

# TECHNICAL AND FITTING-OUT GUIDES



**2025 Edition**

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## I. Introduction

This guidebook provides important information to help Central Plaza's tenant and the tenant's designers/consultants/contractors in fitting-out the leased premises at Central Plaza. If the tenant has any queries on the contents of this guidebook or on your proposed fitting-out submission, please contact Central Plaza Management Co. Ltd. for assistance or clarification.

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Whilst every care has been taken in preparing these particulars, no warranty is given as to accuracy of the information contained. The information contained does not form part of an offer or contract.

## **II. About the Building**

### **1. THE PROJECT**

Central Plaza is a prestigious 75 storey Grade-A office tower. The building was completed in 1992, it is one of the tallest buildings in Asia. The building is 1,228 ft. (374 metres) in height.

The building stands on a huge urban plot totalling 119,000 sq.ft. of which only 40,800 sq.ft. is built over at ground level. The remaining area is a vast landscaped garden piazza for the use of the occupants of Central Plaza, and the entire district. The scope and magnitude of the Central Plaza development ensure it remains the showpiece of Hong Kong and Asia throughout the decade.

### **2. THE LOCATION**

Central Plaza is located at 18 Harbour Road, Wanchai, Hong Kong and is bounded by Fleming Road and Gloucester Road. Strategically positioned on the Wanchai North's core business district, the site offers magnificent views of Victoria Harbour. Hong Kong Convention Exhibition Centre and a number of five-star hotels are just located in the vicinity. With regards to entertainment, the Hong Kong Arts Centre and the Academy for Performing Arts are within easy walking distance.

#### **2.1 Transportation**

Central Plaza is well positioned for easy access to all forms of public and private transportation in Hong Kong. Its excellent accessibility with covered footbridges linking to Exhibition Centre Station and Wanchai Station, which takes only 3-minute and 5-minute walk to the two stations respectively. The East Rail Line directly connects Lo Wu Control Point and Lok Ma Chau Control Point as well as other means of transportation such as the Star Ferry, buses, cross-harbour tunnel buses, taxis, cross border buses have well-connected Central Plaza to the rest of the territory. Ample parking spaces at the basement level, while some are installed with electric vehicle charging facilities.

## **II. About the Building**

### **3. ARCHITECTURE & DESIGN**

#### **3.1 Architectural Design Concept**

The Architects for Central Plaza, Dennis Lau & Ng Chun Man Architects & Engineers (H.K.) Ltd. was originally given an open brief to design a majestic building befitting the prime location of the site.

It must be able to stand-out from its neighbouring buildings and other new office developments in Hong Kong in term of architectural design and quality of finishes. Besides being able to see the harbour, one of the design objectives was for the building to be seen and contribute positively to the skyline of Hong Kong. A new landmark that is synonymous with the successful business establishment of not only Hong Kong but also Asia. A vision of tomorrow.

#### **3.2 The Design**

After consideration of many different forms and design alternatives, a triangular building shape was chosen, with 2 sides maximising the harbour view.

The building is made up of 2 principle components. A free standing 1,228 ft. high office tower and a 100 ft. tall podium attached which serves as the grandiose entrance lobby to the main tower. The garden piazza at the ground level surrounding the building is decorated with striking fountain and exotic flora and provides a pleasant environment not only to the occupants of the building, but also to the entire district.

The tower itself is made up of 3 sections, a 100 ft. tall tower base connecting to the spacious podium entrance and public circulation spaces, the main tower, sky lobby and 5 mechanical plant floors and the tower top consisting of 6 mechanical plant floors and a 213 ft. tall tower mast.

The building shape is not strictly triangular due to the truncation of the corners to provide more corner offices. The office floor plate at 20,000 sq.ft. is one of the largest office floor plates in Hong Kong and allows for an efficient layout design.

The 3 principle facades each has its own significance. The northwest facade looks directly at Central and Tsim Sha Tsui, and is very visible in return from these districts. The south facade fronts Gloucester Road visible to the thousands of motorists and pedestrians passing by. The northeast facade faces Tsim Sha Tsui.

#### **3.3 External Finishes**

The façade is clad in insulated glass of 3 different colours. Gold and silver coated glass pattern are used in a vertical and horizontal pattern and juxtaposed with a ceramic painted pattern glass to create the slimmer classical image. The ceramic frit glass is also used as the "Cat Scratches" inlaid on the main gold facade. The tower top has a central mast with 3 legs at the 3 truncated corners. It forms the crown of the building and completes its simple, majestic, yet elegant look.

## **II. About the Building**

### **3. ARCHITECTURE & DESIGN**

#### **3.4 Interior Design**

The interior design concept, by Hirsch Bedner & Associates Ltd., was developed from the architectural design of Central Plaza. A combination of neo-classic and post-modernism themes were used to create a unique environment within the building.

It was decided from an early planning stage to create a warm inviting environment within Central Plaza, as opposed to the cold, sterile feeling typical of a commercial office development.

In linking the exterior architectural concept with this warm comfortable theme, a number of materials have been used throughout the entrance foyer, podium levels, lift lobbies and lift cars to achieve the desired effect.

Norwegian Baltic green granite columns are evident on the exterior and interior of the building. A golden Brazilian granite called "Giallo Veneziano" is used extensively in the interior to complement the golden curtain wall of the exterior, and a warm Italian sandstone is also used extensively to enhance the environment.

A contemporary art collection has been commissioned from Chinese Artists all over the world specifically for Central Plaza.

Wrought iron and railings with brass ring fittings are used to complete the design concept.



## II. About the Building

### 4. DEVELOPMENT TEAM & CONSULTANTS

Developers	: Sino Group Sun Hung Kai Properties
Architect	: Dennis Lau & Ng Chun Man Architects & Engineers (H. K.) Ltd.
Structural Engineer	: Ove Arup & Partners Hong Kong Ltd.
Building Services Engineer	: Associated Consulting Engineering [company ceased operation in 2004]
Geotechnical Consultant	: Ove Arup & Partners Hong Kong Ltd.
Quantity Surveyor	: Levett & Bailey Chartered Surveyors
Main Building Contractors	: Manloze Ltd.
Interior Designer	: Hirsch Bedner & Associates Ltd.
Lighting Designer	: Lightsource Incorporated
Curtain Wall Consultant	: Heitmann & Associates, Inc.
Curtain Wall System	: YKK Company (HK) Ltd.
Skylight & Glass Wall System	: United Reliance Corporate Ltd.
Lifts	: Otis Elevator Company (HK) Ltd.
Acoustic Consultant	: Ove Arup & Partners Hong Kong Ltd.
Landscape Consultant	: Urbis Travers Morgan Ltd.
Art Program Organizer	: AGI International Art Consultants
Signage & Graphics Designer	: Watermark Associates Design & Consultant Ltd.
Management Company	: Central Plaza Management Co. Ltd.

### III. Technical Guide

#### 1. STRUCTURE

##### 1.1 General Concept of Structure

The main lateral load resisting system of the tower is a perimeter moment frame tube of reinforced concrete. The triangular core primarily carries vertical loads in order to allow efficient primary planning of the floor plate. At transfer plate level on 3/F to 5/F the lateral wind load is transferred to the core and the perimeter frame is transferred to main circular columns at 9.2m centres, thus providing a more open tower at entrance levels. The building is founded on large diameter caissons to granite bedrock. Grade 60 N/sq.mm concrete was used for the vertical structure. This is the first use of Grade 60 concrete in the private sector in Hong Kong. (The highest normal strength used is 40 N/sq.mm or Grade 40.)

##### 1.2 Floor Structure

The floor system typically comprises a 150 mm thick reinforced concrete slab spanning between main beams 700 mm deep at 4.6 m centres. The beams span between the core and perimeter spandrel beams, and are designed as “T” beams using part of the slab as a compression flange. This imposes a restriction that holes must not be cut in the floor within 90 mm of the face of any beam.

Floor design loads are as follows :

Main floor area (outside core)	3.0 KN/sq.m.
Floor area (inside core)	5.0 KN/sq.m.
Allowance for partitions	1.0 KN/sq.m.

##### 1.3 Strong Floor Areas

Central Plaza Management Co. Ltd. must be consulted if it is proposed to increase floor loading locally. Some strengthening may be required.

##### 1.4 Interconnecting Staircases

The tenant of multiple floors may, in most cases, install internal staircases between floors by making an opening between 2 beams. The stair openings should preferably be located as shown on the typical floor plan [Figure 1]. All openings should preferably be a minimum of 900mm from beam edges.

The stairs should preferably be of lightweight construction, e.g. timber treads on steel stringers. Central Plaza Management Co. Ltd. must be consulted if it is proposed.

##### 1.5 Walls

All reinforced concrete walls are structural and Central Plaza Management Co. Ltd. must be consulted if it is proposed to form any openings in these walls.

#### 2. VERTICAL TRANSPORTATION

##### 2.1 Passenger Lifts

There are 37 high-speed ‘OTIS’ passenger lifts serving the building. The average capacity for each lift is 20 persons.

##### 2.2 Liftcars

In developing the warm inviting environment created within the foyer of Central Plaza, Norwegian green granite and golden Giallo Veneziano granite have been used within the liftcars, along with Italian sandstone. Mirrored walls with gold trimmings and a simple geometrical coffer ceiling with neon lighting are also used to complete the liftcar design.

