

CONDITIONS AND REQUIREMENTS FOR CONTRACTOR'S WORKS

IN TTSH

All Contractors engaged to carry out renovation works in the Hospital are to note and comply with the following conditions and requirements. The term "Contractor" shall mean the person or firm whose offer has been accepted by the Hospital and include the Contractor's workmen, sub-Contractors, suppliers and agents.

1. Access For Contractor

- 1.1 The Contractor must register at the Security Control Room at Level 1, Ward Block with the Notification of Works Form (EHS-REQ-002) and Workers Declaration Form (EHS-REQ-003) duly filled and signed and showing the names and NRIC/worker's permit numbers of all the workers before he is allowed to commence works.
- 1.2 The Contractor is required to register at the Security Control Room at the beginning of the day and book out at the end of the day on a daily basis. A 'Contractor Pass' will be issued to the Contractor which must be put on the front left breast pocket at all times in the Hospital.
- 1.3 The Contractor carrying out renovation works must abide by the conditions and requirements stated herein and/or any other instructions/directions issued by the Hospital or its security guards from time to time, failing which he may be denied entry to the site.

2. Working Hours

- 2.1 The Contractor shall have access to the site between the hours of 8.00am and 6.00pm daily.
- 2.2 All noisy works which include any hacking, knocking, drilling, sawing etc. can only be carried out during the day and on weekdays from 8.00am to 6.00pm. Special arrangements can be considered for works that need to be carried out beyond this period and for any exigencies.
- 2.3 The Contractor must commence and complete the works within the stipulated date and time. Any extension of working time must be approved by an authorized staff of the Hospital and the Security Department must be informed accordingly.

3. Control of Noise at Construction Site

- 3.1 The Contractor shall be responsible for compliance with the requirements of the Environmental Pollution Control (Control of Noise at Construction Sites) Regulation at all times and shall bear all costs and expenses connected in compliance with the same.
- 3.2 The Contractor shall ensure that the level of noise emitted from the construction site shall not exceed the maximum permissible noise levels:-

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Maximum Permissible Noise Levels For Construction Works

Affected Buildings	Max Noise Dba (12hrs)			Max Noise Dba (1hr)			Max Noise Dba (5mins)		
	7am – 7pm	7pm – 10pm	10pm – 7am	7am – 7pm	7pm – 10pm	10pm – 7am	7am – 7pm	7pm – 10pm	10pm – 7am
Monday to Saturday									
Hospital	60	50	50	-----	-----	-----	75	55	55
Residential Buildings	75	-----	-----	-----	55	55	90	75	55
Sundays & Public Holidays									
Hospital	60	50	50	-----	-----	-----	75	55	55
Residential Buildings	75	-----	-----	-----	65	55	75	55	55

*Note: Please refer/ follow to Site noise limits in NEA's website.

4. Illegal Workers

- 4.1 As it is an offence to employ illegal foreign workers to carry out any renovation works, the Contractor is to ensure strict compliance with this statutory requirement, that is, no illegal foreign workers are employed in respect of such works and all foreign workers employed on the site shall have valid work permits from the relevant authorities.
- 4.2 The Contractor shall be solely liable for any penalties, fines or any other orders imposed by the relevant authorities or any court having jurisdiction pursuant to the commission of any offences relating to the employment of illegal foreign workers.
- 4.3 The Contractor shall indemnify the Hospital from any losses, penalties, fines or other orders of court which may be imposed or incurred by the Hospital relating to any employment by the Contractor of illegal foreign workers.

5. Use of Hospital's Water and Electricity

- 5.1 The water and electricity utilities are for the Hospital's usage and shall not be tapped or diverted for the renovation works unless permission has been granted by an authorized staff of the Hospital.
- 5.2 For any temporary power supply from the Hospital, the Contractor shall provide a temporary electrical board with a minimum of current operated earth leakage circuit breaker and miniature circuit breaker for overload protection. In certain cases, the Contractor is required to engage a mobile diesel generator for his power needs.
- 5.3 The Contractor is advised not to waste water during the renovation works.

