



MAXIMA

— BY OBEROI REALTY —



# Fit-Out Guidelines For Maxima by Oberoi Realty

INDEX		
Sr. No.	Contents	Page No.
1	Objectives of the Fit-Out Guidelines	3
2	Disclaimers	3
3	Guidelines for the Flat Owner(s)	4
4	Fitout work Policy	9
5	Completion of fitout work	9
6	No Liability of the Promoter	9
7	Flat Owners Contractors details	10
8	Rules and Regulations for the Contractor's Workmen	10
9	Material Movement	11
10	Goods Vehicle Restrictions	12
11	Security Policy	12
12	General Guidelines for Fire & Safety	12
13	General Guidelines for HVAC System	14
14	General Guidelines for Safety Hook and Grating	14
15	General Guidelines for Dry Wall	15
16	Forms	18

## Glossary of Terms

<b>Flat Owner</b>	Flat Owner means the owner of the residential flat(s).
<b>Promoter</b>	Refers to Oberoi Constructions Limited
<b>PMS Team</b>	Promoter's Property Management Services team.
<b>Fit-Out Works</b>	Interior works to be undertaken by the Flat Owner.
<b>Refuge Floor</b>	This area is a public area required by the BMC and Fire Commissioner utilized in case of building fire safety egress drills and for activation in the fire modes.
<b>HVAC</b>	Heating, Ventilation and Air conditioning.
<b>Hot Work</b>	Any works included but not limited to welding, grinding, soldering, spark producing tools and any activities which produce or cause fire ignition and risk at flammable material.
<b>PPE</b>	Personal Protective Equipment meaning safety helmet, safety shoes, welding glasses as applicable to works being undertaken by Flat Owner's contractors/vendors.

## OBJECTIVE OF THE FIT-OUT GUIDELINES

The overall aim of the Fit-Out Guidelines ("Fit-Out Guidelines") is to protect "Your Home and Surroundings" at Maxima by Oberoi Constructions Limited and enhance its health, longevity, and appeal.

### I. MAINTAINING STRUCTURAL INTEGRITY OF THE BUILDINGS

- Avoid any kind of damage to the building structure that may result in structural failure of the building.

### II. PROTECTION OF COMMON AREAS OF THE BUILDINGS

- Avoid potential damage to elevators, entrance lobbies, stilt lobbies and master common areas lobbies by workers and material movement.
- Avoid misuse of servant's toilet on individual floors by workers/labourers.
- Protect any other common areas of the building other than those mentioned above.

### III. AVOID INCONVENIENCE TO THE RESIDENTS

- Avoid worker's random movement, misbehaviour and misuse of the premises/building.
- Noise to be controlled.
- Reduce inconvenience to neighbours.

**We appeal to one and all to assist and support us in achieving these common objectives**

## DISCLAIMERS:

- Submission of plans, grant of permission to carry out any work etc., shall neither be nor shall ever be deemed to be a warranty that the proposed works, fittings, and other specifications are appropriate, legally permissible, or technically satisfactory.
- Neither the Promoter nor its' PMS Team shall assume any responsibility in respect of the Fit-Out Works carried out or to be carried out by the Flat Owner.
- The Flat Owner undertakes to obtain or procure all the necessary Government and/or statutory consents, permissions, and approvals in respect to the Fit-Out Works prior to the commencement of such Fit-Out Works and to comply with all the statutes and with the terms, conditions, and requirements of all necessary Government and/or statutory consents, permissions, and approvals for the execution of any Fit-Out Works.

## INTRODUCTION:

These Fit-Out Guidelines contains general information, procedures and requirements which have been established by the Promoter, applicable to all Flat Owners of the flats in the building, at the time of designing and execution of their respective Fit-Out Works.

## REFUNDABLE INTEREST FREE SECURITY DEPOSIT:

- **Civil Work and Non-Civil Work:** Along with the submission of the drawings for the proposed Fit-Out Works to the Promoter, the Flat Owner shall pay to the Promoter before the commencement of any Fit-Out Works, an interest free deposit of Rs. 2,00,000 (Rupees Two Lakhs Only) per flat (hereinafter referred to as "**the Fit-out Deposit**") by way of interest free deposit as security for the performance and observance by the Flat Owner and the Flat Owner's contractors of the terms and conditions set by the Promoter for implementing the Fit-Out Works. Please make the aforesaid payment vide cheque in favour of "OBEROI CONSTRUCTIONS LIMITED- MAXIMA". You may also make the aforesaid payment vide NEFT/RTGS as per the details below and provide us with the details of the same:

Sr. No.	Particulars	Details
1	Account Name	OBEROI CONSTRUCTIONS LTD - MAXIMA
2	Bank	Axis Bank Limited
3	Branch	Dindoshi
4	City	Mumbai
5	Account Number	911020014797281
6	Account Type	Current
7	IFSC Code	UTIB0001062

- The Fit-Out Deposit shall be refunded without any interest to the Flat Owner after 6 (six) months from date of first inspection of the flat's completed Fit-Out Works subject to no damage being caused to any part of the building including common areas or the equipment therein and further subject to all building materials, debris being completely removed from the flat/building.

Second inspection will be carried out on completion of 6 (six) months from the date of first inspection and thereafter the process for refund of fit-out deposit will be initiated. The cheque for refund of the fit-out deposit shall be made only in the name of the first owner of the flat.

In case of any damage and/or breach of Fit-Out Guidelines by the Flat Owner and/or the Flat Owner's contractor(s)/labourers, the Flat Owner shall stop the Fit-Out Works on immediate basis and shall rectify the damage to the satisfaction of the Promoter. Further, the Promoter shall be entitled to forfeit the Fit-Out Deposit including recovering any additional costs from the Flat Owner to cover the full damage in the manner detailed in these Fit-Out Guidelines. Any forfeiture of the Fit-Out Deposit and/or payment of additional costs in terms hereof are and by way reasonable, genuine and agreed pre-estimate of damages that will be caused to the Promoter, and that the same is agreed as liquidated damages and not penalty.