## III. Technical Guide

### 2. VERTICAL TRANSPORTATION

#### 2.3 Service Lifts

There are 4 high-speed 'OTIS' service lifts serving the building and all are designed as firemen's lift. The loading varies between 1050 kg to 2000 kg for these lifts.

#### 2.4 Escalators

There are 3 escalators taking office tenants from the ground floor entrance to 1/F and another 3 escalators connecting 1/F to the main lift lobby on 2/F. Additionally, a further 4 escalators link the ground floor public thoroughfare to the first floor footbridges. All escalators are equipped with variable frequency drive.

### 3. HEATING VENTILATING & AIR-CONDITIONING (HVAC)

#### 3.1 The System

For Central Plaza, 3 independent central air-conditioning systems have been installed.

7/F to 27/F (Phase 1) and 28/F to 43/F (Phase 2) have 3 sets of water-cooled chillers installed for each phase, and each phase has a total cooling capacity of 1800 TR.

47/F to 69/F (Phase 3) have 3 sets of water-cooled chillers which gives a total capacity of 1500 TR.

This can provide numerous combinations tailored to fit the cooling demand.

#### 3.2 Office Floor

In general, each office is air-conditioned by 1 set of central air-handling unit, fed by chilled water from the central chiller plants *[as shown in Figure 2]*. Cooled air is distributed through a Variable Air Volume (VAV) system completed with galvanized air duct, flexible duct and VAV boxes within the ceiling void to linear supply diffusers. Integral electric heaters at the VAV boxes of the perimeter area will provide heated air supply to the office floor.

The cooling and heating for the area is controlled by diffuser mounted thermostats which provide individual temperature control through the VAV boxes.

The air-conditioning system on a standard office floor has been designed to cater for a population density of 5.6 sq.m/person and a lighting appliance load of 45 w/sq.m. This system is arranged into 6 zones, individually controlled by a zone control damper which provides individual air-conditioning supply to suit the tenant's non-office hour operation *[see Figure 3.]*.

#### 3.2 Office Floor

Return air is centralized through the ceiling grilles at the public corridor inside the central building core. The tenant shall provide an unimpeded air passage for return air from the tenanted area to reach these central ceiling grilles. For offices compartmented with full height partitions, the following schemes for return air arrangement should be considered:

- door louver
- wall louver
- ceiling transfer louvers with inter-connecting air duct.

#### 3.3 Supply of 24 Hours Chilled Water Service

Subject to technical feasibility to be submitted for Central Plaza Management Co. Ltd.'s approval, 24-hour air-conditioning can be provided using the same chiller plant for normal operation. To meet the tenant's extra requirements on computer room air-conditioning, the tenant may install other own air-conditioning unit by using the 24-hour chilled water.

### **III. Technical Guide**

#### **3. HEATING VENTILATING & AIR-CONDITIONING (HVAC)**

##### **3.4 Energy Efficiency**

Double-glazing is provided to cut down the energy required for air-conditioning. Condensation on the external face of the glazing will be greatly reduced also.

#### **4. ELECTRICAL INSTALLATION**

##### **4.1 Electricity Supply & Distribution System**

A total of 16 sets of 1500 KVA HEC's transformers are provided to cater for the electrical loading of the building.

Through insulated busbar risers, each floor is provided with 250A TPN fusible plug-in unit, 220 Volt single phase or 380 Volt 3 phase, and an appropriate rated main circuit breaker inside the meter room.

The electricity loading for office floor is designed at 65 VA/sq.m. After deducting 20 VA/sq.m for lighting, the electricity load available for the tenant's equipment is 45 VA/sq.m. Spare electrical supply may be available upon the tenant's special requirement.

The tenant's air-conditioning loads and public lighting and power supplies are fed from separate electric risers.

An independent copper tape connected to a separate earth electrode is provided inside the meter room of each office floor for the tenant's computer earthing.

##### **4.2 Emergency Power System**

The building has 2 advanced emergency power systems :

- i) 5 sets of 500 KVA and 1 set of 760 KVA diesel generators are provided to back up the electricity supply to the following life safety and essential services in the building:
  - Fire services equipment
  - Automatic fire alarm system
  - Firemen's lifts
  - Homing down facility of passenger lifts
  - Building automation system
  - Public address system
  - Security system
  - Flood protection systems
- ii) 2 sets of 760 KVA standby diesel generators exclusively for the tenant's computer power supply. A 60A TPN fusible plug-in unit emergency supply is provided inside the meter rooms especially for the tenant's computer backup supply.
- iii) 2 sets of 350 KVA standby diesel generators are provided to back up the 24-hour chilled water supply for the tenant of 28/F to 69/F.

In case of power failure from city main to the building, the generators will start automatically and the essential load will be transferred to the generator supply within 10 seconds. To ensure Uninterrupted Power Supply (UPS) to computers, the tenant will normally install the UPS battery system to bridge this period.

### **III. Technical Guide**

#### **4. ELECTRICAL INSTALLATION**

##### **4.3 Office Lighting & Trunking Provision**

Double parabolic high efficiency fluorescent luminaries are installed in office areas to provide an adequate illumination level at desktop level.

Empty trunkings running along the corridor at ceiling void and riser trunking in the meter room are reserved to facilitate future wiring distribution for:

- Tenant's communication facilities
- Telephone, cable TV
- Package news financial broadcasting system trunking

The installation of the wiring is the responsibility of the tenant along with the installation of individual light tubes.

#### **5. FIRE PROTECTION SYSTEM**

##### **5.1 Automatic Fire Alarm & Detection System**

An automatic fire alarm and detection system in accordance with the Fire Services Department's Regulations and Fire Officer's Committee Rules are provided in all electrical and mechanical plant rooms and service corridors. This system is connected to the master panel located at the ground floor Fire Control Room. All fire alarm signals will be repeated in the Central Control Room on 6/F, and a direct link to the Fire Services Department is provided.

In addition to the principal function of the automatic fire alarm and detection system which gives and alarm signal to the attendant at the central fire control centre, each fire alarm signal will be further pinpointed by employing a micro-processor based intelligent system at the fire control panel and addressable fire detectors.

With the above system, all fire detectors could be pre-programmed into appropriate zones. This function also facilitates future changes in zoning arrangements due to alteration.

##### **5.2 Fire Hydrant / Hose Reel System**

The fire hydrant and hose reel system in accordance with the Fire Services Department's Regulations are provided for the whole building:-

- A wet hydrant system is provided at each escape staircase with a hose connection on each floor.
- 3 wet system hose reels are provided on each floor level. Hose reels are located in concealed cabinets in 3 strategic locations around the central core.
- Breakglass alarm points which link to the automatic fire alarm and detection system, are provided adjacent to each hose reel. When any of these alarm points is activated, an alarm shall sound and the fixed fire service pump will simultaneously start.
- Twin fire services inlets will be provided at the ground floor to enable the Fire Services Department to connect into the system from their fire engine.

##### **5.3 Automatic Sprinkler System**

A fully automatic sprinkler system in accordance with the Fire Services Department's Regulations are provided for the entire building.

Twin sprinkler fire services inlets will be provided at the ground floor to enable the Fire Services Department to connect into the system from their fire equipment. The sprinkler control valves are located in the ground floor Fire Control Room.

### **III. Technical Guide**

#### **5. FIRE PROTECTION SYSTEM**

##### **5.4 Automatic Drencher System**

To enhance the safety of the building, an automatic drencher system is installed to protect the entrance to office tower staircases.

#### **6. TELECOMMUNICATIONS NETWORK**

##### **6.1 Fixed Network**

4 fixed telecommunications network services operators have installed copper and optic fibre cable fed from 2 different Telephone Exchange Substations. Each feeder will provide 50% of the cable for the building. In case of failure from one source, the other feeder can still support 50% of the telephone services to the building.

Each office floor will be provided with 300 pairs of copper telephone lines for telephone, facsimile, video link, data link, etc. The tenant may also contact the operators to install optic fibre cable to match own requirement. Provision has been made in the MDF Room for future growth in demand for telephone lines.

##### **6.2 Mobile Phone Reception**

A common mobile phone antenna system together with indoor antennas and reception signals have been installed in each floor of Central Plaza. Mobile phone reception covers throughout Central Plaza from basement level to the top of 75/F including all the areas of concourse, lobby, office floor, common corridor, lift, staircase and mechanical room.

#### **7. DATA / SIGNAL COMMUNICATION FACILITIES**

Separate trunking risers are provided in the meter room for the tenant to install the in-house data/signal communication cables and/or external information services cables in future. Empty trunking is provided for running cable TV signal cables.

A busbar plug-in riser connected to an independent emergency generator is provided in the meter room for the tenants to obtain back-up electricity supply to the computer equipment.

An independent computer earthing system is provided with terminal installed in the meter room on each office floor.

#### **8. SATELLITE TV RECEPTION AND COMMUNAL AERIAL BROADCAST DISTRIBUTION SYSTEM**

Please check with Central Plaza Management Co. Ltd. (Tel: 2586-8111) or for the latest Reception List and the contact of recommended or approved maintenance contractor of the system.

