

# CENTRAL PLAZA

## REINSTATEMENT GENERAL GUIDELINES

### A. Introduction

With the imminent expiration of the lease of your premises, we would like to draw your attention to the reinstatement requirement stipulated in the Tenancy Agreement entered into between you and us. The purpose of this Guideline is to assist you in the reinstatement work. You are advised to read through the following sections and to allow sufficient time for the work. Please be reminded that vacant possession of your premises has to be delivered to the Landlord or its agent upon the expiry of your lease with **FULL REINSTATEMENT**.

### B. Definition

- B.1 Building plan - the general building architectural plans and/or the ceiling plans and/or the combined services drawings.
- B.2 Building standard - the standard dimensions and specifications. For details, please make enquiries with Central Plaza Management Co. Ltd. ("CPMCL").

### C. Internal Partitioning

- C.1 To demolish all existing dry walls, partitioning and wooden fixtures including all concealed conduits/trunkings and power points.
- C.2 To remove all wallpaper and provide a smooth rendering base on walls.

### D. Ceiling Tiles and Grids

- D.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.
- D.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.

### E. Light Boxes and Light Tubes

- E.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.
- E.2 To disconnect and to remove all wiring, conduits/trunkings installed inside the ceiling void.
- E.3 All lighting provided through tenant's MCB Board in areas which were part or whole of the public corridor but had been included in the tenanted area should be disconnected and rewired to the building's main supply.
- E.4 To remove and demolish all additional light fittings installed and make good the areas affected.

### F. Fire Services System

- F.1 To relocate all sprinklers heads to the positions in accordance with the building plans and in compliance with the fire regulations.
- F.2 To remove and demolish all additional fire equipment installed and make good the areas affected.
- F.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.
- F.4 Under no circumstances shall any fire services isolating valve be closed/blanked off without the prior consent of CPMCL. **The tenant shall inform CPMCL three (3) working days prior written notice for the commencement of any fire services' modification works.**

### G. Air-conditioning System

- G.1 To relocate all air-conditioning diffusers to the positions in accordance with the building plans.
- G.2 To relocate all VAV boxes to the positions in accordance with the building plans.
- G.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. **The tenant shall inform CPMCL three (3) working days prior written notice for the commencement of any air-conditioning modification works.**

### H. Electrical System

- H.1 To remove all electrical, broadband fixed line 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.

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### I. Plumbing and Drainage

- I.1 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.

### J. Main Entrance / Partition Wall

#### J.1 **Main Double Glass Door**

To relocate and replace with a double-leaf tempered glass door in accordance with the building standard.

#### J.2 **Back Door**

To relocate and replace with wooden back doors in accordance with the building standard.

#### J.3 **Stainless Steel Louvre**

To relocate and replace with stainless steel louvres in accordance with the building standard.

- J.4 To remove all planters or like at the main entrance and make good and touch up all areas affected.

- J.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.

- J.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.

### K. Floor

- K.1 To remove all carpet or floorings together with underlay if applicable and provide a smooth cement screed rendering base on floor slab.

- K.2 To dismantle and cart away marble flooring if applicable and provide a smooth cement screed rendering base on floor slab, if applicable.

### L. Window

- L.1 To remove all curtain wall frames coverings and add-on fittings and provide a smooth rendering base on curtain wall frames.

### M. Satellite TV Reception and Communal Aerial Broadcast Distribution Systems (CABD System)

- M.1 To remove all wiring connected to the Owners' meter room.

### N. Debris Removal Fee

- N.1 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 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.

- N.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 in B1 every day after 7:00 p.m.**

### O. Reinstatement Rules

- O.1 Tenants / Appointed Contractors shall abide by all rules and regulations set out in the Building's Fitting-out Guidelines.

### P. Remarks

- P.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's recommended or approved sub-contractors.** A list of these sub-contractors is enclosed for your reference. Tenant shall liaise with the contractors and allow sufficient time for the reinstatement work.

- P.2 **To facilitate the reinstatement, you are advised to attend a co-ordination meeting with CPMCL at least eight (8) weeks before your lease expires.**

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

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