## GUIDELINES FOR THE FLAT OWNER(S):

- Proper gate pass should be obtained at the security gate for allowing any materials required for the Fit-Out works.
- The Flat Owner shall not install and/or use any electrical installation, machines or apparatus that may cause heavy power surge, high frequency voltage and current, air-borne noise, vibration or any electrical or mechanical interference or disturbance whatsoever which may prevent or prevents in any way the service or use of any communication system or affects the operation of other equipment, installations, of other flat owners. In connection therewith, the Flat Owner shall allow the Promoter or any authorized persons to inspect at all reasonable times, such installations, machines, or apparatus in the Flat to determine the source of the interference or disturbance and there upon. In the event is found by the Promoter or the Promoter's authorized person that the Flat Owner's electrical installation, machine or apparatus is causing or contributing to the said interference or disturbance, the Flat Owner shall take suitable measures, at the Flat Owner's own expense, to eliminate or reduce such interference or disturbance to the Promoter's satisfaction.
- The Flat Owner shall ensure, to cover railing area of sliding window during entire fit out as the dust particles get accumulated and over a period, the same gets jammed and the sliding window movement gets restricted.
- Flat Owner(s) are not permitted to do any change of positions OR any tampering of electrical meters, DB, and wiring. Such attempt of alterations is strictly forbidden, whether meter is in common area or within apartment.

- The Flat Owner shall ensure the removal of all debris at his/her/their own cost from the building at such times and in such a manner as directed by the Property Management Team. Fit-out team will visit the Flat regularly to inspect the same and will ensure that debris are not being stacked. Contractors/Supervisors will be intimated for its removal at immediate notice being the risk of fire hazard and the same will be inspected the second day too. If still the debris have not been removed, then the entry of the fitout workers will be stopped at the gate till the time the debris are not being removed and subsequently a sum of Rs. 2000 per day will be charged to the Contractor/Flat Owner.
- Installation of equipment on external walls, windows, glass railing and ledges of the building are not allowed including any change in elevation.
- The Flat Owner shall neither demolish any part (including RCC) there of nor at any time make any addition or alteration of whatsoever nature in or to the Flat or any part thereof.
- Should the Flat Owner desire to install grills within the flat, the same shall be installed as per the standard design and details given by the Promoter and in such manner as to not face the elevation of the Property and its exterior aesthetic features.
- The Promoter reserves the rights to recover any kind of liquidated damages either directly or from the Fit-Out Deposit or through any dues payable to the proposed society.
- The deposit is requisitioned to ensure that the Flat Owner's /their appointed contractors desist from tampering with the elevation and aesthetics of the building in any manner whatsoever, failing which the requisite amount out of the said deposit can be utilized to restore the same. Please find below the major heads to brief you about the same:
  - Breaking of drywall, Siporex wall, kitchen platform, relocation of kitchen sinks etc.
  - Any deviation in building elevation / façade
  - Damage to exterior texture paint caused while carrying out fit-out work
  - Fix furniture made near façade
  - Deviation in position of doors and windows and façade
  - Any damage to the columns, beams, slabs, or R.C.C. partition or walls or other structural members
  - Fixing of any kind of grills outside the building elevation and its exterior aesthetic features.
  - Installation of equipment's, potted plants on external walls or windows & ledges externally of the building are not permitted
  - Fixing, erecting any structure, or painting in or around any part of the exterior wall and common area of the facility or through the windows or doors
  - Any damage to the lift during transport of fit-out tools, equipment's, or any material
  - Damage to common area like staircase, lift lobby and parking areas
  - Changes aesthetic of the common lift lobby area
  - Converting dry area into wet area
  - Removing of life safety equipment like detectors, fire sprinklers
  - Operating common area assets such as plumbing valves, lifts etc.
  - Pending administrative charges
- The Flat Owner further undertakes not to install any fixtures or grills on the exterior of the building for the purposes of drying clothes or for any other purpose and undertakes not to have any laundry drying outside the Flat. If found that the Flat Owner has installed grill or fixture on the exterior of his/her/their flat for drying clothes, the Flat Owner shall, on each such occasion, pay an amount of Rs. 1,00,000/- (Rupees One Lakh Only) as and by way of liquidated damages to the Promoter.
- The Flat Owner shall not install window ACs which would deface the elevation of the building. In case of an installation of such window ACs by the Flat Owner he/she/they shall pay an amount of Rs. 15,000/- (Rupees Fifteen Thousand Only) as and by way of liquidated damages to the Promoter on each such installation. The flat owner shall also rectify the elevation at his own cost.
- It is the responsibility of the Flat Owner to take appropriate precautions before carrying out any work. Any permission given by the Promoter should not be construed as a shift of liability from the Flat Owner carrying out such work.
- Any damages and/or loss to any other flats/common area due to the Fit-Out Works being undertaken by the Flat Owner shall be entirely compensated by the Flat Owner conducting such works at its/his/her/their cost and expense.

- The Flat Owner shall ensure that toilets within their flats are locked during the Fit-Out Works to prevent dumping of debris resulting in the choking of drains.
- The Flat Owner shall note Mobile Network provision is up to the main door entrance.
- VDP in working condition will be handed over to the owner. It is requested to not to relocate the VDP location as its Fiber wire is very delicate in nature and may break.
- The Flat Owner shall not store anything on the Refuge Floor nor store any goods in the Flat which are hazardous, combustible or of dangerous nature or are so heavy as to damage the construction or structure of the building. In case any damage is caused to the building on account of negligence or default of the Flat Owner in this behalf, the Flat Owner shall be liable for the consequences of the breach and shall repair the same at his/her/their own cost.
- The Flat Owner shall not do or permit any act or thing which may render void any insurance of the property in which the Flat is situated or any part thereof or whereby any increase in the premium shall become payable in respect of the insurance.
- The Flat Owner shall not at any time cause or permit any public or private nuisance in or upon the Flat, or any part thereof or do anything which shall cause annoyance, inconveniences, suffering, hardship, or disturbance to the other occupants or to the Promoter or else the Flat Owner shall pay to the Promoter an amount of Rs. 15,000/- (Rupees Fifteen Thousand Only) as and by way of liquidated damages on each such occasion and rectify any damage and default immediately at his/her/their own cost.