### **III. Technical Guide**

#### **9. SECURITY SYSTEM**

A general 24-hour combined manual/automatic security system is provided within the building.

Main entrances, critical escape routes, carpark areas, lift cars and floor common corridors are provided with closed circuit television for surveillance of possible unauthorized entry to the building.

A watchman tour system, included in the building automation system, is provided to ensure that all parts of the building are regularly attended and observed by security staff.

A door contact system is provided to each floor escape door to stair and the building's switch room, the AHU room and all machine rooms.

An automatic door intrusion alarm system, included in the building automation system, is provided to monitor all escape doors leading to the outside of the building and all carpark exit doors.

Intercom system at lift lobby area on each office floor is provided to strengthen the communication between the visitor/tenant and B1 Management Office in case of emergency.

#### **10. PUBLIC ADDRESS SYSTEM**

A public address system is provided in the building with speakers installed in each office floor corridor, in carpark area, lift lobby and toilet.

The tenant may extend this system to the office area if desired.

#### **11. BUILDING AUTOMATION**

A computerized Building Automation System using Direct Digital Control will monitor and maintain plant and security systems. The Building Automation System control will include:-

- i) Plant status monitoring and event logging for HVAC, plumbing, drainage and major electrical equipment.
- ii) Door contacts status and intrusion control.
- iii) Watchman tour control.
- iv) Time programmed on/off control of Landlord's lighting.
- v) Optimised start/stop of HVAC equipment based on time programmes, indoor/outdoor conditions and actual building cooling load demand etc.
- vi) Maintenance scheduling.
- vii) Stock control of engineering spares.
- viii) Plant history database.

#### **12. RECOMMENDED OR APPROVED SUB-CONTRACTORS & SUPPLIERS**

Please check with Central Plaza Management Co. Ltd. (Tel: 2586-8111) for the latest contact list of recommended or approved sub-contractors and suppliers.

## IV. Fitting-out Rules

### 1. **SUBMISSIONS**

- 1.1 All submission shall be forwarded to Central Plaza Management Co. Ltd. for review and approval. Approvals granted for the fitting-out work shall be valid for 3 months only. Upon its expiry, a fresh application shall be submitted for approval.
- 1.2 The tenant is required to submit copies of the drawings described below to Central Plaza Management Co. Ltd. for review and approval.
- 1.3 6 copies of the tenant drawings described below must be submitted to Central Plaza Management Co. Ltd. for review and approval.
- 1.4 All Drawings must be to metric scale of not less than 1:200 and drawings must be clearly titled and include drawing numbers, date revision numbers and a stated scale. Revisions should highlight the features being altered.
- 1.5 The drawings and submissions must include, as a minimum, the following information:-

#### 1.5.1 **Floor Plan Showing Partitions**

The plans should show clearly –

- \* General internal layout.
- \* Internal partitions or walls up to false ceiling and/or up to the structural ceiling. In general, partitions should not be built above false ceiling level.
- \* Additional toilet and pantry facilities, if any.
- \* Location of any safes or heavy equipment which have a heavy imposed load.
- \* Area of raised flooring for computer installation or the like, if any.

#### 1.5.2 **Ceiling Plan**

The plans should show clearly –

- \* Detail of works inside the ceiling void.
- \* Existing location of light fittings.
- \* If proposing to change the location, the new location of the light fittings and additional light fittings.
- \* Proposed modification and addition to main ceiling cable trunking system, main ducting for A.C. supply etc.
- \* Location of the thermostat control units and any proposed relocation.
- \* Existing layout of fire services sprinklers and proposed modifications.
- \* A schedule on voltage, type wattage, quantity and location of light fittings and air fittings.

#### 1.5.3 **Fire Services Layout Plan**

The plan should show clearly the following all in accordance with Fire Officer's Committee Rules and the Fire Services Department's requirements –

- \* The main/branch/range pipe sizes.
- \* Location of all existing sprinkler heads.
- \* Proposed relocation of existing sprinkler heads.
- \* BTM system schematic and its layout arrangement, if any.
- \* Location and arrangement of smoke detection system, if any.
- \* Location of existing HR/FH and proposed relocation, if any.



## IV. Fitting-out Rules

### 1. **SUBMISSIONS**

#### 1.5.4 **Air-conditioning Layout Plan**

The plans should show clearly the followings –

- \* The changes to the existing installation.
- \* Proposed new venting of VAV terminal box.
- \* Technical data to substantiate the sizing of air ducts and pipes.
- \* Equipment schedule of the VAV terminal box, additional fan coil units if any.
- \* Location of thermostats and access panel.
- \* Proposed additional A.C. equipment.

#### 1.5.5 **Electrical Layout Plan**

For all cases of work including the location of all sockets, switches, MCB and telephone points, the plans should show clearly the followings –

- \* Rating, type and locations of the main distribution board and any local switch board.
- \* Overall electrical schematic wiring diagram completed with load data.
- \* Electrical demand calculation of the tenant's proposed rating.
- \* Lighting and power socket circulating arrangement details.
- \* Proposed conduit runs/trunking routing/flat cable routing and their sizes to each lighting and power point.
- \* Details of electrical circuit of their own emergency power system, if any, and their connected load data.

#### 1.5.6 **Plumbing & Drainage Plan**

The plan should show clearly –

- \* Location of proposed W.C. basin, sink, etc.
- \* Proposed plumbing & drainage connection point with preferred pipe diameter.
- \* Proposed pipe routing.

1.5.7 **Detailed layouts for special items** including file rooms, computer areas, pantries, inter-floor stairs, etc should be submitted together with full information of loading, pipe sizing etc.

#### 1.5.8 **Elevation Plan**

The plans should show the design and material of the tenant's signage and front entrance door with details of electrical fixtures, if any.

1.6 The tenant must submit an as-built building services layout plan, reflected ceiling plan, building structural plan and floor plan showing partitions in pdf format upon completion of fitting-out works.

1.7 Plans must be submitted as soon as possible. Please ensure the plans are as clear and detailed as possible for vetting in order to avoid any delays.

1.8 No extra rent-free period to new tenant will be allowed on account of plans not being ready or approved or failure to comply with these rules.

## **IV. Fitting-out Rules**

### **2. APPROVALS**

- 2.1 After receipt of the plans, the tenant will be advised after consideration of the plans either of their acceptance or of the alterations and/or additional information required by Central Plaza Management Co. Ltd. to meet with approval.
- 2.2 Central Plaza Management Co. Ltd. shall be entitled to a period of 18 working days in which to review and approve the tenant's fitting-out proposals.
- 2.3 If the plans are not accepted, the tenant will be required to resubmit amended plans in accordance with Central Plaza Management Co. Ltd.'s requirements until they meet with the approval.
- 2.4 Consultants authorized by Central Plaza Management Co. Ltd. will be appointed at the tenant's cost to design and prepare working drawings for all modifications that require revisions to the original building construction and services in accordance with the tenant's layouts and fitting-out requirements.
- 2.5 Tenants are advised that the review of a tenant's design by Central Plaza Management Co. Ltd. is made only on the basis that such proposals do not affect the overall design criteria or the efficient running of the building and its services. The approval of plans does not in any way imply Central Plaza Management Co. Ltd.'s endorsement of the layouts proposed by the tenant's and should not be construed as confirmation that the tenant's proposals are in themselves correct and efficient insofar as the tenant's own requirements are concerned.
- 2.6 All the necessary prior permission, if any, from relevant Government Department shall be obtained by the tenant, and all regulations specified by Government Departments and, in particular, the Fire Services Department, shall be complied with by the tenant.
- 2.7 The vetting fee which will be charged in respect of the involvement of Central Plaza Management Co. Ltd. for vetting and approval of fitting-out plans does not include the submission fee of necessary plans and documents to relevant Government Departments nor the special vetting fee for any structural engineering drawings.
- 2.8 All the works proposed on approved drawings must be carried out in accordance to the plans and specification approved by Central Plaza Management Co. Ltd. Any additional and/or alteration works shall be submitted to Central Plaza Management Co. Ltd. for separate consideration and approval.

### **3. WORKING RULES**

#### **3.1 Technical Issue**

##### **3.1.1 Recommended or Approved Sub-contractors**

- (i) The tenant shall appoint the building recommended or approved sub-contractors for fitting-out work regarding installation, modification to building services and structural engineering to ensure compliance with the original construction specification and to maintain the quality standards of the building. An updated building recommended or approved sub-contractors list is always available at Central Plaza Management Co. Ltd. for easy reference and necessary arrangement. The liaison work with the building recommended or approved sub-contractors will be the tenant's responsibility.

##### **3.1.2 Fire Services Modification**

- (i) In order to cope with the tenant design, necessary fire services modification should be carried out as per the recommendation provided by the building recommended or approved fire services sub-contractor.

##### **3.1.3 Additional Fire Alarm**

- (i) Addition of fire alarm bells at office area may be considered since existing fire alarm bells were installed at the common corridor only.

