

Urbana Facility Maintenance Private Limited

Application for Approval of Renovation Work

Particulars			
Name of the Owner :	Tower:	Floor:	Unit:
<hr/>			
Contact No:	<hr/>		
Name of Contractor:	<hr/>		
Address:	<hr/>		
	<hr/>		
Contact Person: Name: (On Site Personnel)	<hr/>		
Contact No:	<hr/>		
	<hr/>		
Duration			
Expected Date of Commencement:	<hr/>		
Expected Date of Completion:	<hr/>		
Proposed Alteration / Erection / Replacement			
Please indicate below the areas of work involved and provide details pf work on the typical floor plan of the Unit:			
[] Knocking Down of walls (Non-Structural Only)			
[] Flooring			
[] Relocation of switches and cables			
[] Replacement of Main Door			
[] Installation / Replacement of Air Conditioning Unit			
[] Plumbing / Sanitary Works			
[] Electrical Works			
[] Carpentry Works			
[] Others (Please Specify) : _____			

Fit Out Rules & Regulations

- 1) No external changes shall be permitted in any case. Any internal changes which may affect other Apartment(s) and/or the building are strictly prohibited.
- 2) The safety and security of all the materials, equipment and tools etc. required for the fit-out works shall be exclusive responsibility of the Allottee and under no circumstances the Company shall be held responsible or liable for any loss or theft. (Same as fit out original)
- 3) The Company shall not allow any person inside the URBANA Complex without having a valid identity card. Prior commencement, contractors should apply for ID cards from Facility Management Office. (On charge Basis)

CHARGES FOR ID CARD :-

Work Duration	Fees (Rs.)
ID card fees for personnel (Maximum 30 heads) for 60 days	600/-

- 4) Obtain "**Hot Work Permit**" from Facility Management Office before commencement of any Welding/Cutting/Hazardous work. LPG cylinders are not allowed, only DA (dissolve acetylene) shall be used for such applications.
- 5) All equipment and materials shall have to be stored inside the Apartment only. The Allottee shall ensure that all debris generated is stored at places designated by the Company. Disposal of Debris shall be done by the allottee.
- 6) No worker shall be allowed to stay inside the apartment post the working hours.
- 7) All loading/unloading of materials shall be done only in designated areas of the individual Tower and no other common areas are to be used for these purposes. Loading and unloading are to be done only after informing the Company. Lifting and shifting of all heavy materials to be done using Common staircases. Only workman with hand tools shall be permitted in the Service Elevators.
- 8) The working hours shall be from 9 am to 6 pm. No noise work to be carried out during the period from 2 pm to 4 pm, if found doing so, then warning will be given and if warning is violated then fit-out work will be suspended for few days. No works to be carried out on Sundays & all national holidays.
- 9) **Modification/alteration/changes/knocking-off/breaking/ tampering are strictly prohibited for all structural design.**
- 10) At all times the load factor of all items stored/stacked within the Apartment **shall not exceed the 2KN/m² load of the slab**
- 11) **Electricity charges consumed during the interior / fit-out period as mentioned in the Fit-out handover letter.**
- 12) The Allottee shall ensure that contractors and subcontractors provide safety and personal protective equipment (PPE) like hard hats, safety gloves and glasses etc. to the workmen to be engaged for the fit-out works.
- 13) No storage of any gas cylinders shall be allowed on Urbana Complex without written permission from the Company.

- 14) The allottee shall provide the list of contractors contact details to the Company.
- 15) Goods unloaded should be cleared immediately from common area/staircases.
- 16) No Permission to work in common area like corridors/lobbies etc.
- 17) No tool or material would be permitted to take out from the site without prior authorization/permission.
- 18) No bathing or washing of clothes is permitted.
- 19) No debris, wooden pieces, saw dust etc. which could cause fire and other dangerous accident shall be allowed to stack and/or dump inside Apartment while Allottees' contractors / representatives shall leave the apartment and/or premises at the end of the day.
- 20) **One set of master key shall be with the Security Post at reception / authorized representative of the company which shall be handed over at the time of final possession.**

I/We shall abide by the rules and regulations while carrying out the work and shall be responsible for safety & security of the personnel deployed by me /us.

In case, of any loss, damage, injury or fatality of equipment, asset or person, unit owner will be solely responsible.

Flat holder's Name:

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Signature of Unit / Flat Owner

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