

# **FINANCIAL CENTRE**

## **TENANT FIT-OUT GUIDELINES & DESIGN REQUIREMENTS**

### **DUAL TOWERS**



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**SECTION 1  
FINANCIAL CENTRE DUAL TOWERS – BUILDING OVERVIEW**

## 1.1 Structural

Slabs:	Composite of Reinforced cast-in-situ concrete with corrugated Steel
Columns and Walls:	Reinforced cast-in-situ
Structural loadings to usable areas:	Live loads 250kg/m <sup>2</sup> and partitions not to exceed 150 kg/m <sup>2</sup>
Finishes:	50kg/m <sup>2</sup>

## 1.2 Architectural

### 1.2.1 External Walls:

Unitized Curtain Wall system comprises vision panel and spandrel panels.

- Facade is designed / installed in full compliance with the latest requirements of the local Govt. authorities.
- Facade design and its composition have been approved by the Energy Conservation department of Ministry of Electricity and Water, Bahrain.
- Fully functional and operational facade cleaning system has been employed in the project.

### 1.2.2 External façade:

External façade comprises of the following:

- Vision panels are made of glass having the following constructional features:
 

Outer Pane:	6mm PNA, Eclipse-Advantage, Evergreen (#2)
Cavity:	12 mm
Inner Pane:	6mm Ford Blue
- Spandrel panels have the following components:
 

Outer:	6mm PNA, Eclipse-Advantage, Evergreen (#2)
Inner:	Powder coated aluminum panel with 50mm thermal insulated rock wool and gypsum board.
- Aluminum Cladding: Luxalon (Hunter Douglas)
- Insulated Honeycomb Panel Colour HD 9736 (close to RAL 9006)
- Granite Cladding: Pearl grey granite

### 1.2.3 Floors:

The floor structure is Composite of Reinforced cast-in-situ concrete with corrugated Steel

### 1.2.4 Ceiling:

Common areas such as lift lobbies and toilets are fitted with a Gypsum / Aluminum Strip ceiling.

## 1.3 Mechanical Electrical & Plumbing (MEP) Services

### 1.3.1 Electrical Services:

- 11KV power supply is available in the project which is originated from the primary substations (66KV/11KV) dedicated for the BFH Development.
- Emergency standby generator and hot standby UPS system is available in the project to cater for the following electrical power requirements:



- Tenants standby power
- Vertical Transportation systems
- Life safety equipment
- Air-conditioning equipment required for wild cooling
- Water & drainage systems
- Rotary UPS system of having 1 Duty + 1 Standby configuration has been employed to cater the electrical power demand of the tenants for level 3 to 7 Dual Towers.
- Single independent Rotary UPS system has been employed to cater mid and high rise vertical transportation systems of commercial towers.
- The Fuel tank has been designed to allow operation of dedicated equipment for 48 hours.

### 1.3.1.1 Electrical Power Distribution

- Mains and standby power distribution originates from the LV Switchboards located at the basement. The network is distributed to every floor via a Bus bar system.
- A sub main distribution board for mains power, standby power and UPS power where applicable with all necessary Circuit Breakers and LV metering devices is available in the electrical room of each floor.
- In the Commercial Offices, where the floors may be split into multiple tenancies, circuit breakers and LV meters are provided individually for each office along with sub main distribution board to serve each tenancy, the Sub-main distribution board is available in the electrical room of that particular floor.
- A Cable containment system (Cable Trays) is provided from the sub main distribution board to the boundary of each tenancy space.

### 1.3.1.2 Electrical Power Allocation

Power allocated to each tenanted space by the Landlord has been described below;

- **Floor 3 to 7:**

Mains Power	75 W/ m <sup>2</sup>
Standby Power	25 W/ m <sup>2</sup>
UPS Power	300 W/ m <sup>2</sup> (only for 20% of the floor area)
- **Floor 9 to 22:**

Mains Power	75 W/ m <sup>2</sup>
Standby Power	25 W/ m <sup>2</sup>
UPS Power	Nil
- **Floor 23 to 52:**

Mains Power	30 W/ m <sup>2</sup>
Standby Power	20 W/ m <sup>2</sup>
UPS Power	Nil

### 1.3.2 Air-conditioning & Ventilation System:

This section explains the design internal temperatures of the building; brief description of air-conditioning & ventilation system and the cooling load available to each Office Premises.

- **Internal Design Parameters**

Temperature	22 <sup>0</sup> C ±2.0 <sup>0</sup> C db
Relative Humidity	40% – 60%RH

- **Allocated Cooling Load:**

The available cooling load to each Office Premises is listed below:

Floor 3 to 7	265 W / m <sup>2</sup>
Floor 9 to 22	265 W / m <sup>2</sup>
Floor 23 to 52	225 W / m <sup>2</sup>

### 1.3.2.1 Air-Conditioning Distribution System

Air-conditioning to the Dual Towers is by means of chilled water system which is supplied by the District Cooling Plant.

#### Floor 3 to 7:

- Air-conditioning is carried out with central Air-Handling Units (AHUs), primary supply and return ducting with Variable Air Volume Units (VAV's) located in each office area.
- Primary supply air ducting up to the VAV's including room sensors is available in each office area based on the criteria that one VAV covers an area of maximum 50 sq/m.
- Each VAV is connected with an addressable Building Management System (BMS) controller with on board flow sensors and all required control logics.
- A Redundant Chilled Water network riser is available in the shaft to enable the Tenants to connect to their closed control units for additional air-conditioning redundancy of their server rooms.
- Secondary ducting from each VAV and installation of the air outlets are to be carried out by the Tenant as part of their fit-out works.
- All required Acoustic treatment such as 3M lining of 50mm on the supply side of each VAV and 50mm acoustic duct liner on each return air plenums are to be carried out by the Tenant as part of the fit-out works.

#### Floor 9 to 22:

- Air-conditioning is carried out with central Air-Handling Units (AHUs), primary supply and return ducting with Variable Air Volume Units (VAV's) located in each office area.
- Primary supply air ducting up to the VAV's including room sensors is available in each office based on the criteria that one VAV covers an area of maximum 50 sq/m.
- Each VAV is connected with an addressable Building Management System (BMS) controller with on board flow sensors and all required control logics.
- Secondary ducting from each VAV and installation of the air outlets are to be carried out by the Tenant as part of their fit-out works.
- All required Acoustic treatment such as 3M lining of 50mm on the supply side of each VAV and 50mm acoustic duct line on each return air plenums are to be carried out by the Tenant as part of the fit-out works.

#### Floor 23 to 52:

- Air-conditioning is carried out with Fan Coil Units (FCU's) connected to the chilled water system
- Primary fresh air ducting is available at the entry of the offices
- Chilled water is extended from the riser network to each FCU with control valves located in each office area.
- Each FCU is connected with an addressable BMS controller with all required control field devices.
- Secondary ducting from each VAV and installation of the air outlets are to be carried out by the Tenant as part of their fit-out works.
- All required Acoustic treatment such as 3M lining of 50mm on the supply side of each FCU and 50mm acoustic duct liner on each return air plenums are to be carried out by the Tenant as part of the fit-out works.

**Common Areas:**

- Centrally controlled and monitored air-conditioning system with complete ducting and air outlets is available for all the common areas.
- VAV system is employed for the common areas in the floors 3 to 22 and FCU system is employed for the common areas in the floors 23 to 52.

**1.3.2.2 Ventilation**

- Treated Fresh air is supplied via centralized Fresh Air Handling Unit (FAHU) and ducting to the entry of each office premises for level 23 to 52.
- Conditioned Fresh air for level ground to 22 is supplied via the primary ducting.
- Exhaust air is collected from the return ducts via centrally located Return fan and is exhausted to the atmosphere.
- Car park is ventilated by means of central extract system with dual speed jet force fans.
- Toilet Exhaust air is collected individually from each Toilet via separate central ducting and exhausts fans which is exhausted out to the atmosphere.
- All fire man lift lobbies of each tower have smoke evacuation system which is automatically operated by fire alarm system in event of fire.

**1.3.3 Plumbing Services:**

- All the toilets are fully fitted toilets for Tenant's use.
- Provisions are available for water supply and drainage for the Tenant to have Pantry within their leased area.

**1.3.4 Information Communication Technology Systems:**

A fully functional and operational converged ICT (Information Communication Technology) distribution network with all active & passive components is available in the telephone & data room of every floor. BMS, Security and Tel / Data; Multi-cast systems are converged in a common fiber optic backbone system and connected to the central control system, which has the facility for management, accountability, monitoring etc of each service independently.

**1.3.4.1 ICT Network**

The ICT network is designed to cater the following services to the Tenant:

- Voice (IP telephony)
- Internet VPN
- Site-to Site VPN
- Video (TV Broadcast) Satellite Television distributed via fiber optic backbone
- Desk Top Video
- Provisions for connecting Security system (CCTV & Access control)
- Video conferencing

**1.3.4.2 System Distribution Cabling**

- A containment system is available from telephone room on every floor to the boundary of the tenant's premises for installation of horizontal cables.
- A redundant fiber cable riser network is designed originating from basement network room to every floor up to level 22 and terminates at the respective floors telephone & data room.
- The tenant is responsible to install horizontal cables from the active element to their demised premises.