## IV. Fitting-out Rules

### 3. WORKING RULES

#### 3.1.4 Electrical Distribution

- (i) Empty trucking running along the corridor at ceiling void are reserved to facilitate the tenant's wiring distribution:

Upper trucking	--	Power cable
Middle trucking	--	Telephone cable
Lower	--	Computer cable
- (ii) With the combination of ceiling trucking, flat wiring can also be used for power distribution, computer and telephone cabling.
- (iii) When proposed the common corridor is included within the tenanted area, all original lighting should be disconnected and rewiring through the tenant's MCB by the tenant's own fitting-out contractor. Disconnected wires should be terminated with proper disconnecter.
- (iv) All electrical installations shall be installed in accordance with the latest edition of I.E.E. regulation, the supply rules of the Hongkong Electric Co., Ltd. and approval from the company should be obtained. All concealed wiring is to be enclosed in galvanized steel conduits and no wiring is to be chased into any part of the building without prior approval from Central Plaza Management Co. Ltd.

#### 3.1.5 Power Main Cable / Access Opening

- (i) Detail rating of the MCB board should be submitted. The main cable installation work between the Switch Room and the tenant's premises should be carried out by the building recommended or approved electrical sub-contractor.
- (ii) Access openings should be provided in the gypsum board ceiling for repair and maintenance of E & M services.

#### 3.1.6 HVAC Arrangement

- (i) In order to cope with individual requirement, the tenant should seek professional advice for the HVAC arrangement, especially when there is any alteration of the existing HVAC system and/or any partition being built. The relevant alteration work should be carried out by the building recommended or approved HVAC sub-contractor.
- (ii) The resulting conditions within the premises are to be entirely the responsibility of the tenant and the Landlord cannot be held responsible for any deterioration of the ventilation and air-conditioning systems within the tenant's premises as a consequence of the implementation of the proposals.

#### 3.1.7 Return Air Louvres

- (i) The tenant shall provide an unimpeded air passage for return air from the tenanted area to reach those central ceiling grilles at the common corridor.
- (ii) Any of the tenant's area compartment with full height partitions, door louvres, wall louvres or ceiling transfer louvres with inter-connecting air duct should be installed for return air, to ensure air-conditioning performs effectively in that area.
- (iii) Sufficient passage should be provided for return air to flow into the common corridor. Stainless steel louver panel should not be blocked.

#### 3.1.8 Common Corridor Area

- (i) The tenant is not permitted to affix the company logo and name or alike at the common corridor and the lift lobby area.

#### 3.1.9 Pantry

- (i) Wet pantry is not allowed.

## IV. Fitting-out Rules

### 3. WORKING RULES

#### 3.1.10 Exit Door

- (i) All exit doors, including electric door lock, shall be readily openable from inside without a key when locked. The electric door lock should be fail-safe type so that it can be openable freely in case of power failure.
- (ii) Exit sign should be added beside the fire exit doors. The sign should be connected to essential power supply or be back up by battery with a capacity of 2 hours.
- (iii) Doors along the escape route should be openable in the direction of escape.

#### 3.1.11 Limitations

- (i) The tenant is not permitted to cut or chase the existing floor slab or structural wall in any way. Should the tenant require to conceal floor conduit or piping, this should be run on the surface of the floor slab and or structural wall and then covered by cement screeding/furring wall to the satisfaction of Central Plaza Management Co. Ltd. Proposals shall be submitted for approval before the work is permitted to be carried out.
- (ii) Whenever the tenant's proposal requires that works will be undertaken in the Landlord's service ducts, the tenant shall provide and install good and substantial protective structures to prevent any materials, debris and the like causing damage to any part of the Landlord's installation.
- (iii) The aluminium mullion, sill and blind pocket, and any metal part forming the frame of the curtain wall system shall be maintained intact at all times and no hole, drilling or damage shall be caused to the same.
- (iv) No work, including fixing, chasing, painting, etc. is permitted to the glass area or frame of the curtain wall and the tenant will be liable to reinstate, at the tenant's expense, all damage.
- (v) No display of neon sign or illuminated logo, advertisement, etc., will be allowed which can be seen from the face of the curtain wall.
- (vi) Central Plaza Management Co. Ltd. reserves right to claim for damages, should contractor breach any one of these limitations.

### 3.2 Management Issue

#### 3.2.1 Work Permit

- (i) For tighter security control, all workers are required to wear a Work Permit when they are working in the tenant's area. The main contractor shall be responsible to distribute the permits to all sub-contractors. Any workers spotted working in the tenant's area without valid identification will be asked to leave the work site immediately.
- (ii) The main contractor shall inform Central Plaza Management Co. Ltd. of the number of Work Permits required and make prior payment of a refundable deposit of HK\$20.00 for each permit to the Accounts Department at Suite 2802 Central Plaza. Permits are available for collection at B1 Management Office.
- (iii) The receipt of deposit should be presented when applying for deposit refund. Contractors can only apply for deposit refund within 6 months from the application date. Except with solid reasons, Central Plaza Management Co. Ltd. will not accept any application for deposit refund after the specified period.
- (iv) A list of names of contractor workers and contact telephone numbers of main contractor and the tenant's site representative should be given to Central Plaza Management Co. Ltd. prior to the works commencement. The tenant's site representative should be available full time on site for liaison during fitting-out works and be responsible for all works going on within the tenant's premises.

## IV. Fitting-out Rules

### 3. WORKING RULES

#### 3.2.2 Working Hour

- (i) Fitting-out hours are restricted from 7:30 am to 7:00 pm daily on weekdays from Mondays to Fridays and from 7:30 am to 2:00 pm on Saturdays. If additional working hours are required, prior approval from Central Plaza Management Co. Ltd. is necessary. All workmen should be under the control of the tenant's site representative who will sign in daily at the B1 Management Office stating the number of workmen working on that day.

#### 3.2.3 Working Area

- (i) The working area should be kept tidy and must be confined within the tenant's premises at all time. No common and staircase area should be used as working and/or storage place. The tenant's work is not allowed to affect the other tenants or outer environment, i.e. in the aspect of sound, pollution, vibration, dirt etc., proper hoarding must be erected by the tenant's contractors prior to fitting-out commencement.
- (ii) All fitting-out works that generate noise, vibration, and irritation smell or cause nuisance to the other tenants should not be carried within normal office hours or other hours as specified by Central Plaza Management Co. Ltd. Any disturbance work carried out within the restricted hours without Central Plaza Management Co. Ltd.'s prior consent, Central Plaza Management Co. Ltd. has absolute right to stop all fitting-out works and demand any work and demand any workers or contractors to leave the working site immediately.
- (iii) The tenant's appointed designer or main contractor should complete an acknowledgement confirming the agreement of the above statement. Before commencement of fitting-out, a Contractor Contact Form, Work Permit Application Form and other relevant forms should also be completed and returned to Central Plaza Management Co. Ltd..
- (iv) Please remind all the contractors/sub-contractors that the hose reel should only be used under emergency circumstances and not for ordinary water supply. Water can be obtained from the disabled toilets on each floor.
- (v) All workers are strictly forbidden to use all tenants' toilets and the workers should instead use the disabled toilet on each floor. Should any damage caused to the tenant's toilets as a result of unauthorized use by workers are found, Central Plaza Management Co. Ltd. would hold all contractors working on that floor liable.
- (vi) Any damage to the Landlord's property arising from any misusing by the tenant's worker will be made good by the Landlord and the expenses thereof will be charged to the tenant. No gambling, fire, overnight stay or disturbances are allowed in the premises. In addition, the tenant shall be responsible for the good conduct of the contractors while they are in the building.
- (vii) Please ensure that designated workmen take every safety precaution in using electrical equipment, including the use of suitably insulated-earthed cables from the power sockets. The temporary cabling should be suitably supported above the floor, and finally removed on completion.
- (viii) The tenant shall provide sufficient access to and from all Landlord's equipment in order that regular maintenance and replacement of such equipment can be carried out without detriment to the tenant's proposed works.
- (ix) The resulting conditions within the premises are to be entirely the responsibility of the tenant and the Landlord cannot be held responsible for any deterioration of the ventilation and air-conditioning systems within the tenant's premises as a consequence of the implementation of the proposals.
- (x) The tenant is fully responsible for the security of the premises once possession has been delivered up by the Landlord. This will be particularly important during the fitting-out period and the tenant's contractors should be instructed accordingly.

## IV. Fitting-out Rules

### 3. WORKING RULES

#### 3.2.4 Temporary Electricity Supply

- (i) The temporary electricity supply can be arranged by either
  - a) the tenant's fitting-out contractor dealing directly with The Hongkong Electric Co., Ltd.; or
  - b) HK\$1,000.00 for administration fee of a temporary supply switch at meter room through Central Plaza Management Co. Ltd. and HK\$75.00 daily service charge. 4 days prior notice and the payment of HK\$1,000.00 to the Accounts Department (at Suite 2802, Central Plaza) is required.
- (ii) Central Plaza Management Co. Ltd. must be given prior notice in writing as to when the tenant wishes to terminate this temporary supply.

#### 3.2.5 Delivery of Material & Free Parking

- (i) The tenant's contractors are required to observe strictly the delivery regulation and routes schedule designated by Central Plaza Management Co. Ltd. The delivery vehicle must leave the building immediately after loading/unloading materials.
- (ii) All passenger lifts and escalators are prohibited for transporting material and debris unless otherwise directed by Central Plaza Management Co. Ltd. Any damage to the Landlord's property arising from this operation will be made good by the Landlord and the expenses thereof will be charged to the tenant's account.
- (iii) 30 minutes free parking will be given to lorry and van only if the ticket is stamped with either tenant's or the main contractor's registered company chop, after which prevailing parking fee will be charged.
- (iv) Goods delivery is only allowed after 7:00 pm daily on weekdays from Mondays to Fridays, after 2:00 pm on Saturdays and whole day on Sundays and Public Holidays.