**The Flat Owner shall not throw dirt, rubbish, rags, garbage or other refuse or permit the same to be thrown from the Flat into the premises or the Refuge Floor or any portion of the property and the building in which the Flat is situated or else the Flat Owner shall pay to the Promoter an amount of Rs. 15,000/- (Rupees Fifteen Thousand Only) as and by way of liquidated damages on each such occasion and rectify any damage and default immediately at his/her/their own cost.**

- The Flat Owner shall not discharge, dump, leave, litter, or burn any wastage into the surface, other drains or in any part of the apartment and the common areas or else the Flat Owner shall pay to the Promoter an amount of Rs. 15,000/- (Rupees Fifteen Thousand Only) as and by way of liquidated damages to the Promoter on each occasion.
- The Flat Owner shall not install, erect, attach and paint in or about any part of the exterior wall and common area of the building or on or through the windows or doors thereof except the name of the Flat Owner in such places only as shall have been previously approved by the Promoter. The Flat Owner shall not display at any place in the common areas of the property any bills, posters, hoardings, advertisement, name boards, neon signboards or illuminated signboards. If the Flat Owner commits any such act, then the Flat Owner shall immediately take remedial action to the satisfaction of the Promoter and shall also be liable to pay an amount of Rs. 15,000/- (Rupees Fifteen Thousand Only) as and by way of liquidated damages on each occasion.
- The Flat Owner further covenants not to chisel or in any other manner damage the columns, beams, slabs or R.C.C. partition or other structural members. The breach of these conditions shall entitle the Promoter to recover further amounts from the Flat Owner to compensate for the damage so caused and the Flat Owner hereby consents to the same. The decision of the Promoter in this regard shall be final and binding upon the Flat Owner who shall not dispute the decision of the Promoter in any manner whatsoever.
- No RCC walls, beams, columns, Block wall including peripheral windows, shall be removed nor any part of it be altered/dismantled by the owner for any kind of fit-out work.
- Core cut is not allowed in any of the structural elements i.e. RCC & metals. No recesses shall be made in RCC walls/columns for shelves, niches etc. Typical floor slabs are RCC slabs. They shall not be broken or punctured with sleeves or chipped.

- As and when the Promoter enters into agreements/arrangements with any person, or otherwise the Promoter is in a position to provide all Utilities (as defined hereinafter) or any of them, then in that event the Flat Owner herein shall procure such Utilities only from the Promoter or any person as may be nominated by the Promoter in that behalf, as the case may be, and pay such amount as may be fixed by the Promoter, to the Promoter. The Utilities here refers to gas, water, electricity, telephone, cable television, internet services and such other service of mass usage as may be utilized by the Flat Owners on a day-to-day basis.
- The Flat Owner will be solely responsible for carrying out water- proofing of bathroom and balcony if any modifications are carried out, replacement of tiles in flats or due to any other civil changes. The warranty certificate of minimum 5 years to be submitted in property office once work is completed
- The Flat Owner shall permit the Promoter and their surveyors and agents/Property Management Team with or without workmen and others at reasonable times to enter their Flat for any maintenance requirement.
- In the event the Flat Owner fails to pay the liquidated damages and/or rectify the default of his/her/their obligation within 1 (one) month from the date of committing such default at his/her/their own cost then the Promoter through its agents, shall have a right to enter upon the Flat and rectify the fault/make necessary changes at the Flat Owner's cost.
- Chandeliers/light fittings and wooden panelling outside the apartments are not allowed.
- Fitting/installation of aluminium window in dry yard/service yard is not allowed. Plumbing shaft should not be covered except installation of the grill as per the design provided by the Promoter. Any modifications in Kitchen plumbing lines, it should not be concealed and should be routed through wall area and not through the flooring.
- Pressure testing report to be submitted by the Occupant's plumber in case of any rectification in the internal plumbing lines during fitout work. The testing shall be witnessed by fit out Coordinator/representative.
- While connecting the plumbing lines, adequate care needs to be taken that domestic and flushing lines are not interconnected as the flushing lines contain recycled treated water which cannot be used for domestic purpose.
- In order to restrict the misuse of water, all the shaft valves of flushing & domestic water line will be closed. We recommend that all the valves installed in the apartment are shut and interior workers are restricted to the usage of only kitchen tap for all purposes including drinking water.
- No change shall be done to the Pressure Release Valve in plumbing line (PRV).
- AC drains for all Air conditioners are provided, hence no new provision should be made.
- Dumping of debris in the balcony or common area or in the parking is not allowed.
- Bathroom extensions and/or alterations or modification are not allowed. Installation of bathtub not allowed.
- Marble/granite sill should not be extended.
- Position of fixed & movable windows shall not be changed.
- Exterior texture paint needs to be repainted in case the paint gets spoiled, while carrying out civil work.
- Floor level shall not be raised.
- Tray should be used for making cement mortar. Mixing cement mortar on the bare floor is prohibited.



- Plastic or POP sheets to be used while transporting the construction material from lift or lobbies to the flats.
- Water proofing/chemical coating shall be done once the flooring is removed and the warranty certificate of minimum 5 years to be submitted in property office once work is completed.
- All precautions are to be taken to avoid a fire occurrence.
- While undertaking replacement of any washroom floor marbles/tiles, it should be ensured that complete re-waterproofing procedure/works needs to be undertaken. In case of any leakages, the work will be halted till the Flat Owner rectifies the fault.
- Waterproofing shall be inspected by the Fit-Out engineer before execution of the tiling work begins. The responsibility to get water proofing inspected lies with the Flat Owner.
- If the Flat Owner intends to replace the Floor marble of Living room and Bedrooms, it should be done within 07 to 10 days and getting the concurrence from the Resident of below Flat to undertake the work at his convenience time slot. Any damage/inconvenience to below Flat is the sole responsibility of the Flat Owner undertaking the work of Marble replacement.
- External plumbing lines shall not be changed. Re-location of WC Commode not allowed.
- No work shall be permitted in the external toilet shafts and main pipelines.
- Damage to common areas and lifts etc. caused while material shifting, is to be rectified by the Flat Owner.
- Material movement from the lobby area is strictly barred; it should be carried out from the designated podium only.
- All fit-out material to be stored inside the apartment only.
- The owner/contractor shall arrange for security arrangements to always guard the materials, at its own expenses and the coordinator shall not be liable for any theft, loss, or pilferage.
- Owner/contractor to ensure the safety of personnel and property, preventing fire risks, stampedes, blocking of passages and corridors.
- Loss of plumbing fittings from common servant toilet is the Flat Owner's responsibility.
- Balcony tiles and light fittings cannot be changed.
- Workers will be allowed in service lifts only.
- Lifts must not be detained on any floor.
- In case of fire/earthquake/evacuation, lifts should not be used.
- The fire exit staircase should be kept free from any obstructions for easy and quick thoroughfare.
- Material brought by Flat Owner to the site should be transferred to his/her/ their Flats and not left on the ground floor unattended.
- The Flat Owner will have to inform the Property Manager before moving material in/out of the Flat.
- 2 days prior permission of the Property Management Team will be required for material movement. The time slot will be booked based on the available open slots for the day.
- Materials that do not fit into the lifts will have to be carried through the staircase.

