be issued by the security for sending any materials required for interior works.
- Ensure that toilets are locked during the interior work, to prevent choking of drains and all taps should be closed before leaving the Apartment.
- The interior works shall be done by a contractor approved by the Promoter and appointed by the Allottee.
- Any damages & losses to any other apartment due to interior works shall be entirely compensated by the Allottee conducting such works.
- The Allottee shall permit the Promoter and their surveyors and agents/Property Management Team / CRM / FM team with or without workmen and others at reasonable times to enter into the Apartment for the purpose of any maintenance requirement.

- The Allottee shall ensure water-proofing of the area, before any modifications are carried out in the bathrooms, while replacement of tiles in the Apartment or while carrying out any other civil changes.
- In the event of the Allottee fails to pay the penalty and rectify the default of its obligation within one month, then the Promoter has a right to enter upon the Apartment and rectify the fault/make necessary changes at the risk and cost of the Allottee.
- The Allottee shall ensure that the interior work shall not hamper or affect in any manner the insurance cover, if any, obtained by the Promoter in respect of the structure of the building or for defect liability purpose.

FINAL CHECKLIST –

DO'S BY ALLOTTEE

- Carryout the Fit-out works as per the approved interior plans only.
- Paste a copy of the approved interior plan in the living room during interior works.
- Carry out the water proofing works by keeping Property Management and Interior Engineers in the loop.
- Remove all debris of the Apartment out of the building, at such timing and in such a manner as directed by the Property Management Team / CRM / FM Team. Rs._____/- penalty per incident shall be imposed for violation.

DON'T'S BY ALLOTTEE

- Do not deface the external elevation of the Building
- Do not carry out external modifications on main entrance doors
- Do not cause any damage to the columns, beams, slabs and RCC Walls

- Do not break the ledge walls near the Windows
- Do not rise or carryout any modifications on the floor level of the Dry/Utility area
- Do not modify the windows in Master Bedroom and Kitchen to access the Dry/Utility area
- Do not do tiling work on balcony or utility or flower bed area
- Do not install any sink in the Dry/Utility area
- Do not install wash basin near dining area in living room
- Do not put Awnings in balcony
- Do not install or use any electrical installation, machines or apparatus that may cause heavy power surge, high frequency voltage and current, air borne noise, vibration or any electrical or mechanical interference or disturbance
- Do not store any hazardous, combustible or dangerous goods inside the Apartment or refugee floor

COMPLETION OF INTERIOR WORKS

- On completion of the Interior Works, the Allottee shall submit a completion letter stating no modifications to the base building infrastructure have been carried out other than those approved by the Promoter and the Property Management Team / CRM / FM team shall be permitted to inspect the interior works of the Apartment. The Allottee who has completed interior works without any violation as certified by CRM / FM team / Promoter shall be issued with a 'Fit-out Completion Certificate' by the CRM / FM Team.

NO LIABILITY OF PROMOTER, ITS PROPERTY MANAGEMENT TEAM OR CRM/FM TEAM OR CONSULTANTS

- Neither the Promoter nor the Property Management Team / CRM / FM team shall not be responsible for the work carried out or to be carried out by the Allottee.
- Approval of plans, grant of permission to carry out any work etc., does not mean that the proposed works, fittings and other specifications are appropriate, legally permissible or technically satisfactory.
- Neither the Promoter nor the Property Management Team / CRM / FM team shall be held liable for any delay in the commencement or completion of the work.

RULES AND REGULATIONS FOR CONTRACTOR'S WORKMEN

- Before beginning any construction/interior work, the Allottee shall ensure that the contractor and their employees understand the rules and regulation set-down for them. The purpose of this exercise is to maintain certain decorum in the complex.
- Conduct an initial walk through of the job before starting the work. The contractor's Supervisor and Property Management Team / CRM / FM team with Security will review rules and regulations and check the existing conditions of the Apartment.
- All works will require a Work permit issued by the Property Management Team / CRM / FM team. The Property Management Team / CRM / FM team must approve any exceptions in writing.
- No one shall be allowed to endanger the buildings, its premises or other apartments in any manner whatsoever. If such a situation occurs, then the contractor, sub-contractor, supplier, vendors etc. shall immediately take steps to correct and eliminate any hazardous condition.
- If, in the opinion of the Promoter and the Property Management Team / CRM / FM team, any part of the work is likely to lead to damage the building or the common areas, the Promoter and the Property Management Team / CRM / FM team will suspend the work with immediate effect.

- The Contractor shall ensure that all workers must wear proper PPE (personal protection equipment) with respect to their works.
- No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the Project and will not be allowed to return. In addition, all repairs will be at the expense of the Allottee.
- The Allottee shall ensure that their contractor's workmen do not use the Apartment for any illegal or immoral purposes and cooking food.
- All contractors' personnel will enter and exit through a designated entrance and through a designated service elevator. Use of building main floor, lobbies, or elevator lobbies is prohibited for storing material even on a temporary basis.
- The Contractors' workers shall not loiter around the building and shall confine to their work place only. If any worker is found to be loitering suspiciously, he will be fined Rs.500/- by the Property Management Team and the contractor will be responsible to pay this fine.
- The Allottee or its contractor shall not be permitted to post any signage in the common areas advertising the name of the contractor or sub-contractor.

MATERIALS MOVEMENT

- The handling of items requiring special treatment (due to weight or dimension, must be reviewed and arranged with the Property Management Team.
- The Allottee should ensure that all contractors use only rubber wheeled trolleys or carts (in addition to manual carrying) for transportation of any item in the building.

GOODS VEHICLES RESTRICTIONS

- Heavy vehicles will be permitted only at area designated for loading & unloading. No heavy vehicle will be allowed to park on the parking slab.

- Goods will have to be transported through smaller vehicles or other means to the Building.
- After removing the disposal bins from the designated areas, the contractor shall restore the area to a tidy broom-swept condition with no materials left within or around the designated area.

SECURITY POLICY – DURING INTERIOR WORKS

- The Allottee shall be responsible for the physical security of their Apartment and the contents thereof throughout the construction period. Neither the Promoter nor the Property Management Team will be responsible for any loss or theft from the site.
- The contractor's workers shall be required to check in with security at the designated entrance, sign in and hand over their Id Cards. Passes / token will be issued in return and these should be displayed/preserved by each worker at all times when in the building.
- On leaving, every worker will be frisked physically & baggage checked, after which workers would be provided with their ID Cards' in lieu of the passes / token.