#### 3.2.6 Debris Removal

- (i) A debris removal fee according to the following table shall be paid to Central Plaza Management Co. Ltd. at Suite 2802, Central Plaza prior to the commencement of fitting-out work.

Leased Area (lettable)	Debris Removal Fee
Under 1,500 s.f.	HK\$5,000.00 *
1,500 s.f. or above	HK\$3.50 p.s.f. *
* Please check with the latest fee scale with Central Plaza Management Co. Ltd.	

- (ii) No debris is allowed to be disposed of in any part of the common area. Debris can be delivery down through service lift and disposed to the Trash Bins in B1 everyday after 6:30 pm.

#### 3.2.7 Fire Exit Doors

- (i) In accordance with the Building (Planning) Regulations, all exit routes should not be closed with doors unless doors are filled with panic bolts already provided by the Landlord as the sole means of being locked in a closed position.
- (ii) Unauthorized locking of fire escape exit doors would constitute a contravention of the Building Regulations.

## IV. Fitting-out Rules

### 3. WORKING RULES

#### 3.2.8 Fire Extinguisher & Air Fresher System

- (i) The tenant's attention is especially drawn to the danger of fire during the fitting-out period, and the tenant is requested to ensure that all debris/combustible refuse from the premises is not allowed to accumulate, but is regularly removed via the Service Lift for disposal.
- (ii) Under no circumstances shall any fire services isolating valve be closed/blanked off without the prior consent of Central Plaza Management Co. Ltd. The tenant shall inform Central Plaza Management Co. Ltd. three (3) working days prior written notice for the commencement of any fire services' modification works.
- (iii) Before any works are undertaken and at all times during the working process, the tenant shall provide and maintain sufficient portable BCF fire extinguisher(s) and a First Aid Kit in the vicinity of work. Such fire extinguisher(s) and First Aid Kit are to be provided at the tenant's expenses.
- (iv) Portable fire extinguisher(s) and air fresher system will be supplied to the main contractor before the commencement of fitting-out for using in the work area, and are to be returned upon completion of the programme. A penalty of HK\$800.00 and HK\$3,500.00 (subject to revision) will be charged if the main contractor fails to return the fire extinguisher and air fresher system respectively within 6 months from the application date or the machine is found damaged.

#### 3.2.9 Openable Windows

- (i) The openable windows shall only be operated by authorized personnel from Central Plaza Management Co. Ltd. Under no circumstance should the windows be opened by the tenant and/or any of his contractors.

#### 3.2.10 Temporary Protection

- (i) A set of wooden board will be provided to the main contractor before the commencement of fitting-out for protection of carpet at the common corridors with standards from Central Plaza Management Co. Ltd. and is to be returned upon completion of the programme. A penalty of HK\$250.00 (subject to revision) will be charged for each piece of standard wooden board if the main contractor fails to return the wooden board within 6 months from the application date or the object is found damaged.
- (ii) The main contractor shall arrange protection on wall and facility doors at common corridors with standards from Central Plaza Management Co. Ltd. Joint inspection with main contractor and staff from Central Plaza Management Co. Ltd. should be arranged before starting of the fitting-out work. The main contractor should remove all protections at common corridors and other public areas as well as to make good these areas if any damage found within one week once fitting-out work completed and before work permit(s) to be returned to Central Plaza Management Co. Ltd.

#### 3.2.11 Insurance Policies

- (i) The tenant shall indemnify the Landlord from any claim for damages arising from the execution and subsequent use of the said works.
- (ii) The tenant must undertake employees' compensation insurance and third party liability insurance (the limit of indemnify should not be less than HK\$10,000,000) for the works and premises and the policies of which must be produced to Central Plaza Management Co. Ltd. before the commencement of fitting-out works.

## **IV. Fitting-out Rules**

### **3. WORKING RULES**

#### **3.2.12 Supply of Materials**

- (i) For supply of carpet, please contact the building recommended or approved carpet supplier. The tenant should submit to Central Plaza Management Co. Ltd. all copies of correspondences with the recommended or approved carpet supplier for record. It is necessary to advise the recommended or approved carpet supplier 10 days in advance for installation of carpet. The availability of stock and colour depend on supply by the recommended or approved carpet supplier. Central Plaza Management Co. Ltd. does not accept any responsibility or liability in case of out of stock. Therefore, the tenant should contact the carpet supplier well in advance.
- (ii) For collection of material, two (2) working days prior written notice to B1 Management Office is required.

#### **3.2.13 Working Schedule**

- (i) The tenant's contractors must submit their work schedule(s) at least three (3) working days before commencement of the fitting-out work.



## **V. Reinstatement Guidelines**

### **1. INTRODUCTION**

With the imminent expiration of the lease of the premises, the tenant shall observe and comply with the reinstatement requirement stipulated in the Tenancy Agreement entered into between the tenant and the Landlord. The purpose of this guideline is to assist the tenant in the reinstatement work. The tenant is advised to read through the following sections and to allow sufficient time for the work. Please be reminded that vacant possession of the premises has to be delivered to the Landlord or its agent upon the expiry of the lease with full reinstatement.

### **2. DEFINITION**

- 2.1 Building plan - the general building architectural plans and/or the ceiling plans and/or the combined services drawings.
- 2.2 Building standard - the standard dimensions and specifications. For details, please make enquiries with Central Plaza Management Co. Ltd.

### **3. INTERNAL PARTITIONING**

- 3.1 To demolish all existing dry walls, partitioning and wooden fixtures including all concealed conduits/trunkings and power points.
- 3.2 To remove all wallpaper and provide a smooth rendering base on walls.

### **4. CEILING TILES AND GRIDS**

- 4.1 To make good and touch up ceiling tiles and grids and to fix all ceiling tiles on the grids in accordance with the building plans.
- 4.2 To remove all add-on fittings at the bulkhead on window side and to make good and touch up the areas affected in accordance with the building plans.

### **5. LIGHT BOXES AND LIGHT TUBES**

- 5.1 To relocate and replace all light boxes to the positions in accordance with the building plans and the building standard with light tubes fixed onto the light boxes.
- 5.2 To disconnect and to remove all wiring, conduits/trunkings installed inside the ceiling void.
- 5.3 All lighting provided through tenant's MCB Board in areas which were part or whole of the common corridor but had been included in the tenanted area should be disconnected and rewired to the building's main supply.
- 5.4 To remove and demolish all additional light fittings installed and make good the areas affected.

### **6. FIRE SERVICES SYSTEM**

- 6.1 To relocate all sprinklers heads to the positions in accordance with the building plans and in compliance with the fire regulations.
- 6.2 To remove and demolish all additional fire equipment installed and make good the areas affected.
- 6.3 To remove and demolish all additional sprinkler heads installed and make good the areas affected. The disconnected pipes must be plugged or capped to ensure no water leakage would occur.
- 6.4 Under no circumstances shall any fire services isolating valve be closed/blanked off without the prior consent of Central Plaza Management Co. Ltd. The tenant shall inform Central Plaza Management Co. Ltd. three (3) working days prior written notice for the commencement of any fire services' modification works.

## **V. Reinstatement Guidelines**

### **7. AIR-CONDITIONING SYSTEM**

- 7.1 To relocate all air-conditioning diffusers to the positions in accordance with the building plans.
- 7.2 To relocate all VAV boxes to the positions in accordance with the building plans.
- 7.3 To remove and demolish all additional fan coil systems, VAV boxes installed and make good the areas affected. The chilled water supply and return pipes must be dismantled from tenant's office premises to Air Handling Unit (AHU) room on same floor. The tee off pipes inside AHU room must be plugged or capped and the pipe insulation as well as all affected public areas from tenant's office premises to AHU room must be made good according to building standard.

### **8. ELECTRICAL SYSTEM**

To remove all electrical and telephone equipment and installations including wiring concealed in conduits/trunkings inside the ceiling void along the public corridor and riser trunkings in the meter room and all flat wiring and electrical accessories.

### **9. PLUMBING AND DRAINAGE**

To demolish all plumbing and drainage pipes and water basins or sinks. The disconnected pipes must be plugged or capped to ensure no water leakage would occur.

### **10. MAIN ENTRANCE / PARTITION WALL**

- 10.1 Main Double Glass Door  
To relocate and replace with a double-leaf tempered glass door in accordance with the building standard.
- 10.2 Back Door  
To relocate and replace with wooden back doors in accordance with the building standard.
- 10.3 Stainless Steel Louvre  
To relocate and replace with stainless steel louvres in accordance with the building standard.
- 10.4 To remove all planters or like at the main entrance and make good and touch up all areas affected.
- 10.5 To remove all signages or like at the main entrance and/or those affixed on the partition wall outside the premises and make good and touch up all areas affected.
- 10.6 To demolish all glass panels or partition walls erected by the tenant and to erect new partition walls in accordance with the building standard.