- Work completion letter to be provided to the Promoter's Property Management Team after the completion of the Fit-Out Works and after the submission of the said letter, the fit-out team will carry out the inspection of the Flat.
- Fitout workers identity cards issued by the Property Manager should be returned back to his office along with the work completion letter.
- No contractor's worker shall be permitted to work in the duct shaft and peripheral openings or exterior of the building.
- The Flat Owner shall park his/her vehicles in the allotted parking lots only as may be permitted by the Promoter and not at any other place.
- To paste a copy of the submitted fit-out plan in the living room during the Fit-Out Works.
- Do not put awnings in the balcony.
- Installation of individual DTH dish antennas is not permitted.
- Do not relocate your apartment sprinklers and detectors
- Flat Owner should ensure to keep portable fire-fighting extinguishers before commencement of Fit out work in view of safety concerns. Same will be verified by the site Safety Officer, post which Fit out work can be commenced.
- Fit-Out Works should be carried out from 9.00 am to 6.00 pm. No noisy work will be carried out from 2.00 pm to 4.00 pm every day and no work will be allowed on Sundays and public holidays.

## FITOUT WORK POLICY

All the necessary guidelines/instructions laid down during Covid-19 new normal scenario to be adhered and any new changes as and when situation arises to be incorporated by the Flat Owners and their Architect and Contractors team.

Deviation notice will be issued for any violation as per fit out guideline. Owner to sign the notice during submission of Drawings and Annexure.

## COMPLETION OF THE FIT-OUT WORKS

- On completion of the Fit-Out Works, the Flat Owner shall without delay submit a work completion letter to the Promoter stating no modifications to the base building infrastructure have been carried out other than those submitted to Promoter.
- Fitout should be completed within a period of 06 months.
- All identity cards issued to the fit-out workers should be returned to the Property Manager's office once the Fit-Out Work are completed.

## NO LIABILITY OF THE PROMOTER, THE PMS TEAM AND/OR CONSULTANTS:

- Neither the Promoter nor its' PMS Team shall assume any responsibility in respect of the work carried out or to be carried out by the Flat Owner.
- Submission of plans, grant of permission to carry out any work, etc., shall neither he nor shall ever be deemed to be a warranty that the proposed works, fittings, and other specifications are appropriate, legally permissible, or technically satisfactory.
- Neither the Promoter nor its' PMS Team shall be held liable for any delay in the commencement or completion of the Fit-Out Works.

## FLAT OWNER'S CONTRACTORS DETAILS

- The Flat Owner shall formally notify the PMS team about the name and other details of the contractors to be employed by the Flat Owner and also the specific authorized person handling the Fit-out Works. An indemnity is to be signed by the Flat Owner for the PMS Team in the format provided by the PMS Team.

## RULES AND REGULATIONS FOR THE FLAT OWNER'S CONTRACTOR'S WORKMEN

- It shall be the responsibility of the Flat Owner to ensure that each person and/or agency involved in the Fit-Out Works reads and understands the rules and regulations laid out in this Fit-Out Guidelines.
- An initial walk through of the job will be conducted prior to commencement of Fit-Out Work. The contractor's supervisor and the PMS Team and the security will review rules and regulations, as well as check the existing conditions of the flat.
- Flat Owner or his/her/their contractor shall ensure that all workers must wear proper PPE with respect to their works, especially while working in the ducts and external works. No workers are allowed to enter shaft and balcony area without proper PPE an approval from PMS Team. PPEs are under the scope of the Flat Owner and will not be provided by the Promoter.
- Hot work will require a work-permit. All fabrication/welding works shall be undertaken with the requisite fire safety precautions after informing the team and obtaining "hot work permit" in the prescribed form from PMS Team. Extinguishers to be kept ready in such cases by the agency.
- No one shall be allowed to endanger the buildings, his/her/their flat or other flats in any manner whatsoever. If such a situation occurs, the Flat Owner's contractor, sub-contractor, supplier, vendors etc. shall immediately take steps to correct and eliminate any hazardous condition.
- If, in the opinion of the Promoter and the PMS Team, any part of the Fit-Out Works is likely to lead to damage or destruct any part of the buildings or the common areas, the Promoter and the PMS Team shall have the right to make the Flat Owner or/his/her/their contractors suspend its Fit-Out Works with immediate effect.
- Flat Owner's workers should not keep the door open while undertaking the Fit-Out Works. Flat Owner's Contractor who are observed defaulting the aforesaid guidelines shall be charged Rs. 5,000/- as penalty.
- A fine of Rs. 5,000/- will be charged to Flat Owner's Contractor if Fit Out Works being undertaken in the common area of the building.
- Contractor should ensure that all the drain points and nahani trap are sealed before starting the Fit Out Works. The blockage in line should not be removed by rod or sharp materials. For any damage caused to the plumbing line a penalty of Rs. 5,000/- will be levied on the Flat Owner's Contractor and in addition the Contractor has to rectify the damage at its own cost.
- Insertion of live wires in the socket is strictly not allowed. A fine of Rs. 5,000/- will be charged if the Contractor's workers are found inserting live wire in the socket directly without using 2 pin plug.
- No graffiti or vandalism will be tolerated. Any individual caught in the act shall be immediately removed from the property and will not be allowed to return to the property. In addition, all repairs involved will be at the expense of the Flat Owner.
- The Flat Owner shall ensure that his/her/their contractor's workmen do not use the flat for any illegal or immoral purposes, or as temporary accommodation. All workers must leave the site on a daily and no cooking shall be permitted anywhere within the flat or in any common areas.

