

SECTION A

GENERAL INSTRUCTION

1.0 GENERALLY

- 1.1 This section is to be read in conjunction with all other sections contained in these documents and is deemed to have been taken into consideration by the Contractor for pricing of this contract and the subsequent observance, strict adherence and compliance of the said requirements on this project.
- 1.2 The Contractor shall be deemed to have read, understood and agreed to comply duly with the Building Authority/Landlord's fitting-out guides and procedures. All damages, responsibilities and liabilities arising Out Of the Contractor's failure to conform to these requirements shall be borne fully by the Contractor to the total exclusion of the PM/ Designer.

2.0 EXAMINATION OF SITE AND DRAWINGS

- 2.1 The Contractor shall be deemed to have examined the site and its adjacent properties/ areas and taken into consideration all prevailing and foreseeable conditions and constraints for necessary allowance to be made in the pricing of this contract.
- 2.2 The PM/ Designer shall be notified in writing of any inconsistency between existing site conditions and that as indicated in the drawings and/ or related contract documents.
- 2.3 No claims shall be allowed on the ground of ignorance of the existing site conditions.
- 2.4 The Contractor shall check and verify all dimensions on site. Any discrepancies between dimension from the drawings and those on site shall be reported immediately to the PM/ Designer.
- 2.5 Figured or calculated dimension shall be preferred in all cases to scaled dimensions from the drawings.

3.0 DESIGN DRAWINGS AND SHOP DRAWINGS

- 3.1 Designer's drawings shall strictly be treated as design drawings which contain information pertaining to the design intent, materials used and specified finish of the end-product. They are not to be read as "shop drawings". The Contractor shall determine and be responsible for his own fabrication and method of construction, connection, fixing, joining of the various components, etc. to achieve the design, desired finish and stability of the completed works.
- 3.2 If required, the Contractor shall submit in triplicates shop drawings to the PM/ Designer for approval prior to fabrication. The Contractor shall verify all field measurements and conditions. Shop drawings shall indicate dimensions, connection detail, etc.

4.0 MATERIALS, EQUIPMENT, SAMPLES AND MOCK-UP

- 4.1 Unless otherwise stipulated, the Contractor shall provide and pay for all material, labour, tools, equipment, required permit(s) and license(s), light, power, water, telephone, transportation and other facilities as deemed necessary or required for the proper execution and completion of the works.
- 4.2 The Contractor shall furnish samples of materials and finishes, mock-up and prototypes as directed by the PM/ Designer and/ or required under the contract for the PM/ Designer's approval immediately upon the award of the contract and prior to delivery and installation. The quality and workmanship of the finished work must be in conformance with the approval samples.
- 4.3 The Contractor shall verify the availability of all materials specified prior to the submission of the tender. If any specified materials or items are not available in time to suit the working schedule, the PM/ Designer must be notified accordingly.

5.0 SITE MANAGEMENT/ MEETING/ DRAWINGS/ SAMPLE

- 5.1 The Contractor shall constantly keep upon the works on a full-time basis, the following key site personnel:
- a) a competent and experienced project manager who shall be overall in charge of the works.
 - b) a general foreman/ supervisor who shall be continuously in charge of the executive and maintenance of the works throughout the period of the contract.
- 5.2 No personnel may be replaced without the prior approval of the PM / Designer
- 5.3 Formal site meeting will be held weekly/ fortnightly or as directed by the PM / Designer. Attendees shall include the PM / Designer, other supporting Consultants, Contractor and all other sub-contractor
- 5.4 Persons designated by the Contractor to attend and participate in site meeting shall have the required authority to commit the Contractor to solution agreed upon at the site meetings.
- 5.5 The Contractor shall be responsible for administering the meetings including recording, submitting of draft to PM for vetting within forty-eight (48) hours and distribution of the approved meeting minutes to all relevant parties promptly.
- 5.6 The Contractor shall provide a reasonable and proper room / area with adequate furniture to hold such meeting (e.g. table & chairs) and light refreshments.
- 5.7 The Contractor shall maintain on site a full and complete stick-set of current working drawings for reference by the PM / Designer at site meeting and any other time as required.

6.0 PREPARATION WORK

- 6.1 The Contractor shall mark on the floor, wall, partition, ceiling, if applicable, the exact position of the following items for the Designer's approval:
- a) All existing and new furniture size and layout.
 - b) All new partitions layout.
 - c) All power, data/ telephone, switches, light points.

7.0 DISCREPANCY

- 7.1 Should any discrepancy be discovered in any of the documents contained in this Contract, the Contractor shall immediately refer the matter to the PM / Designer before the work is put in hand. The PM / Designer will decide as to which document will take precedence and his decision will be final.
- 7.2 The whole of the works, specially figured dimensions, etc., must be checked at the Site to ensure correctness before fabrication and any serious discrepancy immediately reported to the PM / Designer prior to the work being put in hand.
- 7.3 In the absence of details or descriptions but where additions or changes are necessary to complete the Works, the contractor shall provide the same at no extra cost.

8.0 EXCLUDED ITEMS

- 8.1 The excluded items, if any, so described in the drawings and documents will be excluded from the contract price. This will in no way absolve the Contractor from co-ordinating the installation of the noted items

9.0 COMPLETION

- 9.1 Completion shall mean that the designated areas be fully complete partitions, finishes and furniture (viz. built-in, movable, reused) and all auxiliary works, eg. M&E points, etc., necessary for the full and proper functioning of the intended activities of the designated areas.