### 1.3.5 Fire Safety Systems:

Systems are in full compliance with all conditions and requirements of the Bahrain Civil Defense Design and execution is based strictly on the guidelines of relevant NFPA Standards. All equipments related to the fire safety systems are UL listed.

#### 1.3.5.1 Fire Alarm Detection

- A fully integrated fire alarm detection and evacuation system is provided. Detectors have been provided with sufficient extra cable to allow minor relocation as part of the Tenant fit-out works.
- The fire alarm detection loops are provided with enough spare capacity to accommodate additional detectors.
- All existing installations are fully compliant with the local civil defense regulations and NFPA standards.
- All components of the system are UL listed.
- Software addressable Central Battery Emergency Lighting System is provided.

#### 1.3.5.2 Fire Fighting System

- Fire Hydrant and Hose Reel systems are provided in all floors.
- Sprinkler system with sprinklers is provided in covering the entire area of the project.
- Horizontal piping network is provided in every office, one sprinkler head per 9m<sup>2</sup> is provided.
- A Staircase Evacuation System is provided through Smoke Extractor Fans.

#### 1.3.5.3 FM 200 System

Main ICT network rooms, Central control rooms, Transformer room, Medium voltage switchgear rooms, Main electrical rooms, and telephone / data rooms at each level are protected with FM 200 gas suppression systems.

FM 200 gas suppression systems are as per NFPA standards.

### 1.3.6 Lighting Control System:

- All the lighting in the public areas i.e. entrances, lift lobbies etc. are controlled through the central lighting control system using motion sensors / timers.
- Each circuit is locally and remotely programmable and provided with rescheduling facilities.

### 1.3.7 Security System:

- A stringent security system which complies with the regulations and requirements of the international financial / banking institutions is provided for all common areas based on the IP solutions.
- All the public/common areas are equipped with CCTV (IP based) cameras.
- A state-of-the-art technology based central management solution with visitor management system is available in the project to monitor and control each camera/doors within the building.
- A fully integrated security solution has been installed.
- Provisions are available in the current system to have a future connection of Tenants' installed doors/cameras with the central management system.

## 1.4 Vertical Transportation System

The system within each tower consists of the four groups (each group has three passenger lifts) as well as one fireman's lift and one service lift.

Group Ref:	Capacity (kg)	Speed (m/s)	Traveling floor
Low Rise 1 (3 Nos.)	1600	2.5	Traveling from G, 2 to 12
Low Rise 2 (3 Nos.)	1600	3.5	Traveling from G, 12 to 23
Mid Rise (3 Nos.)	1600	6	Traveling from G, 23 to 37
High Rise (3 Nos.)	1600	6	Traveling from G, 37 to 52
Fireman's lift/ Service lift (1 No.)	1600	3.5	Traveling from B, G, 2 to 53
Service lift (1 No.)	1600	2.5	Traveling from B, G, 2 to 25

Vertical Transportation systems have been selected to have a maximum waiting time of between 28 to 40 seconds.

State-of-art technology (Miconic control) based control system has been installed to operate the lifts in the most efficient and reliable way.

**SECTION 2  
FIT-OUT DESIGN & CONSTRUCTION GUIDELINES**

## 2.1 Introduction

The intent of this section is to guide the Tenant in the fit-out design and construction of their leased premises. The main objective of this guide is to ensure that a high standard is achieved in Tenants' premises.

## 2.2 Fit-out Pack

The Fit-out pack contains As-built drawings, (soft Copy), layouts of the existing architectural, structural and engineering services for the tenancy space (typically structural, electrical, water, drainage, fire fighting/detection, HVAC and communication Data). FC Fit-out guidelines and design requirements (this document). The As-built drawings will assist the Tenants design consultant in the preparation of design drawings for his/her premises.

**Tenant shall be responsible to ensure that their design team and consultants/contractors have a copy of the Fit-out Service Manual and Fit-out Guidelines and they comply with the requirements as stated in these manuals**

## 2.3 Compliance with Governing Authorities

The designs must comply with the rules and regulations imposed by the local authorities. They must also comply with the related architectural, engineering and building standards which include standards for disabled persons.

Although this list attempts to be complete, it is the tenant's consultant and contractor's responsibility to ensure that all applicable codes and their most current regulations are adhered to,

- Bahrain Municipality Regulations
- Bahrain General Director of Civil Defense Regulations
- Bahrain HDD, SDD and EDD Regulations
- Regulation for Electrical Installation by Electricity Distribution Directorate (Bahrain)
- Telecommunications Provider Regulations
- ASHRAE STANDARDS for Air-conditioning and Duct works
- NATIONAL FIRE SAFETY STANDARDS
- Bahrain Labour & LMRA Laws
- All applicable laws and by laws, standards and best practices as relevant and applicable.

## 2.4 Architecture Finishes

### 2.4.1 Floors

- EMCOR Fit-out Services Division (EFSD) will approve all floor materials on project by project basis.
- The Landlord has designed the floor slab to receive a maximum dead load of 150 kg/m<sup>2</sup> and a maximum live load of 250 kg/m<sup>2</sup> within the leased premises.
- Permanent Concrete screed or re-enforced concrete shall not be approved for flooring.
- Light weight concrete shall be approved within the specified load limits.
- New flooring may not be installed on top of old or existing flooring unless approved by EFSD.
- Carpet must be fire resistant, as per the standards contained in the national fire code.
- Reference Floor Finish Level (FFL) shall be taken from the Corridor/Lift Lobby.
- The Tenant is to install all MEP fit-outs that are necessary to complete the Tenants' design. All installations shall be in compliance with the authorities' requirements.
- The leased floors have provision for high access (raised) flooring if required by the Tenant, height for the raised floor shall be taken from the Floor Finish Level (FFL) of the lobby corridor.
- Chipping or scaring of floor slabs are not allowed.

**2.4.2 Walls & Columns:**

- EMCOR/BFH will approve all wall materials and finishes on the project by project basis.
- All dry wall is to be a minimum thickness of 16mm, fire rated to the most stringent rating of the National Fire Code.
- The Tenant is to install all additional partitions where required in the approved concept. Proposed lightweight, dry wall partition shall be on metal stud framing.
- Acoustic treatment and fire protection installation shall be the responsibility of the Tenant.
- Plaster board and fiberglass columns, pilasters and the like shall be formed on metal stud framing; the Tenant shall ensure the fire protection treatment of such features.
- No additional structural columns are to be built within the premises without prior approval from EMCOR.
- Store rooms are to be constructed with full height enclosing walls
- Install all walls and partitions in the premise as approved in the design concept by EFSD.
- All walls and columns finishes such as pilasters, dado, cornices, wall paneling etc. shall be by the Tenant.
- Where Tenants wish to undertake work within common areas, for example lobby corridors, submit full details to EFSD for review and approval; permission for such work will only be granted under special circumstances.
- All MEP fit-out including the necessary fire protection treatment shall be by Tenant. Proposed Electrical, Telecommunications etc. cable trunking are to be concealed and fixed concealed on the wall.
- No loose, exposed trunking or tacked to wall wire installation will be allowed.

**2.4.3 Shared Walls:**

The walls that divide the offices in the sub-divided floors are referred to as shared walls. Any works or development involved to these structures is to be properly coordinated with the Landlord prior to submission of the overall design proposal. Approval of such proposals shall be in accordance with the provisions of the premises and will only be permitted at the discretion of the Landlord.

**2.4.4 Waterproof Membranes:**

Waterproof membranes are to be installed underneath floor finishes in wet pantries and toilets constructed by the tenant in their premises.

The membrane is to be designed and detailed in such a way as to prevent leakage to the building fabric and other adjacent areas. All waterproofed areas shall be flood tested for twenty-four (24) hours.

**2.4.5 Ceilings:**

- Ceilings within the leased Premises should be constructed in dry wall or suspended metal acoustical tile, Stretch PVC ceiling is not recommended.
- The general recommended finished ceiling level is 3m from finished floor level (FFL). Variations will be allowed subject to review and approval by EFSD.
- In some cases the Landlord may be required to specify the ceiling material to be used.
- All drywall ceiling assemblies shall be a minimum 16mm fire rated gypsum board.
- Appropriate access to any mechanical or electrical equipment or fitting shall be provided in all ceiling installations.
- The ceiling line that forms the borders between the Tenant's premises and the lift lobby area are to be properly sealed in accordance with fire safety requirements. The Tenant is to ensure that all the necessary fire protection measures are provided in the ceiling space.
- Access panels are to be provided in the ceiling as necessary to allow suitable access to all services such as water, fire sprinklers, chilled water system and all air conditioning components and control accessories.
- Where no ceilings are provided, the following is still required:



- All cable trays are to be boxed to the underside. No loose cabling will be permitted.
- All visible existing services are to be made neat and tidy to the satisfaction of the Fit-out inspectors.
- Rigid ductwork is to be installed by the Tenant at the Tenant's cost.