- All contractors' personnel will enter and exit through a designated entrance and through a designated service elevator. Use of building main floor, lobbies, or elevator lobbies is prohibited for storing any materials even on a temporary basis.
- Carrying or consuming of pan/tobacco/gutkha is strictly not allowed in the premises. If any worker found in possession or found consuming pan/tobacco/gutkha, a sum of Rs. 5,000 will be charged against that worker. In case of same person caught in similar act second time in row, Rs. 10,000 will be charged to him, and he will be barred permanently from entering the premise.
- The Flat Owner or its contractor shall not be permitted to post any signage in the common areas advertising the name of the contractor or sub-contractor.
- Group Insurance for the workers engaged for the Fit-Out Works shall be obtained by the contractor(s) engaged by the Flat Owner prior to commencement of the Fit-Out Works and a copy of such insurance shall be submitted with the PMS Team prior to commencement of the Fit-Out Works.
- List of machines/materials not allowed inside the premises are as follows:
  - 01. Core cut machine
  - 02. Breaker machine
  - 03. LPG Cylinder
  - 04. Window glass film
  - 05. Bathtub and Jacuzzi
  - 06. DTH and Dish TV
  - 07. Siporex blocks
  - 08. Red bricks

## MATERIAL MOVEMENT

- The handling of items which are of heavy weight or large volume, requiring special treatment, must be reviewed, and arranged with the PMS Team.
- The Flat Owner shall ensure that all contractors use only rubber wheeled trolleys or carts (in addition to manual carrying) for transportation of any item in the building.
- Under no circumstances are materials to be dragged along the finished floor. During loading of material/debris/wooden ply/wall bricks in service lift, it should be ensured that the lifts are not damaged, and operation of lift is not affected. If any such case is observed, a sum of INR 10,000/- (Rupees Ten Thousand Only) or the actual cost of damage will be charged to the Flat Owner/Contractor.
- Gunny bag to be used for clearing the fit-out debris. The bag should not be kept loosely. It should be properly sealed while transporting the same in common area lobbies/lift area lobbies. Gunny bag should be partially filled with debris, and it should not be in torn condition to ensure that the loose particles doesn't fall in the lift/lift area lobbies. Lift operator will not allow the workers/debris vendor to carry debris loosely.
- Utmost care to be taken while transporting the cement bags/white cement/sand in lift as this is the primary reason for breakdown of lift. The dust particles over the cement bag get carried and accumulates on the sensitive parts of lift sensor and logic cards resulting in its breakdown. Hence, the cement bag should be cleaned properly before stacking inside the lift. Bubble wrap should be placed below as well as on the stacked cement/ sand /POP bags so that the dust would not spread out in lift and affect the lift services.

## GOODS VEHICLE RESTRICTIONS

- Heavy vehicles will be permitted only in areas designated for loading and unloading by the PMS Team. No heavy vehicles will be allowed to park on the parking slab.
- Goods will have to be transported through smaller vehicles or other means to the building by the Flat Owner.
- After removal of the disposal bins from the designated areas, the contractor(s) shall restore the area to a tidy broom-swept condition with no materials left within or around the designated area.

Debris must not be placed anywhere in the common areas including the lift lobbies, stairwells or toilets and therefore all Flat Owner's vendors/contractors to remove their debris daily.

## SECURITY POLICY

- The Flat Owner shall be responsible for the physical security of his/her/their flat and the contents thereof throughout the fit-out period. Neither the Promoter nor the PMS Team assumes any responsibility for any loss or theft thereof or from any place at the site/building/flat and / or damage of material which the Flat Owner may be bringing to the flat.
- On entering the building, the Flat Owner contractor's workers will be required to check in with security at the designated entrance, sign in and hand over their identifications (IDs). The passes / token will be issued in return and these should always be displayed by each worker when in the building.
- On leaving, every worker will be physically searched, and baggage checked, after which the workers would be provided with their ID's in lieu of the passes/token.

## GENERAL GUIDELINES FOR FIRE AND SAFETY

- In case of emergencies and in-order to secure the premises from fire incidents, an efficient fire hydrant and sprinkler system, detectors and FAS system is installed at designated areas in the building.
- In addition, a PA system is used for communication with all occupants in case of emergencies.
- Refuge Floor is a location in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait in the Refuge Floor until rescued or relieved by firefighters.

Note In the event of a fire Flat Owner/authorized contractors must not use the elevators instead they should use the staircase to evacuate the building or go to the nearest Refuge Floor.

### HANDLING EMERGENCY:

Emergency response measures to be taken in coordination with security team. In case of emergency the contractor workers shall contact the security emergency numbers and shall provide the following information:

- Type of emergency
- Exact location of emergency
- Name and telephone number from where you are calling
- Brief message about accident/incident
- Further emergency procedures shall be advised subject to the situations reported

## GENERAL GUIDELINES FOR HVAC SYSTEM

- Air Conditioning (“AC”) installation should be strictly done at designated location only.
- Sleeves have been provided for installation of copper pipes in RCC. AC core cut to be sealed post AC installation to avoid any rodent/reptile’s entry or water ingress.
- Drain point has been provided for every AC and this point should not be changed by the Flat Owner’s.

Following steps need to be followed while installing AC

### Permit

- **Before installing AC, contact the PMS Team for permit**

### AC Locations

- **Refer the drywall manual**

FOR ANY ASSISTANCE CONTACT PMS TEAM.