6. Access for Removal of Debris and Transportation of Building Materials

- 6.1 The Contractor is only allowed to use the B3 delivery entrance and B2 loading/unloading bay for such purposes. Only Service Lift Nos. 21 and

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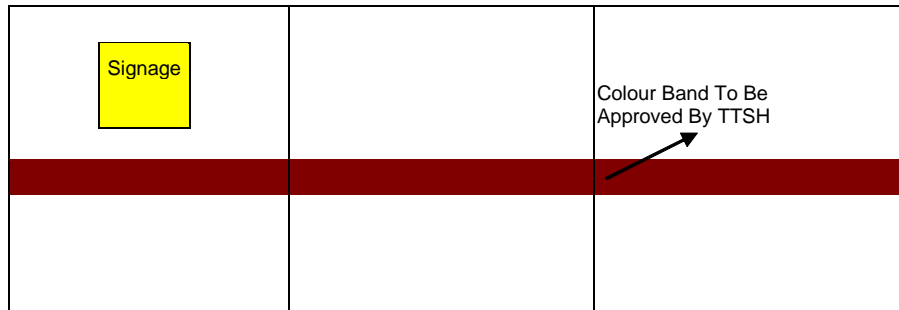
22 located near B2 loading/unloading bay and Firemen Lifts at the Tower Block are to be used for the delivery, transportation and removal of all construction materials, debris, furniture and fittings during the renovation and removal periods.

- 6.2 The Contractor is not allowed to use the passenger lifts or access any other areas of the Hospital without the written approval from the Hospital. The Hospital staff and vendors shall have priority of the use of the entrances, lifts and lift lobbies at all times. The Hospital may designate other lifts for delivery, transportation and removal of all construction materials, debris, furniture and fittings on a case by case basis.
- 6.3 The protective hoardings / cover sheets provided in the service lifts should not be removed or tampered with. Any damage found on them will be charged to the Contractor concerned. The Contractor must also ensure that no misuse or overloading is caused to the lifts.
- 6.4 The delivery of supplies and equipment should normally be done during office hours. Special arrangements must be made for deliveries after office hours.

7. Site Hoarding

- 7.1 Full height and enclosed hoarding must be erected at the site before commencement of works. Access door at the hoarding shall swing inside the site for safety purpose. All hoarding must have Polyken white surface and the surface joints shall be seamless and free from any sharp edges or wood splinters. They should be maintained in good condition and kept clean and free from graffiti at all times.
- 7.2 Notwithstanding item (7.1), the contractor shall provide sufficient safety barricades to cordon off the site and ensure there is proper and clear demarcation for safe passage of public.
- 7.3 There must be large and prominent signage display at the hoarding for communication with the public. The message should be kept as simple and straightforward focusing on the project title and duration and general information on the proposed construction works. The guidelines to be applied to the hoarding are below:

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- * Graphics for signage should be made from vinyl, digital print or suitably durable material.
- * All pantones and text shall follow TTSH approved type.

8. Protection of Access Route and Common Areas

- 8.1 The Contractor shall provide and maintain all necessary protective coverings along the access route from the designated service lifts and lift lobbies at B3, B2 to the site area and where necessary, protect existing wall and floor finishes before the commencement of works and maintain these areas at all times until the completion of the works.
- 8.2 The Contractor shall be responsible for taking every care and precaution by providing proper protective covers on the floor, etc. during their transportation of building material / debris and furniture, etc. delivery so as not to damage the common areas and the Hospital facilities. The Contractor is requested to advise their suppliers, agents and employees to observe the aforesaid arrangements strictly.
- 8.3 All finishes, fittings, fixture and installations and facilities provided in the Hospital shall not be tampered with without the permission of the Hospital or damaged during the renovation and removal periods.
- 8.4 Preventive measures must be taken to stop vapour, dust, debris or smells from being discharged through the windows to the external of the site or to adjacent work areas.
- 8.5 Non-observation of the above may result in the Hospital's refusal to allow entry to the site and the usage of facilities and any damage found during and subsequent to their operations shall be corrected and fully compensated by the Contractor concerned.

9. Use of Toilets

- 9.1 During the renovation period, only selected toilets will be opened for the use of the Contractor.
- 9.2 The Contractor is advised to instruct their suppliers, agents and employees to take good care of the aforesaid toilets, not to waste water and observe the cleanliness therein.