### **11. FLOOR**

- 11.1 To remove all carpet or floorings together with underlay if applicable and provide a smooth cement screed rendering base on floor slab.
- 11.2 To dismantle and cart away marble flooring if applicable and provide a smooth cement screed rendering base on floor slab, if applicable.

### **12. WINDOW**

To remove all curtain wall frames coverings and add-on fittings and provide a smooth rendering base on curtain wall frames.

## V. Reinstatement Guidelines

### 13. **SATELLITE TV RECEPTION AND COMMUNAL AERIAL BROADCAST DISTRIBUTION SYSTEM**

To remove all wiring connected to the building meter room.

### 14. **DEBRIS REMOVAL FEE**

- 14.1 A debris removal fee (subject to revision) according to the following table shall be paid to Central Plaza Management Co. Ltd. at Suite 2802, Central Plaza prior to the commencement of reinstatement work.

Leased Area (lettable)	Debris Removal Fee
Under 1,500 s.f.	HK\$5,000.00 *
1,500 s.f. or above	HK\$3.50 p.s.f. *
* Please check with the latest fee scale with Central Plaza Management Co. Ltd.	

- 14.2 No debris is allowed to be disposed of in any part of the common area. Debris can be removed via the service lifts and disposed at the trash bins placed on B1 every day after 7:00 p.m.

### 15. **REINSTATEMENT RULES**

The tenant's appointed contractors shall abide by all rules and regulations set out in this building's Technical and Fitting-out Guides.

### 16. **REMARKS**

- 16.1 Any reinstatement work in relation to air-conditioning, fire services, plumbing and drainage, main cable of electrical system, CABD and structural alteration should be carried out by the building recommended or approved sub-contractors. Please check with Central Plaza Management Co. Ltd. (Tel: 2586-8111) for the latest contact list of the building recommended or approved sub-contractors and suppliers. The tenant shall liaise with the contractors and allow sufficient time for the reinstatement work.
- 16.2 To facilitate the reinstatement, the tenant is advised to attend a co-ordination meeting with Central Plaza Management Co. Ltd. at least 8 weeks before the lease expires.
- 16.3 The tenant's contractors must submit their work schedule(s) at least three (3) working days before commencement of the fitting-out work.

## **VI. Environmental Commitment**

### **1. ENVIRONMENTAL POLICY**

Central Plaza Management Co. Ltd. when offering building management is committed through the environmental management system to improve the environment by:

- 1.1 Undertaking the maintenance, design and procurement of community facilities in an environmentally responsible manner such as reducing energy consumption and the use of materials which are harmful to the environment.
- 1.2 Comply with relevant environmental protection ordinances.
- 1.3 Seeking improvement in waste minimization and recovery in building management and maintenance.
- 1.4 Provide training for staff to increase awareness for continual improvement in protecting the environment and preventing pollution.
- 1.5 Communicating and making available the environmental policy to the tenants, contractors and suppliers at large.

### **2. ENVIRONMENTAL PURCHASING POLICY**

Central Plaza Management Co. Ltd. considers environmental issues to be one of the primary concerns when securing local, national and global sources of supply. To this end, Central Plaza Management Co. Ltd. aims to promote good standards of commercial practice by pursuing an environmental purchasing policy committed to the followings:

- 2.1 All hardwood timbers used in permanent solid joinery and all plywood shall originate from sustainably managed sources. Independent certificate must be presented to demonstrate tropical hard woods comes from sustainable sources.
- 2.2 It is preferred to use softwoods and temperate hardwoods for permanent joinery.
- 2.3 Ensuring that water-based paints are selected ahead of harmful organic paints wherever possible, and products used are free of CFCs, HCFCs, asbestos of any grade or form, lead and etc which are harmful to the environment.
- 2.4 Ensuring that products and services that have the minimum adverse environmental impact, requesting suppliers to identify harmful processes and where practicable, working towards securing a commitment to the phased elimination of such products.
- 2.5 Supporting purchasing initiatives that are committed to sustainable development.
- 2.6 Promoting with contractors and suppliers the adoption of environmental management systems or certification to recognized third party standards, i.e. ISO 14001 and Eco-Management Audit.
- 2.7 Specifying products that can be recycled, reused or disposed of in an environmentally secure way, encouraging contractors and suppliers to ultimately accept greater responsibility for disposal.

## **VI. Environmental Commitment**

### **3. FITTING-OUT SPECIFICATIONS**

Central Plaza has achieved the BEAM Plus Existing Building with rating of “Excellent”. Central Plaza Management Co. Ltd. is committed through the environmental management system to improve the environment.

In order to keep the earth healthy, and to provide and maintain a working environment which is, as far as is reasonably practical, safe and without risk to health, Central Plaza’s tenant is encouraged to commit a green fitting-out for the office. To achieve this, the tenant shall pay attention to follows:

#### **3.1 Hazardous Materials**

- 3.1.1 Plywood, particleboard, fibreboard and similar composite shall conform to European Standard EN321-1 or alternative equivalent standards to control formaldehyde emissions.
- 3.1.2 Paints shall contain no lead, and paints containing volatile organic compound shall conform to the relevant British Standards relating for the control of volatile organic compounds.
- 3.1.3 Treated timber is restricted. Preserved timber shall be industrially pre-treated ready for finishing at site.

#### **3.2 Use of Environmental Friendly Material**

- 3.2.1 All hardwood timbers used in permanent solid joinery and all plywood shall originate from sustainably managed sources. Independent certificate must be presented to demonstrate tropical hard woods comes from sustainable sources.
- 3.2.2 It is preferred to use softwoods and temperate hardwoods for permanent joinery.
- 3.2.3 Ensuring that products used are free of CFCs, HCFCs, asbestos of any grade or form, lead and etc which are harmful to the environment.
- 3.2.4 Ensuring that products and services that have the minimum adverse environmental impact, requesting suppliers to identify harmful processes and where practicable, working towards securing a commitment to the phased elimination of such products.
- 3.2.5 Ensuring that renovation materials used are committed to sustainable development.
- 3.2.6 Specifying products that can be recycled, reused or disposed of in an environmentally secure way, encouraging contractors and suppliers to ultimately accept greater responsibility for disposal.

#### **3.3 E & M Service**

##### **3.3.1 Office Lighting**

The tenant is encouraged to follow the “Code of Practice for Energy Efficiency of Lighting Installation” when design and renovate the office.

If a lighting installation is designed for operation by occupants of a space, the lighting control shall be one or more the following system.

- a) time switching
- b) switches linked to occupancy sensors
- c) photo-electric switching or dimming system.

##### **3.3.2 Air-conditioning**

The indoor air conditioning design shall aim at a temperature range of 23°C and 25.5°C, and a relative humidity between 40% and 70% which are an internationally recognized comfort criteria.

## **VI. Environmental Commitment**

### **3. FITTING-OUT SPECIFICATIONS**

#### **3.4 Non-Smoking Policy**

In recognition of the evidence that smoking is a health risk to the non-smoker as well as the smoker.

According to the Smoking (Public Health) Ordinance, no person shall smoke in the building, or else would commit an offence. Any person who is found smoking (including electronic cigarettes) or carrying a lighted cigarette in the building, the security/management personnel will persuade and remind him/her not to smoke or to extinguish the lighted cigarette. By this measure, Central Plaza Management Co. Ltd. hopes to create a smoke free environment to the tenant.

The prevention of passive smoking at work which is a cause of occupational illness is clearly the responsibility of employers. The tenant's assistance to provide and maintain a health-working environment is highly appreciated and the office areas shall be smoke free.

### **4. ENERGY POLICY**

#### **4.1 Energy Efficiency Programme**

Central Plaza Management Co. Ltd. is committed through the energy efficiency programme to

- 4.1.1 Ensure the efficient use and consumption of energy in undertaking operation, maintenance, design and procurement of community facilities.
- 4.1.2 Evaluate the levels of performance through effective monitoring and targeting, and report performance changes and improvements to Management Committee.
- 4.1.3 Promote energy efficiency and energy saving measures to employees, tenants, contractors, and suppliers
- 4.1.4 Ensure to avoid the use of ozone depleting substances, hazardous materials, materials which may have green house effect, and those which may cause pollution to the environment.

#### **4.2 To Comply with Buildings Energy Efficiency Ordinance**

According to the Buildings Energy Efficiency Ordinance, the tenants or occupiers of the premises carry out any major retrofitting works involving addition or replacement of a building service installation (i.e. installation a fan coil system for chilled water supply or rearrangement of lighting installation) that covers one or more places with a floor area or total floor area of not less than 500 sq.m. or 5,382 sq.ft. under the same series of works within 12 months in a unit is required to engage a Registered Energy Assessor (REA) to certify that the replaced or additional building services installations of major retrofitting works comply with the Building Energy Code and obtain a Form of Compliance (FOC) from that REA within 2 months after the completion of the works. The REA is also required to submit a copy of the FOC to the Electrical and Mechanical Services Department (EMSD) and Central Plaza Management Co. Ltd.