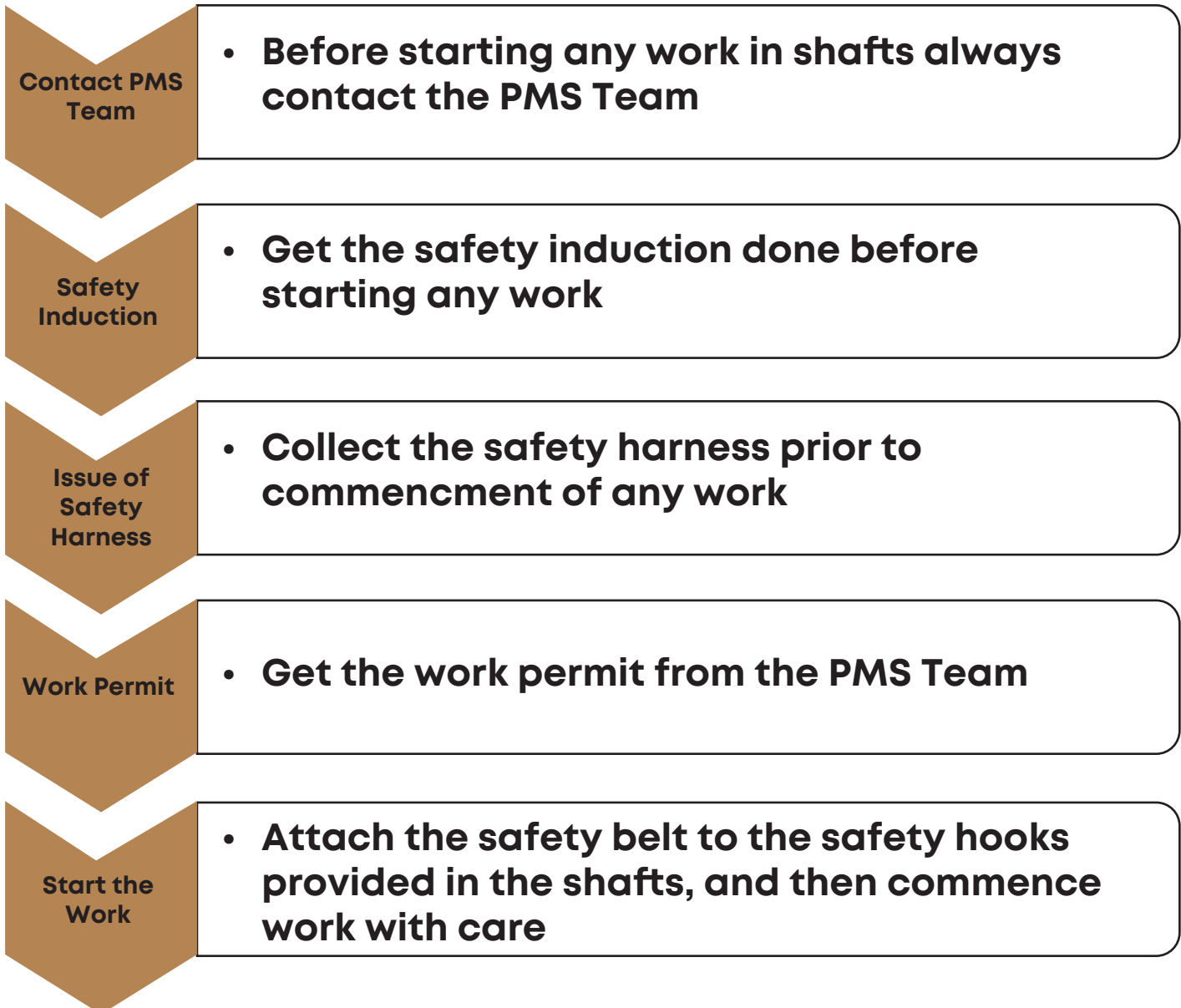
## GENERAL GUIDELINES FOR SAFETY HOOK AND GRATING

### Introduction

Safety hooks are used to attach the safety harness while working at heights. These hooks are provided at various locations. Gratings are working platforms provided in shafts for maintenance purpose only.

**Caution!** Do not carry out any work in shafts without the approval of the PMS team.

Following steps should be followed before you start working in the shafts





## Safety Hooks

**Location:** Provided in all the toilet shafts/ducts.

**Purpose:** To ensure safety while servicing/repairing of plumbing services in the shafts.



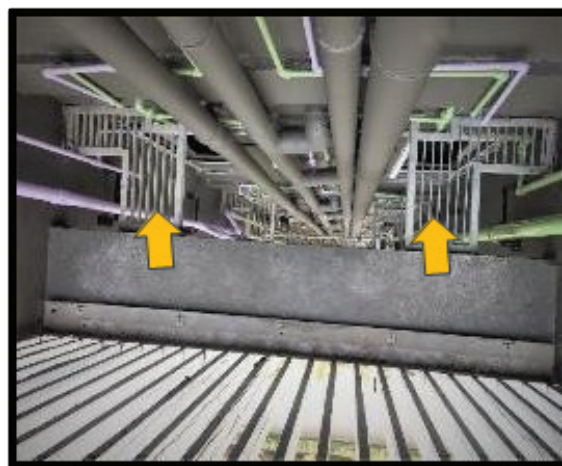
## Dos and Don'ts

- Only authorized persons are allowed to enter the shafts/ducts.
- Don't get into the shaft without wearing a safety harness.
- Always attach your safety harness to the safety hook.

## Grating

**Location:** Toilet 1 & 2 Shaft

**Purpose:** Working platform for maintaining of plumbing services in the shaft.



## Dos and Don'ts

- Only authorized persons are allowed to enter the shafts/duct area.
- Attach the safety belt with the safety hook provided in the shaft before standing on the grating.
- Do not use the grating if the grating is unstable or rusted. Immediately bring this to the notice of the PMS Team.

## GENERAL GUIDELINES FOR DRYWALL

Q. How can I install equipment like TV, AC etc. on drywall?

A. Refer plans for repairing/working and to know the noggin positions in your drywall for installation of equipment like TV, AC etc. kindly ask the PMS Team for any assistance.