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- 9.3 No disposal or discharge of building materials or debris and mixing of concrete, etc. are allowed in the toilets.
- 9.4 At the end of the renovation works or from time to time, should there be any damage found on the tiling, plumbing or sanitary fittings, such damage will be restored and all costs incurred shall be charged to the Contractor.

10. Cleanliness and Illegal Dumping

- 10.1 The Contractor shall be responsible for clearing their building debris at the Hospital's approved dumping ground on a daily basis and shall not be allowed to stack or accumulate in such a way as to endanger the stability or pose as a threat to the Hospital staff and patients.
- 10.2 No building debris is allowed to be left or disposed of at the common area, bin centre or at any areas of the Hospital other than the designated dumping ground under any circumstances.
- 10.3 Pursuant to the aforesaid, in the event that the Contractor is found to have disposed of any building materials or debris in any area of the Hospital other than the designated dumping ground, the Contractor shall be made to bear the cost of disposal and a penalty of up to S\$1,000.00 shall be imposed on any Contractor found dumping indiscriminately or for not maintaining the designated dumping ground in a clean and tidy manner.

11. Decorum

- 11.1 The Contractor is expected to conduct himself with decorum and to behave in a civilized and responsible manner.
- 11.2 The Contractor must be properly attired at all material times and be confined to the areas in which he is working. He must ensure that he does not litter, deface or damage any part of the Hospital.
- 11.3 The Contractor shall also ensure that he does not cause any nuisance, offensive smell, noise, vibration or inconvenience to the other occupants of the Hospital.
- 11.4 The Contractor shall co-operate with the security guards and/or any representatives of the Hospital, failing which he shall be barred from working in the Hospital.

12. Fire Protection Works

- 12.1 Additions or alterations to sprinkler heads, if required, shall be provided at the Contractor's expense. All costs for submission, construction etc. shall be borne by the Contractor. Application for the drainage of the sprinkler system in connection with the alteration/addition works can be made to the Hospital subject to the payment of a fee of S\$300.00 per occasion, which sum shall be payable at least 3 days in advance before the

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commencement of work. The charging of water has to be carried out at the end of the day by 5.00pm.

- 12.2 The Contractor shall ensure that his stock, goods or equipment are kept within the site and all common corridors and fire escape routes are to be kept clear and unobstructed, failing which the Hospital will proceed to clear the said corridors or escape routes and all costs incurred shall be charged to the Contractor.

13. Air-Conditioning Works

- 13.1 No alteration or modification to the existing air-conditioning duct work is allowed unless the prior written approval of the Hospital has been obtained. Such works shall be carried out by an approved Contractor to be decided by the Hospital. No booster/extracting fans shall be allowed to be installed at the air-conditioning outlets to extract cool air from the central system.
- 13.2 In circumstances where dust and dirt are likely to be generated from the works, the Contractor shall ensure that the air-conditioning supply air inlets and return air outlets are properly and securely covered with polyurethane sheets to prevent possible pollution and contamination of the central air-conditioning supply.
- 13.3 No air-conditioning will be supplied to the site undergoing renovation so as to avoid malfunctioning effects on the system.
- 13.4 The Contractor shall not proceed with any M&E and plumbing works which will affect the regular functioning of any such system / installation without the prior consent of the Hospital.
- 13.5 All mechanical and electrical installations must comply with the Code of Practice from PSB and authorized departments.

14. Structural Works

- 14.1 The structural floors of the Hospital are designed for a maximum superimposed load of 5.0KN/sq m (84 lb/sq ft).
- 14.2 The Contractor shall not do any hacking works to the superstructure, concrete flooring and/or any structural element of the Hospital without the prior written consent of the Structural Engineer and the Hospital. When other nearby offices/ shops/ clinics/ medical wards are in occupation, hacking, drilling and other noise generating fitting-out works can only be carried out after office hours or at designated hours after prior application has been made to and consent obtained from the Hospital.
- 14.3 The contractor shall take photographs of the site prior to the commencement of work and completion of works. It will be the contractors duty to re patch back the opening with the appropriate fire resistance cement upon completion of works

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15. Safety Inspection by the Hospital