- **Wooden ceiling joists are strictly prohibited.**

## 2.5 Architectural Fixtures and Fittings:

### 2.5.1 Doors

- The construction of fire resistant doors where required is to comply with the local Fire Officer's requirements.
- Doors opening into an area must have a vision panel that must not affect fire rating.
- All doors shall be of minimum dimension 915mm x 2135mm.
- Glass doors must be safety glass tempered and have a contrasting mark as required by code.
- All doors shall have 3 hinges per door, of ball bearing type with non wrought stainless steel.
- Door stops shall be used as appropriate.

### 2.5.2 Blinds / Shades

Where blinds and shades are required within the premises the Tenant must submit details for review and approval by EMCOR.

### 2.5.3 Ironmongery

- Any ironmongery over and above what is already provided shall be supplied by the Tenant.
- Please submit details of any door locking system that will affect the building security.
- Use ironmongery that is fully compatible with the existing hardware.

### 2.5.4 Furniture

Fixed & loose Furniture required within the premises shall be by Tenant.

### 2.5.5 Appliances

Cooking appliances and the like is prohibited in the office premises, pantries and the like may not include such appliances.

## 2.6 Mechanical Electrical Plumbing (MEP)

The tenant must provide adequately sized access panels for equipment; fire dampers, control/isolating/sprinkler Valves and any other equipment require servicing.

The tenant must verify with EMCOR, the location, size and quantity of access panels required prior to construction.

### 2.6.1 HVAC System:

Chilled water Fan Coil Units (FCU) & Variable Air Volume (VAV) Boxes is provided by the Landlord; refer to section 1 (1.3.2) of this manual for designated floors with FCU, VAV Boxes and for the available cooling load. If in case additional cooling is needed, the proposed cooling system shall be submitted to EMCOR Fit-out service division (EFSD) for approval.

- The secondary air distribution within the Leased Premises shall be installed by the tenant and should include ductwork, dampers, diffusers, grilles; G.I. ductworks to be insulated by 25mm thermal insulation with vapor barrier.

- Air balancing in the tenanted area is the tenant's responsibility.
- Balancing dampers/VCD's to be provided on every branch for air-balancing.
- AC ducts shall not be extended at the last tap off to avoid bull-heading and eddies due to turbulence
- Installation of additional cooling system is the tenant's responsibility.
- Relocations of the FCU's to meet the design requirement are the tenant's responsibility.
- Leak testing of chilled water piping works were, FCU's relocated or added to be carried out by the Tenant.
- Re-balancing of the chilled water system were, FCU's relocated or added is the tenant's responsibility.
- All proposed ducts shall be made of G.I. or pre-insulated duct boards and shall be installed as per ASHRAE standards.
- The tenant shall use rigid rectangular ductwork, flexible duct will only be allowed for low pressure duct drops to a maximum of 600mm in length.
- Duct board connection should be sealed with mastic or pressure-sensitive tape to avoid leakage. This includes around junctions of collars to distribution boxes and plenums.
- The Landlord has supplied one (1) thermostat for each Fan coil/VAV unit in the leased premises.
- It is the Tenant's responsibility to determine the locations of the thermostat required in his space and install accordingly.

#### **2.6.2 Plumbing and Drainage:**

- All Tenant equipment shall be installed in the leased premises by the tenant.
- Water supply can be connected from the ceiling space where an isolation valve is ready for supply connection. If hot water supply is required this must be supplied by the Tenant.
- The Tenant can connect to the vent pipe provision at the floor level for the required venting within the leased floors.
- Drainage pipe work, gullies and the like are to be provided by the Tenant and connected to the main drain point as provided by the Landlord.
- All cleanouts shall be installed above the floor level and shall be provided with adequately sized panels

#### **2.6.3 Fire Protection:**

The Tenant must at all times ensure that the fire rating integrity of the premises is maintained to the satisfaction of EMCOR and Civil defense inspectors.

##### **2.6.3.1 Fire Alarm**

- All the tenant's fire components shall match the base building system
- All alterations and installations are to be verified and approved by Civil Defense.
- Where required by code additional fire detection devices shall be installed by the tenant at their expense.

##### **2.6.3.2 Sprinkler System**

- The Landlord has installed a sprinkler system grid within the open ceiling of the leased space.
- Additional sprinklers to meet Civil Defense requirement is allowed to connect to the landlords sprinkler system after obtaining approval from EMCOR fit-out services division (EFSD).
- It is the contractor's responsibility to perform the interconnection of the additional sprinkler to the base building system at the tenant's expense.

##### **2.6.3.3 Smoke Detection**

- The Landlord has installed Smoke detectors within the open ceiling space of the premises.
- Additional smoke detectors to meet the Civil Defense requirement should be connected to the fire alarm system after obtaining approval from EMCOR fit-out services division.
- All additional smoke detectors shall be of the existing make and type.

## 2.6.3.4 Fire Evacuation System

- The Landlord has installed Fire Evacuation Speakers within the open ceiling space of each retail unit.
- Additional broadcasting speakers to meet the Civil Defense requirement should be connected to the Landlords fire alarm system after obtaining approval from EMCOR fit-out services division.
- All additional speakers shall be of the existing make and type.

## 2.6.4 Electrical:

### 2.6.4.1 Power Distribution

The allocated power to each floor is defined in **section1 (1.3.1)** of this manual; all the electrical works to be performed by **EDD approved Contractor**, having suitable grade to execute the electrical works to match the load requirements and/or exceeding that of the premises load. It is the responsibility of the Tenant Fit-out Agent/Contractor to distribute the power according to Tenant's design requirement.

### 2.6.4.2 Light Fixtures

- The use of low voltage track lighting, recessed spotlighting and designer (high quality) light fittings is encouraged.
- All branch circuits must be identified on the interior of the fixtures and marked to indicate the condition of use (normal or Emergency).
- Energy saving requirements shall be considered for all new and replacement lighting system, the tenant is required to use electronic, high power factor, energy efficient ballasts.

### 2.6.4.3 Power Outlets

- All electrical cabling is to be concealed. Cables must be in under floor conduits/trunking and walls, with the exception of structural columns.
- Confirm details with the Landlord and building MEP engineers prior to commencement on site.
- All power and data outlets shall be installed recessed to walls or floor.
- Branch circuits shall be identified on the interior and exterior of the face plate.
- All junction boxes shall be marked identifying circuit numbers and panel names.

### 2.6.4.4 Panels / Distribution Boards (DB's)

- All Panels/DB's should be approved by EDD for use in the kingdom of Bahrain and of high quality.
- All electrical drawings shall indicate the type of service and panel number for each electrical panel within the leased premises.
- All breakers shall be matched to existing panels, breakers shall be rated to conform to all Electrical code requirements minimum interrupting capacity should be 10KA R.M.S Sym.
- All panel directories must be updated by the tenant in existing or new panels.
- All electrical panels shall be located, constructed and finished to the satisfaction of the Landlord's Engineer.

### 2.6.4.5 Wiring

- All wiring shall be made with stranded copper conductors only
- All wiring shall meet the requirements laid down by EDD in their Regulations for Electrical Installations
- Tenant are required to tag and identify all circuits
- Megger test report for each Distribution Board should be stamped by EDD approved contractor, every test page to be stamped by the contractor with his seal.
- No conductors shall be installed in existing conduit system without prior authorization from the Landlord
- Conduits should not be run on the same support system as the communication tray.

## 2.6.5 Security System:

The Tenant is to install within the premises any special security system inclusive of wiring, lights, alarms, locks, etc.

## 2.6.6 Penetrations:

Prior to carrying out the work provide suitable information and obtain approval from EMCOR for any penetrations of the building structure required to accommodate the Tenants services.

Note: The Tenant is responsible for the sealing of such penetrations so as to maintain the required thermal and acoustic insulation, as well as fire rating required of the structure affected.

## 2.6.7 Audits:

The Landlord may at any time examine the Tenant's works in order to monitor compliance with these guidelines.

## 2.6.8 Demolition and Removal:

- Any utilities and services which are no longer required by the tenant-or are to be abandoned, must be removed from leased premises and should be handed over to the landlord.
- Removal shall extend to the last isolating valves, junction box, sub-panel or panels as the case may be.

## 2.7 Application and Approvals

All submissions to EMCOR for approval must be made on Design Submission FORM (EMCOR-FOS-SUB-A1 or EMCOR-FOS-SUB-A2) as applicable. Copies of these forms are available in section 7 of this manual. It is the responsibility of the Tenant to ensure that all submissions comply with the terms of the Tenant design guidelines, Tenants service manual and relevant statutory requirements.

### 2.7.1 Time for Submission:

All submission shall be submitted to EMCOR Fit-out Division no later than six weeks prior to the intended commence date of the fit-out work.