## **VI. Environmental Commitment**

### **5. INDOOR AIR QUALITY (IAQ) CONTROL**

In fitting-out, it is common to generate the odour and dust particles which are irritating and affecting the tenant neighbourhood or even the entire building premises. Typical fitting-out works include painting with latex paint, drywall sanding, metal cutting and welding, removal of old ceiling tiles and carpets, installation of new carpets, and fitting-out works using adhesives/sealants. Volatile Organic Compounds (VOCs) and Respirable Suspended Particulates (RSPs) would easily come out from the installation materials or during the working processes. Studies have found that the symptoms due to the exposure to VOCs may include eye and throat irritation, respiratory problems, headaches, poor concentrations, dizziness and tiredness. It may also cause severe reactions of the hypersensitive people, even have toxicological effects on the central nervous system at high concentration of VOCs. Formaldehyde, one of the VOCs, is a suspected human carcinogen. The health problems of the RSPs, on the other hand, depend on the size, weight and chemical reactivity of the particles. The RSPs may cause respiratory irritation and infection, nasal, eye and skin irritation, or even the risk of lung cancer. Therefore the tenants and the related parties, like the tenderers, designers, contractors, suppliers and workers, should take up the responsibility to ensure the fitting-out works would not lead to any IAQ problems to the building premises.

To prevent the IAQ problems, the tenants and the related parties should adopt appropriate measures before, during and after the fitting-out works. The following guidelines are useful to maintain a satisfactory IAQ in the building premises in the stages of pre-fitting-out, during fitting-out and post-fitting-out, so that the occupants and customers would find a pleasant indoor environment all the times.

#### **5.1 Pre-Fitting-out**

Before commencing the fitting-out works, good planning and arrangement are useful to avoid the rise of IAQ problems. The following measures are useful before starting the fitting-out:

- 5.1.1 Coordinate with B1 Management Office and arrange those works that generate the odour and dust particles which are irritating and affecting the tenant neighbourhood or even the entire building premises to be done after normal office hours or other hours as specified by Central Plaza Management Co. Ltd.
- 5.1.2 Prepare the decoration and installation materials, like paints, inks, solvents, adhesives and sealants, according to the Air Pollution Control (Volatile Organic Compounds) Regulation, as well as the requirements of assessment scheme related to IAQ if applicable.
- 5.1.3 Choose the VOC-free or low-emitting furnishing materials and office equipment, such as carpets, wallpapers and floor tiles as far as practicable.
- 5.1.4 Use the pre-fabricated or off-site manufacturing decoration/furniture as far as possible. If formaldehyde or other VOCs have been applied to this new decoration/furniture, sufficient air-purge time should be allowed before it is installed indoors.
- 5.1.5 Coordinate with B1 Management Office and make sure all the inlets/outlets of the air-conditioning and ventilation systems within the fitting-out zone are air-tightly isolated. VAV (Variable Air Volume) system, the branch supply and return air duct(s) to the fitting-out zone should be effectively closed. In addition, all the supply air diffusers and return air grilles should be covered to avoid cross contamination to the other tenancy premises.

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### **5. INDOOR AIR QUALITY (IAQ) CONTROL**

#### **5.2 During Fitting-out**

Throughout the fitting-out process, tight control of air contaminants is very crucial. The contractor of fitting-out works plays an essential role on this. To prevent the spread of air contaminants and maintain a satisfactory IAQ to the adjacent premises, the following measures would be useful throughout the process of fitting-out works:

- 5.2.1 Fully isolate the zone under fitting-out by erecting effective physical barriers. Attention should be paid to the air tightness as far as practicable.
- 5.2.2 No smoking is allowed within the fitting-out zone.
- 5.2.3 Install local exhaust ventilation system to any working or storage area where there is evolution potential of the air contaminants. Negative pressure should be maintained in those areas, so that any exfiltration would not happen from there. Make sure the exhaust outlet(s) can effectively disperse the air contaminants away from the premises, but not causing any problems to the adjacent premises and buildings.
- 5.2.4 Carry out the dusty fitting-out processes in the off-site workshop as far as possible. If such kind of works is inevitably conducted within the fitting-out zone, it should be enclosed by additional partitions or plastic sheets. Water should be applied in any sanding, cutting and drilling works as far as practicable. Extra care should be paid to any demolition works in the fitting-out zone.
- 5.2.5 Use water-based paints as far as possible. If solvent-based paints are adopted, they should be approved under the Air Pollution Control (Volatile Organic Compounds) Regulation, as well as the requirements of assessment scheme related to IAQ if applicable. Suitable painting method should be used in order to save the paints and minimize the spread of the air contaminants.
- 5.2.6 Properly store the decoration and refurnishing materials when they are not in use, so that no air contaminants would be released out.
- 5.2.7 If there is any air-conditioning equipment (like fan coil unit) solely serving the fitting-out zone, and its operation is allowed by Central Plaza Management Co. Ltd., clean up the related air filters daily.

#### **5.3 Post-Fitting-out**

After completing all the fitting-out works, it is not the end of the contaminant control. Continual attention and measures should be made as follows:

- 5.3.1 Clean up the entire fitting-out zone. Beware that the cleaning agents may also be the sources of air contaminants.
- 5.3.2 Remove all the unnecessary contaminant sources, like the paints and adhesives, from the fitting-out zone. If the decoration/refurnishing materials are needed for future maintenance use, keep them tightly and store them properly.
- 5.3.3 Coordinate with B1 Management Office to allow a larger ventilation flow rate for purging the whole fitting-out zone as far as practicable. Natural ventilation is a convenient way for purging, provided that the factors of safety and security have been taken into account. If air purge is possible, apply it a few days before occupation of the fitting-out zone. Air purge should be maintained a few months even after occupation.



## **VI. Environmental Commitment**

### **5. INDOOR AIR QUALITY (IAQ) CONTROL**

#### **5.4 Mitigation**

Prevention is always better than cure. However, if there is any complaint about the indoor air quality raised by the other tenants, and it is identified that the pollution source is originated from the fitting-out zone by B1 Management Office, the contractor of the fitting-out works should take the immediate and appropriate mitigation actions to stop the problems. The remedial measures may include the followings:

- 5.4.1 Check and work out any omitted measures to avoid the spread of air contaminants as mentioned before, no matter in the stage of pre-fitting-out, during fitting-out or post-fitting-out.
- 5.4.2 Source isolation and exhaust ventilation are the common effective ways of mitigation. In addition, make sure no hidden paths causing cross contamination to the tenant neighbourhood, particularly through the centralized air-conditioning system and unsealed wall/floor openings.
- 5.4.3 If the problem persists even a few weeks after completion of fitting-out, suitable air treatment and self-cleaning method should be applied, like using photocatalytic technology.

#### **5.5 Strict Control for Some Specific Works**

Some work items during fitting-out will create most nuisances to the visitors and other tenants. The control of these works should be specified clearly for the tenant to comply with:

##### **5.5.1 Major Demolition**

A large-scale demolition work especially involving the brick wall or concrete wall that will create a huge of dust.

#### **5.5 Strict Control for Some Specific Works**

##### **5.5.2 Welding Works**

During or after the welding work, the generated fume will make the person feel uncomfortable and its influence will last for several hours.

##### **5.5.3 Water-proofing Bitumen Works**

The special smell will be spread out widely to the anywhere of the building premises and its influence will last for few days.

Recommended control measures:

- (i) Work at appropriate time slot  
The works should be arranged after normal office hours or other hours as specified by Central Plaza Management Co. Ltd.
- (ii) Air improvement by engineering method  
The fume/dust filtration machine or additional ventilation should be provided and operated during the work process under the approval and guidance of B1 Management Office.
- (iii) Shorten the working time  
Using the proper machine or technology, instead of the massive manual work, is to shorten the overall working time.

## VI. Environmental Commitment

### 5. INDOOR AIR QUALITY (IAQ) CONTROL

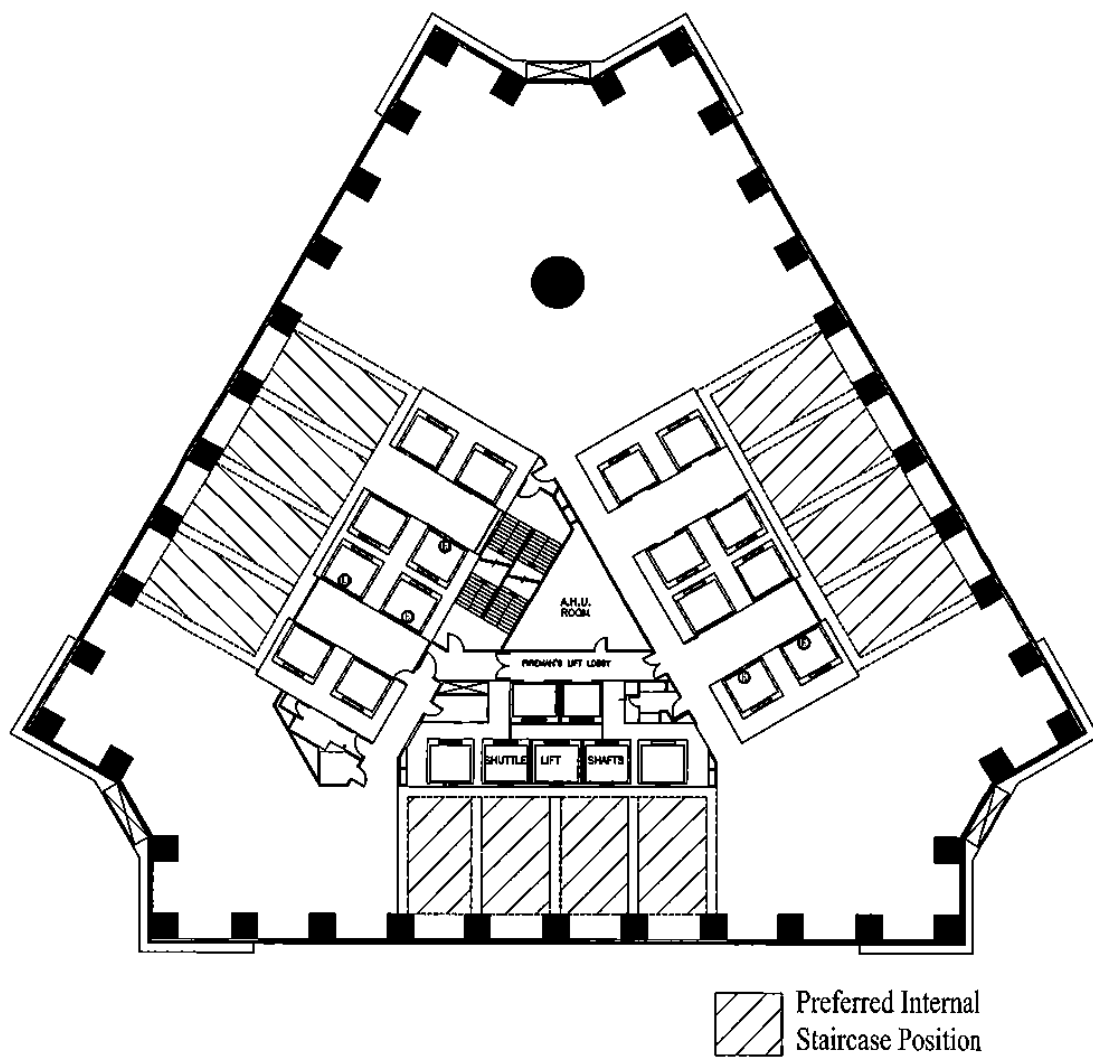
#### 5.6 Useful References

As the requirements of IAQ and the solutions to handle IAQ problems are changing, the following references are useful to review and update different issues about IAQ.

- (i) Indoor Air Quality Information Centre. Web site: <http://www.iaq.gov.hk>
- (ii) Hong Kong's Environment – Air, Environmental Protection Department. Web site: [http://www.epd.gov.hk/epd/english/environmentinhk/air/air\\_maincontent.html](http://www.epd.gov.hk/epd/english/environmentinhk/air/air_maincontent.html)
- (iii) Green Property Management – Reference Materials, Environmental Protection Department. Web site: [http://www.epd.gov.hk/epd/english/greenproperty/ref\\_mat/ref\\_mat.html](http://www.epd.gov.hk/epd/english/greenproperty/ref_mat/ref_mat.html)
- (iv) LEED (Leadership in Energy and Environmental Design), U.S. Green Building Council. Web site: <http://www.usgbc.org>
- (v) Green Seal Standards and Certification. Web site: <http://www.greenseal.org/certification/standards.cfm>
- (vi) South Coast Air Quality Management District – Rules and Regulations. Web site: <http://www.aqmd.gov/rules/index.html>
- (vii) Environmental Protection Agency (USA). Web site: <http://www.epa.gov/iaq>
- (viii) International Society of Indoor Air Quality and Climate. Web site: <http://www.isiaq.org>
- (ix) World Health Organization. Web site: <http://www.who.int>
- (x) The Carpet and Rug Institute. Web site: <http://www.carpet-rug.org/index.cfm>
- (xi) Public Health and Municipal Services Ordinance, CAP. 132.
- (xii) Air Pollution Control Ordinance, CAP. 311.
- (xiii) Smoking (Public Health) Ordinance, CAP. 371.
- (xiv) A Guide on Indoor Air Quality Certification Scheme for Offices and Public Places, Indoor Air Quality Management Group, September 2003 (or the latest edition).
- (xv) Guidance Notes for the Management of IAQ in Offices and Public Places, Indoor Air Quality Management Group, September 2003 (or the latest edition).
- (xvi) Practice Note on Handling of Asbestos Containing Materials in Buildings, ProPECC PN 2/97, Environmental Protection Department, July 1997 (or the latest edition).
- (xvii) Practice Note on Control of Radon Concentration in New Buildings, ProPECC PN 1/99, Environmental Protection Department, 1999 (or the latest edition).
- (xviii) Reference Note on Occupational Exposure Limits for Chemical Substances in the Work Environment, Occupational Safety and Health Branch, Labour Department, October 1998 (or the latest edition).
- (xix) Occupational Health in Office Environment, Occupational Safety and Health Council, Labour Department, November 1997 (or the latest edition).
- (xx) BEAM Plus Version 2.0 “Existing Buildings”, BEAM Society Limited, 2015 (or the latest edition).
- (xxi) BEAM Plus Version 1.2 “New Buildings”, BEAM Society Limited, 2012 (or the latest edition).

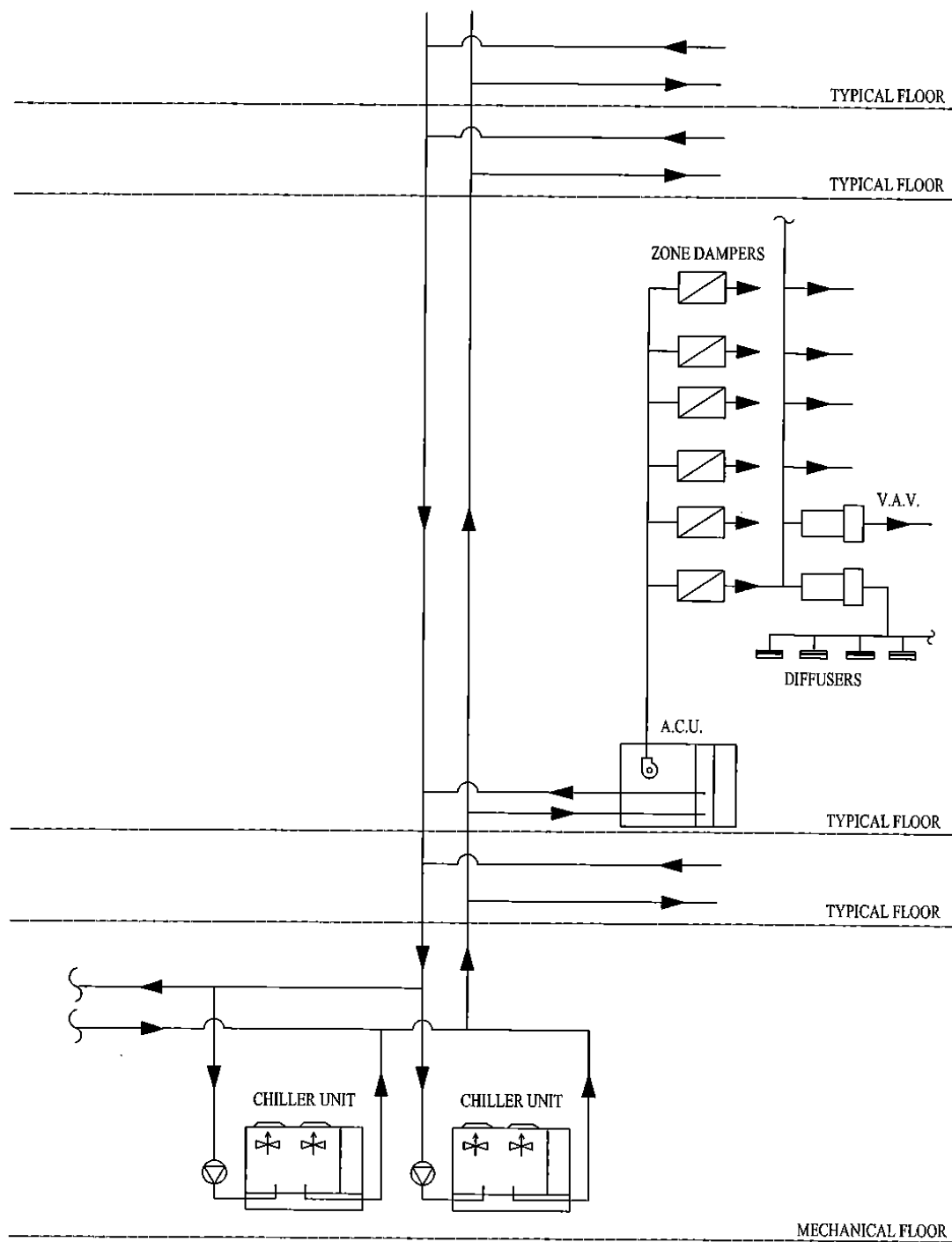
## APPENDIX

FIGURE 1. TYPICAL FLOOR FRAMING PLAN



## APPENDIX

FIGURE 2. CENTRAL CHILLER PLANTS



## APPENDIX

FIGURE 3. TYPICAL A/C ZONING PLAN