## SAFETY RULES AND REGULATIONS FOR FIT-OUT WORKS:

- It shall be responsibility of the Flat Owner to ensure that each person and/or agency concerned deployed for fit-out job reads and understands these safety rules and regulations.
- An initial walk through of the job should be conducted prior to commencement of the work. The contractor's supervisor, PMS & project co-ordinator, safety and security should review the existing condition of the flat and arrange to implement safety requirements.
- The contractor/s should submit the fit-out contractors and labourers list and obtain ID from security, basis which safety orientation will be conducted by safety team.
- The Flat Owner should depute a competent safety supervisor to supervise the Fit-Out Works, conduct briefing, inspect tools and machines, electric connections etc and maintain proper record.
- No one shall be allowed to endanger the building or neighbouring flats in any manner whatsoever. If any such situation or danger arises then the Flat Owner and their contractors shall be fully responsible to correct the situation and indemnify the client.
- The Flat Owner shall ensure that their contractor's workers do not use the flat for any illegal or immoral purpose or as temporary accommodation. All workers must follow permitted working timings and no cooking shall be permitted anywhere in the flat, building or premises.
- All fit-out workers shall enter and exit from designated path-way, elevator, staircase and security gates and carry valid ID cards daily.
- All material brought for fit-out should be stored within the flat or as permitted and building passages and stairways should be not blocked.
- All fit-out personnel must wear basic PPE at project site i.e. safety helmet, safety shoes & reflective jacket, etc.
- Apart from basic PPE, the fit-out personnel should use other job specific PPE, which includes hand- gloves, safety goggle, welding goggles, nose mask, ear plug etc for works involve grinding, chipping, cutting, welding, gas cutting etc.
- Work permit is compulsory for all type of hot work (welding, gas cutting, grinding etc). To prevent any fire mishap, before beginning any hot work ensure that combustibles, saw dust around are removed.
- For gas cutting work (hot work) use basic PPE plus leather apron, leather hand gloves, black-shade safety goggle etc. Use trolley for safe handling of gas cylinders (DA, LPG, Oxygen cylinder etc) and flash back arrestors on cutting torch and cylinder end. Make sure fire blanket and one 6kg, ABC type fire extinguisher is available to prevent fire mishap. Fire extinguishers are in the scope of the flat owner (as required) and are mandatory statutory requirement and shall not be provided by the Promoter.
- For welding work (hot work) use basic PPE plus leather apron, leather hand gloves, welding face shield. Make sure fire blanket and fire extinguisher is available to prevent fire mishap and all electric connections to welding machine is done with lugs and earthing is provided.
- During any type of hot work ensure one fire watcher along with portable fire extinguisher and ensure that weld spatters, hot surfaces etc are totally quenched before leaving the flat.
- Removal of or crossing any leading-edge safety railings, safety nets, barricades on services openings is prohibited, unless proper permit is obtained from the Safety, PMS Team, Project Coordinators and additional precautions are taken.
- Fit-out personnel shall not forcibly cross or enter construction area, this could be dangerous to life and health. People violating such norms will be removed.
- Entry into service shafts or outer face of building is restricted. Any such desired work should be conducted after obtaining permit from the PMS Team / Project Coordinator with additional precautions and Safety supervision. Use of full body safety harness and life line is mandatory.
- The electric extension boards should be of MS cabinet with industrial sockets.
- Electric cables with multiple joints are not allowed to use.
- All hand tools and machine having rotatory parts must be fixed with protection guards.
- Height work should be carried out using wheel mounted platforms. Ladder use are restricted unless special permission obtained. Only aluminium ladders are allowed. Wearing safety harness for all height work above 2m is mandatory.
- Fit-Out Works should be carried out only in the presence of supervisor, whose name/s is notified to the PMS Team/Security.
- Portable fire extinguisher (2 Nos. ABC type), first aid box, emergency numbers list should be available in the flat. Portable fire extinguisher is in the scope of the Flat Owner.

- All fit-out personal should undergo entry level safety induction by safety team and should obtain authorised ID card issued by security.
- Smoking, tobacco chewing/ carrying, working under influence of alcohol/ drugs is prohibited.
- Security check and frisking of all fit-out personal should be conducted at entrance gate by security and prohibited stuff confiscated.
- In case of any emergency or fire, the fit-out workers should try to control the fire by using extinguishers and in case of uncontrolled situation exit the work place immediately as directed by the security.

For ensuring the safety of the materials at the site, the Fit-Out contractor is suggested to provide temporary protection in the form of dry wall/ metal sheet at the entrance to the flats. This door should be lockable. The Promoter is not responsible for any loss to the fit-out contractor on account of theft or damage of any materials in the Flat Owner or in the designated unloading area

# FORMS

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## FIT-OUT COMMENCEMENT LETTER

Date: \_\_\_\_\_

To,  
The Property Manager,  
Oberoi Maxima  
Andheri (E),  
Mumbai – 400 060

**Sub:** Permission to commence Fit-Out Works in Flat No. \_\_\_\_\_ Tower \_\_\_\_\_

Dear Sir,

I/We want to commence the Fit-Out Works in the above mentioned flat.

I/We have read and understood the Fit-Out Guidelines and shall abide with the guidelines, rules and regulations while carrying out the Fit-Out Works.

Thanking You.

Yours faithfully,

Flat Owner \_\_\_\_\_

Architect/Contractor \_\_\_\_\_

## INDEMNITY BY FLAT OWNER TO THE DEVELOPER

Date:

To,

The Property Manager

Oberoi Maxima Andheri (E),

Mumbai - 400 060

**Ref:** Fit-out works ("Fit-Out Works") with respect to Flat No.: \_\_\_\_\_ on the [ \_\_\_\_\_ ] floor of Tower [ \_\_\_\_\_ ] ("the said Flat") on the in the building known as "[ \_\_\_\_\_ ]" ("said Building") situated at [ \_\_\_\_\_ ]

1. I/We \_\_\_\_\_, an adult Indian inhabitant, presently residing at \_\_\_\_\_, \_\_\_\_\_, having permanent address at \_\_\_\_\_,

confirm that, I/we have taken possession of the said Flat pursuant to the Premises Ownership Agreement/Agreement for Sale dated [ \_\_\_\_\_ ] executed by and between [ \_\_\_\_\_ ] and me/us.]

2. I/We declare that I/we have fully read and understood the Fit-Out Guidelines provided to me/us.
3. The Fit-Out Works shall commence from \_\_\_\_\_ in the said Flat.
4. Further I/we hereby confirm that I/we will not undertake any structural changes/alterations/modifications in my/our said Flat. I/we shall be jointly and severally held responsible or liable in any manner howsoever in respect of any act, deed, matter such as dispute arising between workers causing harm, injury or murder or any untoward incident such as minor/major fire, flooding caused due to ongoing Fitout work, resulting in damage to the said Flat, adjacent flat and/or the said Building.