**For those submission requiring statutory approvals, the tenant should allow sufficient time in their programme for obtaining all required approvals and consents from relevant authorities prior to carrying out fit-out work.**

## 2.8 Design Submission

All drawings are to have been prepared on a CAD system and are to be A2 size (colour if showing architectural finishes) to an appropriate scale to allow the checker to assess the details shown on the drawings.

All drawings (including handmade drawings) are to be submitted in unprotected PDF format on a compact disc. File sizes must be limited to 1Mb per drawing.

### 2.8.1 Detailed Design Submission:

The tenant shall submit the following detailed design documents (3 sets) with duly completed Design Submission Form (EMCOR-FOS-SUB-A2)

1. Project Programme
2. General layout plans, including interior furniture, storage racks, and means of escape route, etc.
3. Sectional and Elevation drawings
4. Structural drawings and calculations (certified by a qualified structural engineer where the structural work is of an extensive or complicated nature)
5. Floor layout & Partition layout including type of partition legend
6. Schedule of finishes including weight/m<sup>2</sup>
7. Reflected ceiling plan including the following services:
  - Proposed ceiling plan of the false ceiling
  - Normal and emergency luminaries
  - Fire alarm system including sprinkler heads, detectors and visual fire alarm, voice evacuation speakers etc.
  - Air-conditioning system and air diffusers
  - Close circuit television (CCTV)
  - Security system including detectors, access control & visual/audio alarm etc.
8. Details of waterproofing to pantry, toilets and all wet areas including method statements
9. Elevation drawing of proposed entrance door, including name and display arrangement of any signage and logo.
10. Electrical services:
  - Electrical loading calculation for all electricity consuming equipment including lighting, air conditioning, electrical and the like
  - Electrical schematic diagram and distribution board details (including all cable size)
  - Power layouts complete with appropriate circuit wiring and circuit reference
  - Electrical D.B schedule with appropriate circuit reference
  - Lighting layout complete with appropriate circuit wiring, circuit reference and special lighting control such as timer, dimmer, local switch and etc.
  - In screed or under floor trunking/conduit layout for cabling containment
11. Air-conditioning Ventilation:
  - Cooling load calculation
  - Secondary side duct layout for all air-conditioning equipments
  - Equipment schedule for all ventilation and air-conditioning equipment; such as fan coil units VAV's etc.
  - Control wiring diagrams
  - Details of selected materials including catalogues and certificates
12. Plumbing and drainage (where applicable)
  - Plumbing and drainage schematic and layout
  - Equipment schedule for all equipment used
  - Details of selected materials including catalogues and certificates
13. Fire Services:
  - Fire services installation schematic and layout
  - Fire services control panel details (if any)
  - Fire suppression layout plan (if any)
14. Detailed method statement of construction method (see Method Statement Template in appendix of Section 6).
15. On the appropriate plans/drawings, the following should be clearly shown:
  - The exact location of partitions, counters, desk, light fittings, switches, telephone, Data and power points. Proposed location of electrical equipment (including MCB and switchgear) heavy equipments with appropriate descriptions and dimensions shall be included
  - Details of the building services interface with tenants requirement
  - Proposed security alarm system (if any)
  - Legend and abbreviations

## 2.9 Design Review Status:

The Fit-out Contractors' submittals will be awarded a status as follows;

<b>Status A</b>	Approved, please proceed
<b>Status B</b>	Approved with Comments
<b>Status C</b>	Rejected.

Status B or C drawings should be revised in line with the comments made and re-submitted.

**Generally design reviews will take between 10-14 working days from the date of submission to approval in order to proceed with further works.**

## 2.10 No Objection Certificate:

EMCOR will issue a No Objection Letter to process the fit-out works permit after Final Design approval; prior to issue of the No Objection letter the contractor must submit the following documents:

- I. Appointment letter of the consultant/contractor from the client
- II. EMCOR-FOS-F-01 Fit-out Agent/Contractor's Prequalification application
- III. Professional insurance Policy: covering personal injuries and property damages contractors all risk policy + third party insurance.
- IV. EMCOR-FOS-F-02; Letter of undertaking signed & stamped by the Tenant and their Fit-out agents stating that they have read & understood the Fit-out Guidelines and fit-out Service Manual
- V. EMCOR-FOS-F-05 Electricity & water meter readings has been noted and witnessed by Tenant
- VI. Common Area Condition Audit report
- VII. List of contact persons and their telephone numbers in case of emergency

## 2.11 Submission Forms:

All required submission Forms/Permits for the Fit-out process can be found in **Section 7 'EMCOR Fit-out Forms & Permits'**, of this manual.

## 2.12 Review & Approval Fees:

- Tenants will be required to make a one off nominal payment for approval of fit-out proposals
- Fit-out agent/contractor will be required to make payments for the access cards (BD 1.00) per- card.
- Submittals should comply in full with the requirements detailed within this document and any omissions or inadequate information may lead to the documents being rejected. Should submittals be rejected and require the Consultant to conduct a third or subsequent review of the design a further fee for every hour spent by an Engineer on subsequent reviews, will be levied.
- The applicable fees is detailed in '**Fee Matrix' Annexure A** of Section 3.

**SECTION 3  
FIT-OUT SERVICE MANUAL**

## 3.1 Introduction

**Fit-out Services Division** under EMCOR Facilities Services is to facilitate approval and monitoring of all the fit-out and retrofit activities of the tenant at their premises in Dual Towers and Harbour Mall.

In order for the occupation of the premises to be successful, your interior design and fit-out needs to meet your specific business requirements, service the needs of your staff/visitors and comply with health & safety regulations.

The fit-out of the premises also needs to complement the landlord's design strategy and the regulations of all authorities.

EMCOR Fit-out Services Division (EFSD) has developed this manual to guide you through the fit-out implementation process, rules, regulations and other requirements. This manual should be read in conjunction with the Tenant Fit-out guidelines by EMCOR.

## 3.2 Purpose of the Manual

This Manual aims to assist the Tenants and their vendors to understand our fit-out process, rules, regulations etc. this manual is intended for:

- All new Tenants of Dual Towers and Harbour Mall
- Existing Tenants undertaking minor upgrades or retrofits.
- All interior design consultants, fit-out contractors & fit-out subcontractors who design and execute the fit-out works for the Tenants of Dual Towers and Harbour Mall
- Tenants Shifting their premises

## 3.3 Scope of Fit-out Services

This Manual contains general information, steps and guidelines which have been established by EFSD to assist you in the fit-out of your premises and to notify you of the basic landlords design specifications for the premises.

The Tenant shall be responsible for ensuring that their design team and fit-out contractors have a copy of this Manual and that they comply with the requirements detailed in this manual and in the Tenants fit-out guidelines.

This Manual shall apply to all commercial or retail premises within the Dual Towers and Harbour Mall for all new fit-out works, fit-out additions, fit-out modifications etc. which includes but not limited to the following:

- Architectural/Partitioning works
- Structural additions/modifications works
- Interior finishes such as flooring, ceiling, painting etc.
- Mechanical, Electrical and Plumbing (MEP) works

## 3.4 Fit-out Services Categories

The fit-out/retrofit needs of the premises fall into the following three categories for which the Tenant need to approach the fit-out division

### 3.4.1 General Fit-out Works

All the new fit-outs and modifications to the existing fit-outs at the premises, which require extensive modifications and additions to the existing building services installation fall under this category. The proposed



works associated with the fit-out may require approval from relevant authorities according to the scope of work, but work permit approval from EFSD is Mandatory.

### **3.4.2 Minor Fit-out Works (Post Occupancy Period)**

The fit-out works at any premises which do not have any impact on the existing building structure, but minor modifications to the existing building services without affecting the main distribution system in any manner, where EMCOR's and other regulatory approvals are essential. The minor modifications to MEP building services which are part of minor fit-out are described as below:

1. Low height gypsum /glass partitions, fixed furniture's, floor /wall finishes etc. only which do not have any kind of building services modification requirements.
2. Relocation/addition of light fittings and small power outlets without disturbing the existing power distribution within the premises from the distribution board.
3. Relocation/addition (3nos. or less) of fire alarm devices such as smoke/heat detectors within the capacity of the existing fire alarm control panel.
4. Relocation/addition (3nos. or less) of sprinkler heads with total quantity within premises not exceeding the capacity of existing main line serving the premises.
5. Relocation/addition of air conditioning grills/diffusers without any modification to the existing rigid ducting installations inside the premises.

### **3.4.3 Minor Works (Post Occupancy Period)**

The Minor Works are works to be done by any party to facilitate various operational requirements but does not fall under the above categories. These works do not require review and approval by EFSD. EMCOR Technical Services Manager should be contacted for permit to work (PTW) by the Contractor which will be approved by him subject to concept approval by the Tenant.

### **3.5 Parties Involved in the Process**

For all kinds of Fit-out or modification works at the premises to be carried out smoothly and effectively, the following parties are involved in the fit-out process and shall work together.