- 15.1 Before the commencement of and during the renovation works, the Contractor shall notify the Hospital for a joint inspection to be carried out to ensure that the site is in a safe and proper condition.
- 15.2 The Hospital shall have the right at any time during the renovation works to gain access into the site to make spot checks and issue instructions to ensure that the conditions contained herein are complied with. The Contractor is advised to co-operate on this matter to avoid inconvenience or disruption of the works.
- 15.3 The Contractor shall maintain a high standard of housekeeping and ensure fire safety on site for the duration of the contract. He shall keep the site of his operations in as clean, neat and safe a condition as possible.
- 15.4 The Contractor shall be penalized for creating any environment which could endanger the life and/or safety of staff and patient. Works will be ordered to be stopped until the cause(s) of the safety infringement is/are removed and the situation remedied. The Hospital shall not be responsible for any undue delay of the works or cost incurred as a result of the stoppage. In addition, the Contractor shall be made to bear all consequences should any accident occur arising directly or indirectly out of the safety infringement.

16. Illegal Parking

- 16.1 All illegally parked vehicles and those that are parked indiscriminately or cause obstruction or pose as a safety hazard to other users will be wheel-clamped. A removal fee of S\$50.00 will have to be paid for the clamp to be removed. The Contractor shall conform to the Hospital regulations for carting, loading and unloading all materials, debris etc. to and from the site.

17. No Smoking

- 17.1 Smoking is strictly prohibited in the Hospital. The Contractor must observe that the Hospital is a no smoking area and that no smoking is allowed in the building or open spaces. Offenders will be booked and subsequently taken to court and may be fined up to S\$1,000.00 under the Environment Act.

18. Mosquito Breeding

- 18.1 Offenders will be taken to court and dealt with under the Environment Act should the site they occupy be found to have mosquitoes breeding.

19. Eating Inside Site Area

- 19.1 The eating and consumption of food is not allowed in the site. Consumption of food should only be done in proper designated areas like

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the food court or outside the Hospital. Special arrangements can be considered for practical reasons subject to the consent of the Hospital.

20. Hot Works

20.1 No hot works are allowed in the Hospital without first obtaining the permission of the Fire Safety Officer. The Contractor must obtain the 'Hot Works Permit' from the Fire Safety Officer for all works involving flame, arc welding and any other equipment producing heat or having naked flames.

21. Protection to Existing M&E and Building Services

21.1 The Contractor shall uphold, protect and maintain all existing M&E and building services within and adjacent to the site and take full responsibility for any damage or disruption to such services occasioned by the building works and allied operations during the progress of the works.

21.2 The Contractor shall make good or pay for making good all damage to all existing M&E and building services and any consequential damage or loss arising out of such damage or disruption.

21.3 The Contractor shall seek the Hospital's approval in writing at least 10 working days in advance if the works require any temporary shutdown of the existing M&E and building services.

22. Use of Mobile Phones and Walkie Talkies

22.1 Mobile phones and walkie talkies are not allowed in Patient Dependent on Equipment (PDE) areas or any designated areas in the Hospital where such use is prohibited. The mobile phones and walkie talkies should be completely switched off and not kept on standby mode in these areas.

23. Indemnity

23.1 The Contractor shall indemnify the Hospital against any expense, liability, claim or loss in respect of any injury or damage whatsoever to any property real or personal arising out of or caused by the carrying out of the works or brought against, incurred or suffered by the Hospital as a result of a breach by the Contractor, his subcontractors, employees, suppliers or agents, of any of the conditions and requirements stated herein

24. Safety Requirements For Works of Engineering Construction

24.1 The Contractor shall be responsible for compliance with the requirements of any law, regulation, by-law or public authority relating to site safety at all times and shall bear all costs and expenses connected in compliance with the same.

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24.2 The Contractor shall be responsible to provide all necessary safety devices and safety precautions to eliminate danger to its workmen, patients, staff and the general public and the property of others.

25. Risk Management

25.1 The Contractor shall be responsible for compliance with the requirements as stipulated in WSH (Risk Management) Regulations and submit a risk assessment of the work to the Hospital before commencement.

25.2 The Contractor EHS Representative together with the Hospital's personnel (Project Manager or EHS Officer) shall review the adequacy of the risk assessment conducted.

The Contractor is to acknowledge below when they sign in at the Security Control Room on the first day of their works. They are deemed to have understood the above conditions and requirements and undertake to abide by them when working in the Hospital.

Name : _____

Signature : _____

Company : _____

Date : _____