I/We, completely understand, agree and confirm that in the events of any structural changes/alterations/modifications made by me/us and/or by my/our contractor(s)/worker(s) in the said Flat, the warranty/defect liability available under law or otherwise in respect of the said Flat shall forthwith stand cancelled/revoked/void.

contd....

5. Further I/we agree and confirm that the Promoter reserves the right to inform the flat owners/occupants above/below and adjacent to my/our said Flat and all the flat owners/occupants of the said Building about the aforesaid structural changes/alterations/modifications carried out by me/us and/or my/our contractor(s)/worker(s) in the said Flat.
6. In consideration of the above, I/we hereby irrevocably jointly and severally indemnify and shall at all times keep the Promoter and/or the Property Manager, its PMS Team and its respective officials, employees etc., indemnified, saved and harmless from and against all actions, claims, losses, damages, costs, liabilities, charges and expenses incurred, suffered or paid by the Promoter and/or its Property Manager, its PMS Team and its respective officials, employees etc., or required to be incurred, suffered or paid by the Promoter and/or its Property Manager, its PMS Team and its respective officials, employees etc., and against all demands, actions, suits or proceedings made, filed or instituted against the Promoter and/or its Property Manager, its PMS Team and its respective officials, employees etc., in connection with or arising out of or relating to the Fit-Out Works carried out in the said Flat by me/us and/or my/our contractor(s)/worker(s) and/or as a result of any Fit-Out Works undertaken by any of our contractors or any of their employees or agents during the fit-out of the said Flat or through their use of the said Building.
7. I/We hereby agree and confirm that this Indemnity shall be binding upon myself, ourselves and my/our respective heirs, executors, and administrators, and shall ensure to the benefit of the Promoter and its successors and assigns.

Executed at Mumbai \_\_\_\_\_ Dated This \_\_\_\_\_ of \_\_\_\_\_, 2022

Yours faithfully, For and behalf of:

<Customer Name>: \_\_\_\_\_

<Customer Name>: \_\_\_\_\_

<Customer Name>: \_\_\_\_\_

<Customer Name>: \_\_\_\_\_

## LETTER OF UNDERTAKING – WORK SAFETY

I/We, \_\_\_\_\_, Flat Owner(s) of Flat No. \_\_\_\_\_, on the [ \_\_\_\_\_ ] floor of Tower [ \_\_\_\_\_ ] ("the said Flat") indemnify Property Management team against any damage that may happens to the life and/or the property while installing AC outdoor unit, Pigeon net etc.

I/We further confirm that I/we am/are aware of the above activity requires Hot Work such as welding, grinding, cutting, drilling etc. which requires skilled workers to perform the same with utmost safety otherwise it may lead to fire break or other type of accidents/incidents. Therefore, I/we assure Property Management team that I/we will not depute any local/unskilled worker to undertake above-mentioned works which may put life and property in danger.

In the event of any unfortunate incident, I/we will be held fully responsible for the cause of damage to the life of personnel and property caused due to the Hot Work operation in my flat and any expenses/damage repair charges will be incurred by me/us.

Property Management team will not have any responsibility or accountability in whatsoever manner in case any mishaps happen due to negligence by the residents.

Signature.

Flat No.:

Tower:

Name of the Flat Owner:

**CONTRACTOR EMPLOYEE LIST**

Flat Owner's Name :
Tower No. :
Flat No.
Access Building :

Sr. No.	Name of the Person	Name of the Contractor	ID Card No.	Permitted Area	Work Details

\_\_\_\_\_  
Name and Sign of Flat Owner



**DETAILS OF INTERIOR WORK**

**We intend to carry out the following works in our Flat No. \_\_\_\_\_**

	False Ceiling	Electrical Changes	AC Installation	Plumbing Changes	Painting	Tiling	Civil	Other
Living room								
Bedroom 1								
Bedroom 2								
Bedroom 3								
Bedroom 4								
Bathroom 1								
Bathroom 2								
Bathroom 3								
Bathroom 4								
Powder Washroom								
Entrance Door								
Kitchen								
Servant's Room								
Servant's Washroom								

Submission	Submitted: Y/N	Approved: Y/N
1. All interior (Plan, section, and elevation) and modification drawings		
2. Lighting layout drawings, HVAC, Plumbing 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.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

1. The above request in to be read in conjunction with terms and conditions laid out in the fit-out guidelines.
2. If there is any violation to the above-mentioned terms/points, liquidated damages shall be payable, and which shall be charged separately.

**ID CARD REQUISITION FORM**

Main Contractor:			
Name of Person:			
Purpose: (AC, Electrical, Plumbing, Flooring, Carpentry, etc.)			
No. of gate passes to be issued:			
Date of Issue:			Valid up to:
Sr. No.	Name	Signature	Remark
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Name of Person: \_\_\_\_\_ Signature: \_\_\_\_\_

List of Documents required:

- Two coloured passport size Photographs
- Address Proof
- Photo ID Proof
- Copy of Insurance

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**FIT-OUT COMPLETION LETTER**

Date:

To,

The Property Manager,  
Oberoi Maxima Andheri (E),  
Mumbai - 400 060

**Ref:** Fit-out works ('**Fit-Out Works**') with respect to Flat No.: \_\_\_\_\_  
on the [ \_\_\_\_\_ ] floor of Tower [ \_\_\_\_\_ ]  
(**'the said Flat'**) in the building known as ['[ \_\_\_\_\_ ]'  
(**'said Building'**) \_\_\_\_\_] (Name of the Flat Owner)

Dear Sir,

This is to inform you that the Fit-Out Work in the said Flat is completed in all respects without any modification to the base building infrastructure and that the same have been carried out as per the approved/sanctioned drawings and in accordance with the terms and conditions of the Fit-Out Guidelines.

I/We have cleared all the debris as well as returned the Fitout workers entry permit cards to your office.

Further, I/we would also like to inform you that the said Flat is ready for your inspection and accordingly I/we request you to arrange for the Inspection and request you to initiate the process of refund of my/our Interest free deposit.

Thanking you

Yours faithfully,

\_\_\_\_\_  
(Flat owner's signature)