#### **3.5.1 Tenant**

You are responsible for making sure all requirements under your lease terms are met. This manual will guide you to achieve these requirements in relation to your fit-out. You are also responsible for selection of appropriately qualified and insured Designers/Contractors

#### **3.5.2 Fit-out Agents / Consultants / Contractors**

Project Managers/Interior Designers appointed by the Tenant will act as their Fit-out representative who produces concept design, detailed design drawings, design submission etc. the fit-out contractor and sub contractors appointed by the tenant or their representative executes the approved fit-out design proposals in coordination with EFSD.

#### **3.5.3 EMCOR Facilities Management**

Appointed by Bahrain Financial Harbour (BFH) to oversee general administrative activities during execution of the fit-out works and to provide all necessary coordination for connection and disconnection of existing building facilities such as power, fire alarm, water supply, drainage, sprinkler etc. for the fit-out contractor as and when required.

### **3.5.4 EMCOR Fit-out Services Division (EFSD)**

The fit-out division is involved in overseeing the fit-out process requirements of the Tenant starting from facilitating the approval of drawings, issuing permit to work, site inspections of fit-out work and issuing of completion & occupancy certificates

### **3.6 Pre-qualification of Fit-out Contractors**

Tenant needs to appoint a competent Fit-out contractor for carrying out fit-out works in accordance with relevant authority regulations, industry standards and best practices. In order to pre-qualify as a fit-out Agent or Contractor to carry out design and execution of architectural, partitioning, structural, electrical, mechanical, plumbing and associated building services as part of the fit-out of any premises at Bahrain Financial centre, the following minimum requirements should be fulfilled:

- The Tenant need to introduce in writing to EFSD of their appointed fit-out agent/contractor on their company letter head.
- The Fit-out Agent/Contractor's Pre-qualification Application form duly filled and signed along with all relevant documents to be submitted by the fit-out contractor for approval.
- The Contractor must have adequate experience in fit-out works and a qualified Safety officer shall be made available in order to qualify for carrying out fit-out works of area more than 15000 sq/ft.
- The Contractor must appoint a technically competent Fit-out Representative to deal with EFSD for handling design submission and follow up activities successfully.

#### **3.6.1 Delisting / Disqualification**

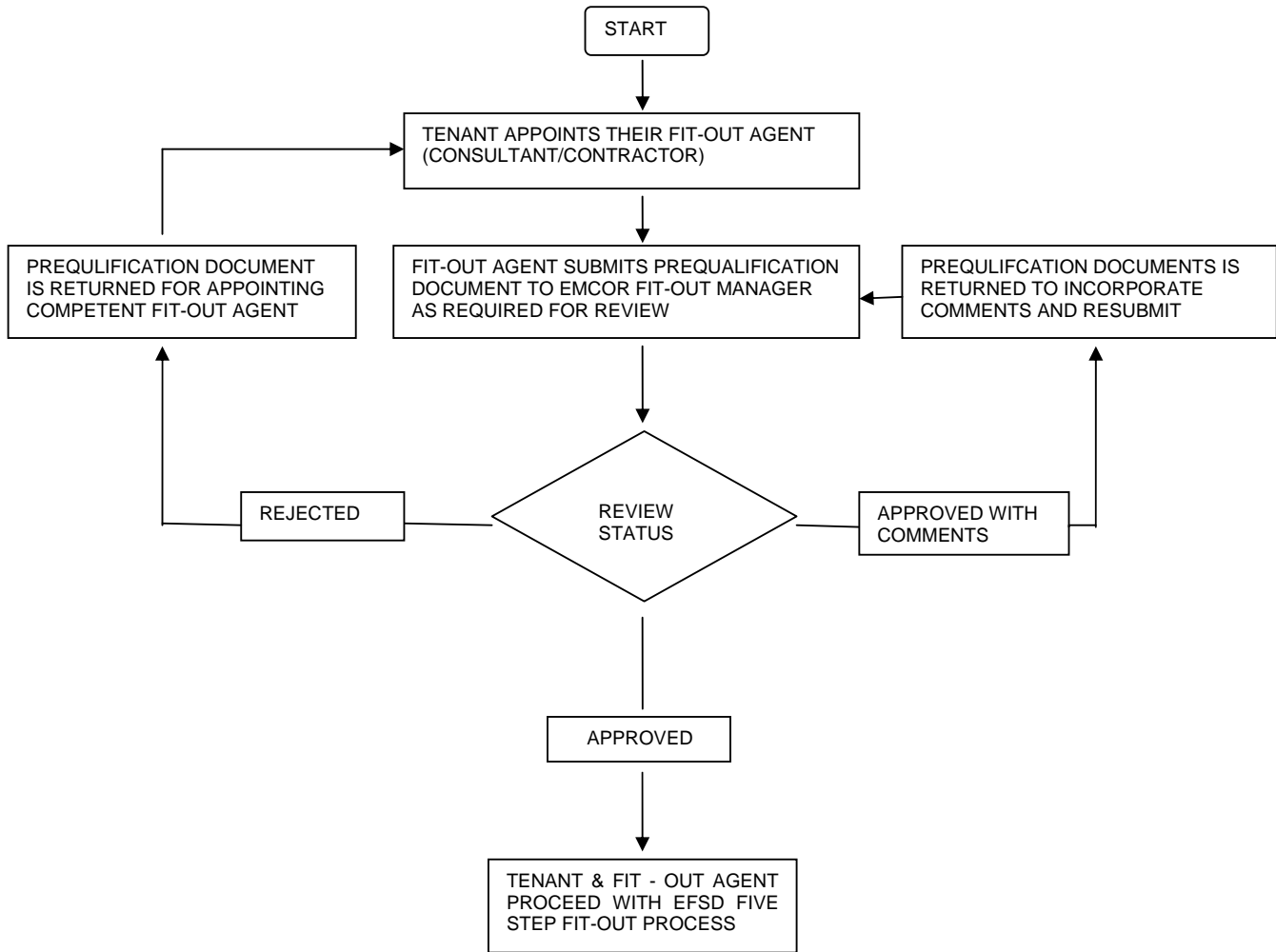
The conduct and performance of the pre-qualified fit-out contractor and their subcontractor will be evaluated from time to time by the consultant and field inspectors of EMCOR Facilities Management. In order to safeguard our premises and ensure best practice during fit-out activities, any contractor violating the rules and regulations will be blacklisted from the list of prequalified contractors.

The frequency of the following factors will be observed closely which may result in delisting of the contractor after analyzing the consequences and impact.

- Violation of EMCOR Fit-out rules and Regulations
- Non compliance with EMCOR Fit-out guidelines
- Violation of Health, Safety and Environment (HSE) Rules
- Safety incidents and accidents at site
- Disturbance to Tenants and customers due to fit-out works
- Lack of proper site supervision at fit-out premises

The delisted / disqualified contractor need to go through the prequalification process again, but now with proof of remedial measures taken to avoid violations.

**3.6.2 Prequalification Process Flowchart**



**3.7 Fit-out Process: The 5 Steps**

The Tenant is required to follow the below 5 steps of our Fit-out Process, after the Premises Handover procedure by EFSD, for a smooth transformation and safe occupation of their leased premises.

**1. Preliminary Planning**

- Obtain the 'Fit-out Pack' containing the fit-out Manual, as built drawings, from EFSD.
- Arrange for kick off meeting with EFSD in order to familiarize the fit-out process and procedures.
- Appoint your fit-out agent/Contractor for the design and execution of the fit-out works and follow the prequalification procedure.

## 2. Design Submission & Approval

- Tenant submit letter to EMCOR Fit-out division advising on their appointment of fit-out agent and their subcontractors.
- Submit the signed confirmation that you have read and understood the requirement laid down in the Building rules and regulations and safety rules and regulations.
- Request the Fit-out agent to submit the final proposal as per the fit-out work permit request with relevant documents.
- Follow up with your fit-out agent for approval status of design and submission through EMCOR fit-out division.
- Collect the fit-out approval and set of approved drawings

## 3. Pre Fit-out Activities

- Fit-out contractor to co-ordinate with EFSD to complete the relevant formalities at site such as:
  1. Permits to Work (PTW's) and contractor access passes.
  2. Snagging of the premises
  3. Request for temporary power connection
  4. Request isolation of fire alarm and sprinkler system
- A copy of the approved drawings to be kept at the premises
- A copy of the insurance certificate & Permit to Work to be displayed at the premises.

## 4. Fit-out Work Execution

- Mobilize the fit out team and start the works in accordance with the approved drawings.
- Appoint a full time supervisor at the premises during the fit-out works to attend routine inspections by the field inspector.
- Follow EFSD rules and regulations while executing the works and arrange the first fix inspection.

## 5. Work Completion & Occupancy

- Upon completion submit Fit-out Completion Request and arrange final completion inspection by EFSD for snagging the completed fit-out works.
- Follow up with the fit-out agent and contractors to attend snags and arrange re-inspection of the premises if required
- Occupy the premises after obtaining the occupancy certificate from EFSD.

