FIT-OUT

**Tower no: Flat no:**

 **ptaoa137noida@gmail.com**

# FIT-OUT INDEX

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| --- | --- | --- |
| **Sr. No.** | **Content** | **Remarks** |
| 1 | Owner Conformation mail |  |
| 2 | Fit-out Guidelines |  |
| 3 | Contractor Details |  |
| 4 | Drawing of interior work is to be submitted |  |
| 5 | Refundable Security Deposit of INR 25000/- need to be deposited at FM Office. |  |

**Signature of Resident**

# Fit-out Guideline

1. Fit out charge is Rs 25,000/- as refundable security deposit in favor **of “PARAS TIEREA APARTMENT OWNERS ASSOCIATION MAINTENANCE**
2. After verification of authorization letter, the contractor has to submit the details with police verification of self and his workers along with two passport size photographs to security control room at main gate for entry passes and collect the same for use. Validity of the cards is one month which will be renewed thereafter with written consent from apartment owner if needed.
3. Doorbell / intercom should be made functional before commencement of work.
4. All workers and contractors should carry and display their entry pass each time upon entering the main gate. **No worker/contractor will be allowed to stay overnight in the apartment.** All workers/contractor should use service elevators only.
5. Permitted timing of work is from 09:00 AM to 06:00 PM on week days only. Noisy work is not to be undertaken from 02:00 PM to 04:00 PM to avoid disturbance to residents. Entry of material is allowed from 09:00 AM to 06:00 PM only.
6. No workers are allowed to stay or work beyond 6:00 PM in the flat.
7. No masonry, concrete chipping, electrical, air Conditioning, fire sprinkler, plumbing, civil modification etc. to be undertaken without written approval of the PARAS TIEREA Design department. Any change affecting external elevation of building is not permitted. **Do not cover or conceal any fire sprinkler inside the apartment while doing carpentry or allied works.**
8. No change of tiles of wet areas/ toilets is recommended. If change of wall/ floor tile is to be done, water proofing has to be done again by apartment owner using standard water proofing techniques through the authorized applicator only and it will be certified/ checked by PARAS TIEREA Design Projects representative. Pressure testing of Cu-piping is also to be done again at apartment owner’s cost.
9. All material to be taken by service elevator from basement only. Bring the ply / board of suitable size taking into consideration size of the service lifts installed in the building. Use small pick up or rickshaw suitable for entry to basement.
10. In case of any welding works a separate HOT WORK, permit is to be taken from condominium office each day for the specified duration only.
11. Do not overload, scratch, write or damage the elevators. Do not hold the elevators by blocking the doorways. Loose material should be neatly tied in bags for transporting in elevators.
12. No storage of material, debris etc. permitted in the common areas, shafts inside the apartments, staircase, etc. Fire escape routes to be kept clear at all times. No work is allowed in any common area of building or parking slot.
13. Any Malba generated in the apartment should be kept in small bags uniformly inside the apartment and should be removed periodically. Vehicle should be arranged before removing the malba from apartment. Written permission of apartment owner is required for taking out unused material.
14. Use of liquor, drugs tobacco, pan masala, pan, etc. by the workers, laborers and contractors is strictly prohibited in the complex.
15. No changes / alteration to be undertaken for air condition system of the apartment without prior approval from the supplier and condominium office.
16. Transshipment of Household Luggage/ packed Baggage’s IN/ OUT is permitted between 9.00 AM to 6.00 PM only. All empty boxes/ packing material etc. must be cleared from the common area’s same day.
17. All hand operated Power Tools, light bulbs/ holders etc. must have proper insulated cables with plug tops to avoid sparking.
18. All doors / windows, lights, fan and water tapes should be properly closed / shutoff prior to retiring from day’s work.
19. For any further clarification, you may contact PARAS TIEREA Facility Office.
20. Failure to follow the above guidelines, gate passes of the workers will be cancelled and work will be stopped immediately. Any damage to building property will be debited to apartment owner.

**I further undertake to ensure that I & the workers/contractors will abide by above guidelines.**

**Name of Resident: Signature of Resident:**



**Tower no: Flat no.** Date: / /

To,

The Estate Manager PARAS TIEREA, NOIDA 137.

## Undertaking: Maintenance of Structural Integrity and Elevation

I understand that any structural modification is NOT PERMITTED, and uniformity of elevation has to be maintained

at all times.

I have submitted the relevant drawings and plans for renovation and refurbishment to the Estate Office.

I/We have read and understood the fit-out guide and assure to abide with the Guidelines, Rules and Regulations while carrying out the fit-out works.

**Signature of Resident Signature of Interior Contractor**

##  ANNEXURE – 2 CONTRACTOR EMPLOYEE LIST

Flat Owner’s Name :

Tower No. :

Flat No. :

Access to Building :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of the person | Name of the Contractor | IDCard No. | Permitted Area | Work Details |
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**Signature of Resident: \_**

## Annexure – 3 DETAILS OF INTERIOR WORK

**We need to do the following works in our Tower no. flat no.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **False Ceiling** | **Electrical** | **A/c** | **Plumbing** | **Painting** | **Tiling** | **Civil** | **Others** |
| **Changes** | **Installation** | **Changes** |
| **Living****room** |  |  |  |  |  |  |  |  |
| **Bedroom1** |  |  |  |  |  |  |  |  |
| **Bedroom 2** |  |  |  |  |  |  |  |  |
| **Bedroom 3** |  |  |  |  |  |  |  |  |
| **Bedroom 4** |  |  |  |  |  |  |  |  |
| **Study****room** |  |  |  |  |  |  |  |  |
| **Entrance Door** |  |  |  |  |  |  |  |  |
| **Dry****Balconies** |  |  |  |  |  |  |  |  |
| **Kitchen** |  |  |  |  |  |  |  |  |

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| --- | --- | --- |
| **Submission** | **Submitted: Y/N** | **Approved: Y/N** |
| **1. All interior (plan, section and elevation) and modification drawings** |  |  |
| **2. Lighting layout drawings.** |  |  |
| **3. Level plans showing, partitions if any.** |  |  |
| **4. Sectional view elevations of any alterations.** |  |  |
| **5. Specification details of any electrical and protection requirement.** |  |  |
| **6. Any other information or detail relevant to the****interior work.** |  |  |

**Please approve the same.**

**Signature of Resident: \_ Date:**

**Note:**

1. **The above request approved, is to be read in conjunction with terms and conditions with handover of fit-out letter.**
2. **If there is any violation to the above-mentioned terms / points, penalty will be imposed and which will be charged separately.**

**Approved by: (Authorized Signatory)**

 **Approved by: security officer signature**

## Annexure – 4

**ID CARD REQUISITION FORM**

|  |
| --- |
| Main Contractor: |
| Name of Person: |
| Contact Nos.: |
| Purpose: (A/c, Electrical, Plumbing, Flooring, Carpentry, etc.) |
| No. of gate passes to be issued: |
| Date of Issue: | Valid up to: |
|  |  |

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| Sr. No. | Name | Signature | Remarks |
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## Name of Person: Resident Signature: