

Annex 5

1.1 SCOPE

1.1.1 General Scope

- 1.1.1.1 Site Surveying – The awarded contractor must produce an accurate as-built drawing of the project site along with the proposed partition.
- 1.1.1.2 The awarded contractor must produce an accurate as-built drawing of the project site along with the shop drawings of the proposed partitions. This should be generated within 2 days of project commencement.
- 1.1.1.3 The awarded contractor must produce a deliverable timeline of the project and approve it from the client prior to the commencement of work onsite.
- 1.1.1.4 Supply of all material including necessary requirement and other tools are under the complete responsibility of the contractor.
- 1.1.1.5 All installation works must be carried out by the awarded contractor. All necessary tools and other equipment including adhesives and other components will not be provided by the client and must be managed by the awarded contract.
- 1.1.1.6 Regular site inspection will be done by the client during construction work. During site analysis and measuring, the awarded contractor will always be accompanied by a staff of the client on site.
- 1.1.1.7 All works must be carried out with care to the existing structure. All partition to be fabricated by the contractor at their own premises to minimize the disturbance to other offices in the building. Work must be minimised to fixing only where applicable. All finishes must be done with extra care to provide a seamless finish.
- 1.1.1.8 AC's located within site should not be turned on to prevent any damage, due to excess dust and particles. Where required, these should be covered.
- 1.1.1.9 Relocation of existing furniture to the areas specified by the staffs.
- 1.1.1.10 All waste must be discarded by the contractor. Common areas,

staircase and lobby should be cleaned after shifting of materials during the period when the work is conducted on site. Finally, site should be cleaned prior to hand over.

1.1.1.11 Construction should be carried out in 2 phases as specified in the drawings.

1.1.2 Demolition work of the existing partition walls, doors.

1.1.2.1 Contractor should ensure that no damage is made to the building and its structure.

1.1.2.2 Contractor should ensure the safety of other occupants in the building during the shifting of materials.

1.1.2.3 Contractor should ensure minimum disruption to other occupants during the work.

1.1.2.4 Doors should be removed without damaged and handed over to the client.

1.1.3 Demolition work for the male toilet, female toilet and the disable toilet

1.1.3.1 Removal of toilet fittings, tiles and doors. (Male toilet, female toilet, and disabled toilet)

1.1.3.2 Removal of the toilet ceiling in the male toilet, female toilet and the disabled toilet.

1.1.3.3 Removal of toilet fittings and tiles and seal off all plumbing lines for the toilet that is converted to the prayer room.

1.1.3.4 Demolition work of the toilet to be carried out in 2 phases to allow for the toilets to be used by the staffs.

1.1.4 Construction of new partition walls, doors, and store cupboards, open deck area and stage as per the drawings attached.

1.1.4.1 Height of all the partitions walls should be up to height specified in the drawing. Additionally, this should be verified with the onsite condition by the contractor.

- 1.1.4.2 Location of the partitions are shown in the attached floor plan drawings.
- 1.1.4.3 Contractor must give shop drawings and specification for the partition work for the approval of client prior to commencing any physical work.
- 1.1.4.4 Contractor may use standard gypsum board/Fiber Cement Board or Plasterboard for partition as per the convenience where the standard dry wall partitions are mentioned other than Aluminum Partitions
- 1.1.4.5 For the Aluminum partition, thickness of Aluminum profile should be 1.2mm. All profiles should be white powder coated and coating thickness should be 60 microns minimum.
- 1.1.4.6 Thickness of the partition wall should be 50 to 75mm.
- 1.1.4.7 Please refer the door schedule for the details of doors. (Ironmongeries door closers should be considered)
- 1.1.4.8 Minimum glass thickness for doors and fixed glass should be 6mm to 8mm and frosted sticker should use.
- 1.1.4.9 Contractor must provide shop drawings and the specifications of all doors, partition before fabrication for the approval of the Ministry.
- 1.1.4.10 All the dry wall the partitions other than the Aluminum framed glass partitions should be finished neatly with two coat of paint layers.
- 1.1.4.11 100mm (4 inch) Skirting also needs to do for both sides of the dry wall partition wall with the use of material, which has same properties of partition wall. This is not required for the Aluminum framed partition area
- 1.1.4.12 Samples of the materials that is intended to be used for the permanent work should be submitted for the approval of the client before commencing the work.
- 1.1.5 Painting of the office area
 - 1.1.5.1 2 coat semi-gloss white emulsion paint on existing walls, with putty rectification where required.
 - 1.1.5.2 Putty, 1 coat water-based sealer, and 2 coats of semi-gloss white emulsion paint, on new partition walls (Gypsum)

1.1.6 Toilet Renovation works (Male toilet, female toilet, and

1.1.6.1 Construction of new ablution area as shown in the drawing.

1.1.6.2 Fixing of new wall tiles and floor tiles. Wall should be inspected for water leaks and the surface should be prepared prior to the fixing of tiles.

1.1.6.3 Fixing of the new toilet fittings.

1.1.6.4 Fixing of the new toilet cubicle doors.

1.1.6.5 Fixing of ceiling with timber frame and cement board, with white putty and semi-gloss white emulsion paint.

1.1.6.6 Samples of the materials that is intended to be used for the permanent work should be submitted for the approval of the client before commencing the work.

1.1.7 Electrical works

1.1.7.1 2 x 13-amp sockets to be provided for each workstation, as per the drawing.

1.1.7.2 13-amp sockets to be provided for printers and other equipment.

1.1.7.3 Electrical wiring to be routed from DB, through the ceiling trays and brought down at each column (with casing) and then terminated at the 13-amp sockets at the workstation.

1.1.7.4 Provision of additional breakers for the provision of extra electrical points

1.1.8 Defect liability period will be 6 months.