The above briefed 5 steps of the Fit-out process are illustrated in detail in the respective sections below.

### 3.7.1 Preliminary Planning

The first and foremost step is to obtain your copy of the necessary guidelines and as built drawings for designing the fit-out for your premises. These will be provided on a compact disk as part of the **Fit-out Pack** which has to be collected from EFSD by producing a copy of the lease agreement of your premises.

**The Fit-out Pack** contains the following:

- Bahrain Financial Harbour Fit-out Guidelines & Design Requirements (this document)
- Architectural/structural As-built drawings
- MEP building services As-built drawings

To assist you to achieve your fit-out objectives, it is recommended that you appoint an experienced interior Designer/Consultant and Contractor as your Fit-out Agent who will assist you in design, submission and approval stages as well as in project supervision and in order to achieve successful completion in accordance with the following regulatory bodies:

- I. Bahrain Municipality regulations
- II. Bahrain General Directorate of Civil Defense
- III. Bahrain HDD, SDD, and EDD Regulations
- IV. Telecommunications Provider Regulations
- V. All applicable laws and by-laws, standards and best practices as relevant and applicable

Tenants MUST insure against loss from personal injury, fire and flooding etc. during the construction period as well as after business commencement. Tenant's are reminded that such incidents may emanate claims/or damages whatsoever arises.

### 3.7.2 Design Submission & Approval

The Fit-out design submissions by the Tenant are subject to the approval of Bahrain Financial Harbour and EFSD. The Tenant and the Fit-out contractor are fully responsible for ensuring the compliance of the design and installation works with relevant codes and regulations given in **Section 4: Fit-out Technical Information** within this manual.

The Fit-out Work Permit does not relieve the Tenant or the Fit-out agents from their obligations related to the civil and MEP designs of the fit-out project. The design submission and approval process for both general and Minor Fit-out works are illustrated in below sections.

#### 3.7.2.1 Fit-out Permit Request (General Fit-out Works)

The following documents and drawings to be submitted to EMCOR Fit-out division for review and approval along with fit-out permit request and relevant forms for general fit-out works:

##### General Documents:

- Appointment letter for Fit-out Agent and contractor by Tenant
- Acceptance letter by Fit-out agent/consultant/contractor to the tenant
- Confirmation by the Tenant and Fit-out Agent that you have read and understood the requirement laid down in the Building rules and regulations and safety rules and regulations.
- Copy of Insurance certificate
- Copy of lease agreement of Tenant issued by Bahrain Financial Harbour
- NOC's from Civil Defense
- NOC,s from relevant regulatory Authorities for Specialized projects and Restaurant
- Environment Authority approval for industrial kitchens, if applicable
- Method statement or Outline Program of Fit-out works
- Copies of security deposits receipts

##### Drawings:

All the relevant drawings and layouts applicable for the fit-out project from the below list shall be submitted in A1 size hard copy (3 sets) for review:

- Temporary hoarding layout if applicable
- Existing as-built drawings
- Plans, sections & internal views
- Layouts indicating corridor width, height etc. if any
- Fire and life safety schemes, if any

- Coordinated MEP services with final MEP fixtures
- Proposed coordinated MEP services layouts
- General arrangement layouts
- Flooring layouts
- Partitioning layouts
- HVAC layouts
- Drainage layout
- Water supply layout
- Mechanical Equipment schedule
- Lighting distribution layout
- Power distribution layout
- Electrical load schedule and single line diagrams
- Fire detection & protection layout (Approved by civil defense)
- LPG distribution layout, if applicable
- Drainage layout indicating grease interceptor for kitchen/restaurant, if any.

### 3.7.2.2 Fit-out Work Permit Request (minor fit-out works)

The following documents and drawings to be submitted to the fit-out division for review and approval along with fit-out permit request and relevant forms for minor fit-out works:

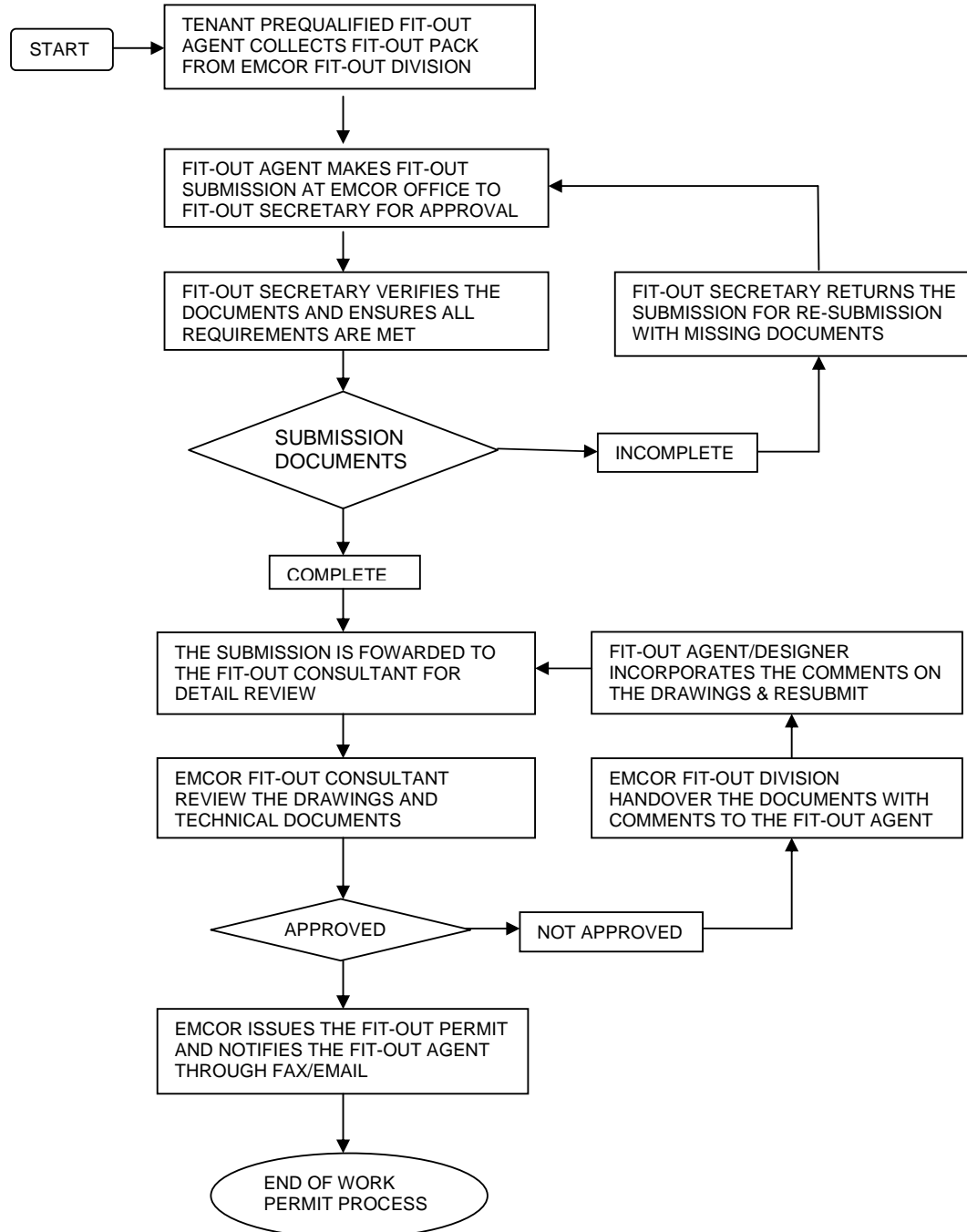
- Appoint letter for fit-out contractor by Tenant
- Acceptance letter by the fit-out contractor to the tenant
- Copy of insurance certificate
- Copy of fee receipt
- Method statement or outline program of works
- Proposed architectural lay-out of the minor fit-out works
- Revised load schedule if applicable
- Existing & Proposed reflected ceiling plans indicating MEP fixtures and partitions
- Fire detection & protection layout (Approved by civil defense)

#### Limiting Conditions:

Please note the following conditions for the fit-out design review and approval provided by EMCOR Fit-out Services

1. Final approval is given for **design intend only**. It shall be the Tenant's responsibility to ensure that the leased premise is designed and constructed in accordance with the relevant codes and current industry standards and specific business requirements and all relevant local authority approvals are obtained accordingly.
2. EMCOR/BFH will not be responsible of any extension to the rent-free period (if applicable), in the event that the premises is not handed over to the Tenant within the grace period granted to him by the leasing department, due to delay in design submission, resubmission, execution and handover of the works by their Fit-out agent or Contractor
3. Kitchen layout drawings for Restaurant & Beverage outlets must be approved by Bahrain Municipality Food & Hygiene Department and Bahrain Directorate General of Civil Defense prior to submitting to EMCOR Fit-out division for the design review and approval.

**General fit-out work Permit Flowchart**



**3.7.3 Pre Fit-out Activities**

The fit-out contractor can mobilized and commence their works after design approvals provided they have the necessary permit and passes in possession. Necessary precautionary measures to prevent accidental activation of any live system existing at the premises should be taken prior to commencement of any works.

### 3.7.3.1 Work Permit & Passes

Once the final designs have been approved, EFSD will issue Permit to Work (PTW) and access passes shall be collected from the security in order to mobilize and commence the fit-out works at the premises by the contractor.

### 3.7.3.2 Premises Access

- A. Tenant will be issued temporary programmed 5 Nos. access cards & parking spaces during the fit-out works in the car park of the towers.
- B. Fit-out contractors and their operatives are required to carry a valid access pass in order to be able to enter the premises for security reasons. It is the tenant's responsibility to ensure that the fit-out contractor and any associated sub-contractor fully understand the EMCOR fit-out services division Rules & regulations.

### 3.7.3.3 Precautionary Measures

Fit-out contractors are required to protect all existing equipment and fire alarm and other devices temporarily using suitable covers before starting any works at the premises to avoid activation due to construction dust and will be physically verified by EMCOR fit-out division. Any accidental activation of fire or other alarms is considered a serious offence as it results in evacuation of the entire building.

### 3.7.4 Fit-out works Execution

The fit-out works shall be carried out in accordance with the final approved drawings and conditions. Ensure that you, your fit-out contractors and any associated sub-contractors fully understand the fit-out Rules & Regulations and adhere to them at all times. The below items illustrate the basic requirements to be followed by the Tenant and their Fit-out Representative during the fit-out execution:

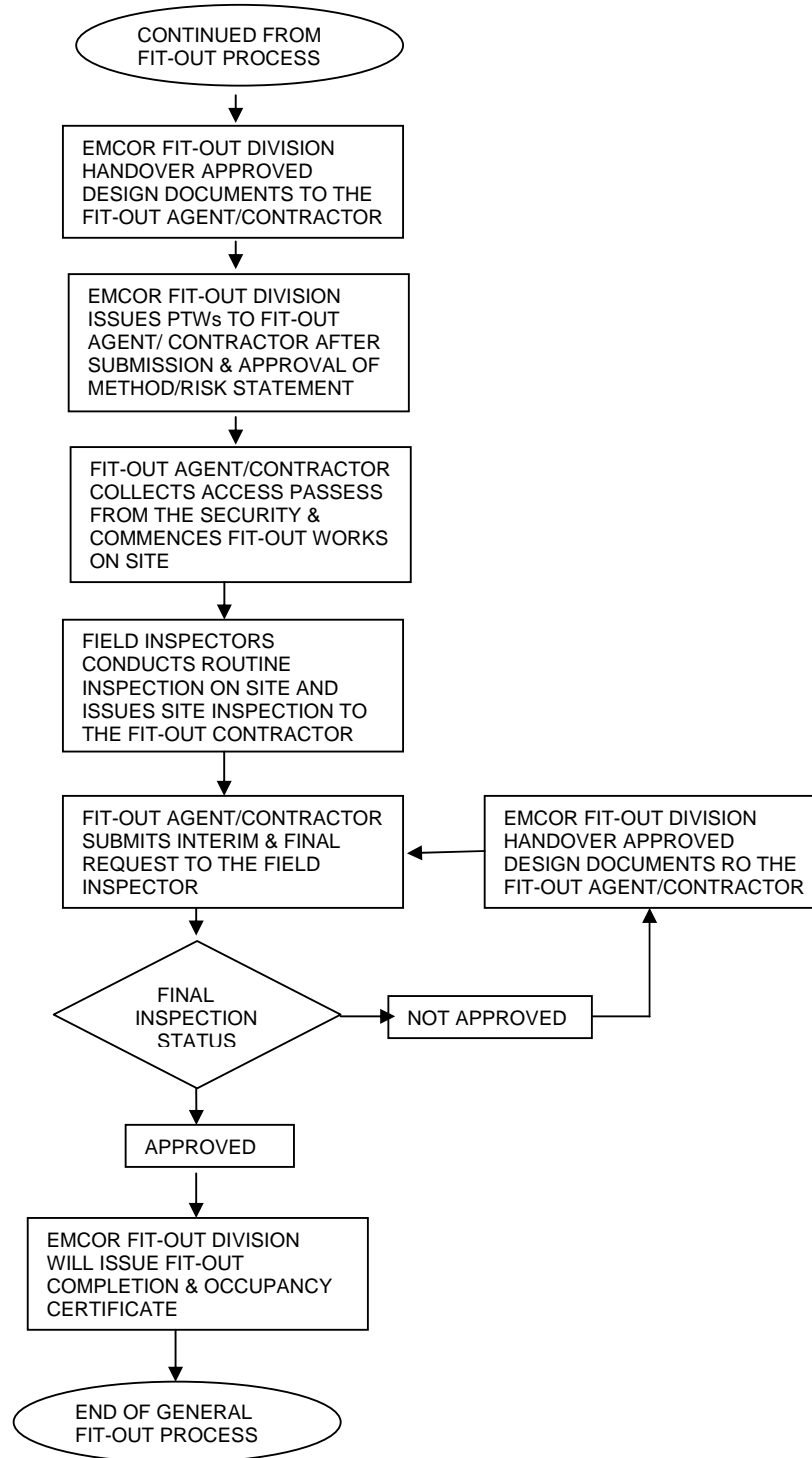
- Any deviation from the approved drawings and conditions not expressly approved by EMCOR shall be considered a defect and you must rectify it at your cost. A full set of approved drawings & permits MUST be displayed within the Tenant's premises at all times during the fit-out period for reference.
- Our field inspector will conduct routine site visits to the premises and issue instructions/comments on the activities where appropriate and inform the contractor's site supervisor and the Tenant of any irregularities which could cause major delays or safety concerns.
- Upon completion of the first fix MEP works for general fit-out works, the fit-out contractor should request for first fix inspection by EMCOR before closing the false ceiling through the Fit-out Inspection Request. The contractor is responsible to provide necessary access above ceiling void and under floor.
- In order to enable the building facilities to be effectively coordinated and controlled, the fit-out agents are required to use the facility operator or its approved contractor for alterations to some critical common systems.

#### 3.7.4.1 Testing & Commissioning

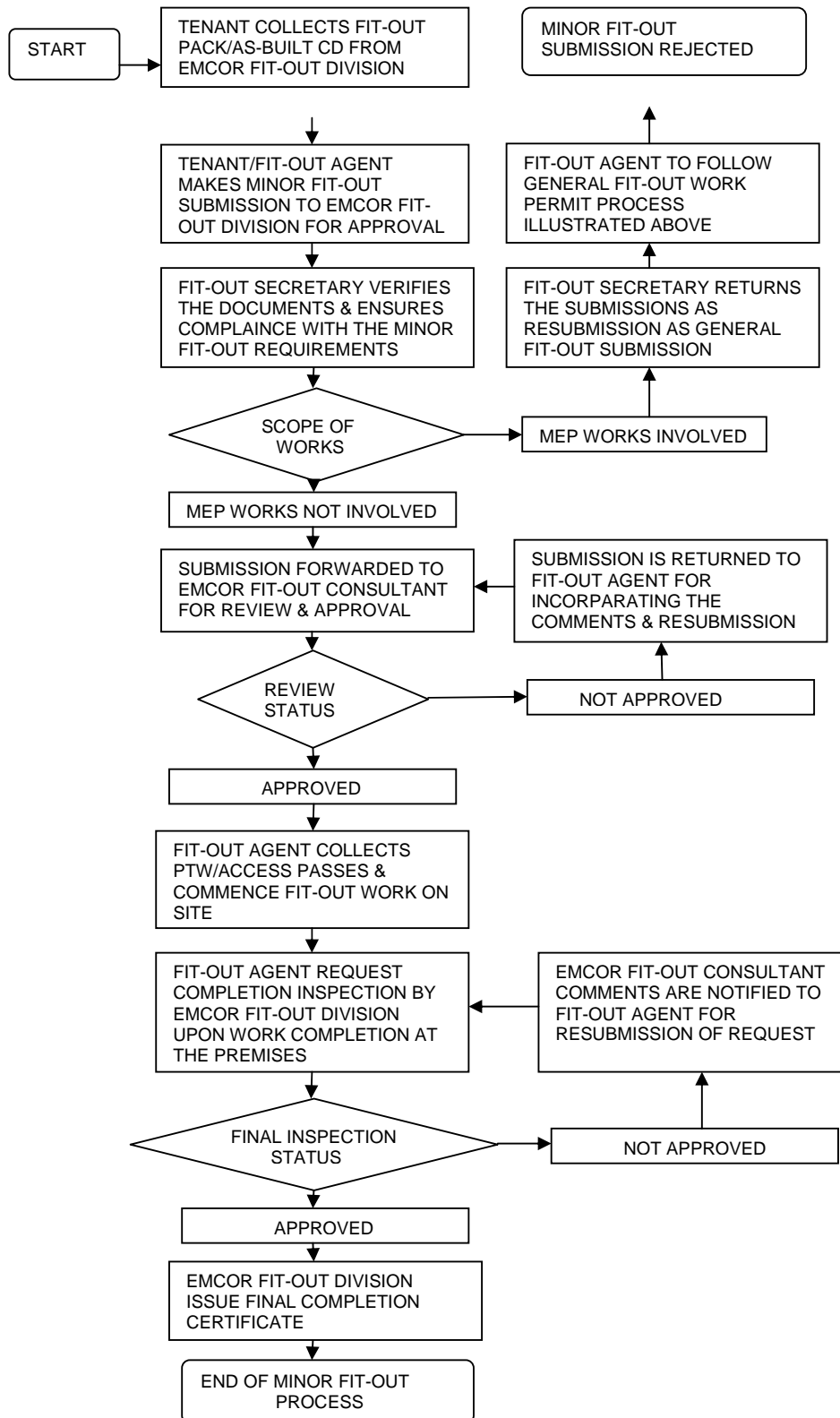
Testing, adjusting and balancing (TAB) of all MEP service especially HVAC, Fire fighting and fire alarm installation for major fit-out must be carried out by a third party TAB contractor which has to be witnessed and certified by the Tenants Consultant. All commissioning and balancing reports should be submitted to EMCOR Fit-out division at the time of Final Inspection Request. For minor fit-out works the TAB could be carried out by the fit-out contractor and certified by the Tenants consultant.



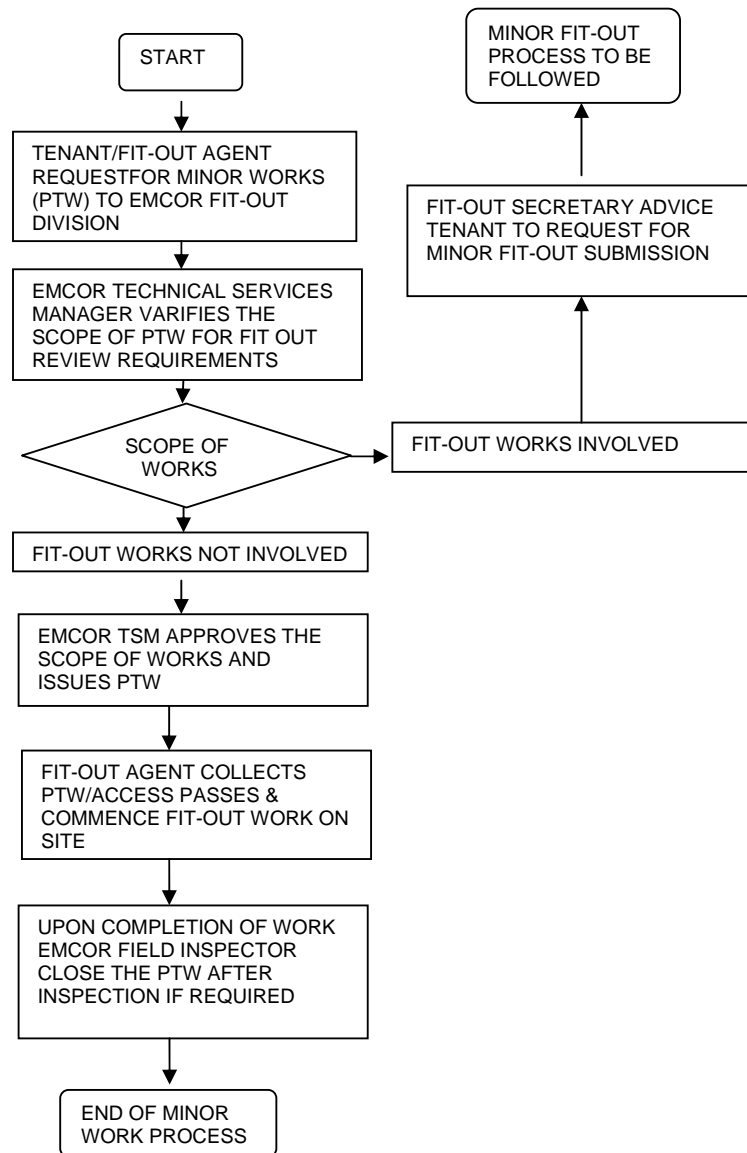
**General Fit-out Field Inspection & completion Process Flowchart**



**Minor Fit-out Work Permit & field Inspection/Completion Process Flowchart**



**Minor Works Process Flowchart**



### 3.7.5 Work Completion & Occupancy

Upon completion of the fit-out works, Fit-out contractor should notify EFSD by submitting **Fit-out Completion Inspection Request** along with commissioning reports (TAB) for MEP services and then a joint inspection will be conducted on mutually agreed date and time by the EMCOR fit-out division, Tenant & fit-out Agent/Contractor. Based on final inspection EMCOR will issue Fit-out Completion Certificate upon rectification of the snags successfully. The snag list issued after the inspection is expected to be actioned within 2 weeks to enable re-inspection if required and informed when the snag list has been rectified. Upon satisfactory completion of all works or in case of any amendment from the approved drawings you are required to provide EFSD with one complete set of as-built drawings in soft copy (auto CAD release 2004 or newer version) and hardcopy. Tenant cannot move in or occupy the premises without the Occupancy Certificate.

### 3.8 Defects Liability

The occupation of the premises by the Tenant on successful completion of Fit-out works is subject to the defects liability period of 12 months applicable to the Fit-out agent, Fit-out contractor and Subcontractors. During the defects liability period, the fit-out vendors are liable to attend and rectify any sort of operational or indoor environment issues noticed by EMCOR fit-out division and reported by the Tenant, caused due to any of the system modifications and/or fit-out activities at the Premises.

### 3.9 Handover of Leased Premises

The newly leased premises will be properly handed over to the Tenant by BFH. EMCOR Fit-out Field Inspectors will conduct a joined inspection with the Tenant and the snags will be recorded.

The keys or access cards of the premises will be handed over to the Tenant after rectification of the snags to the entire satisfaction of the Tenant, who then follows the below 5 steps of our fit-out process

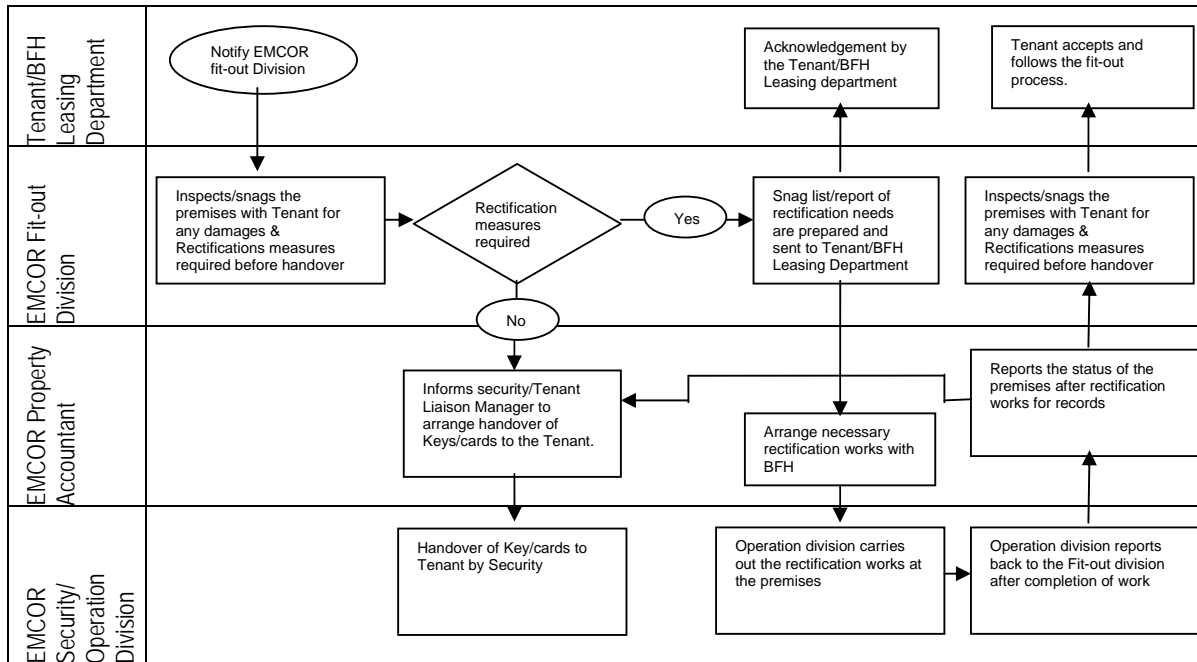
### 3.10 Takeover of Vacated Premises

The Tenant should notify EMCOR Fit-out Division in advance along with NOC from BFH Leasing Department in the event of vacating or relocating the occupied premises due to their business requirements.

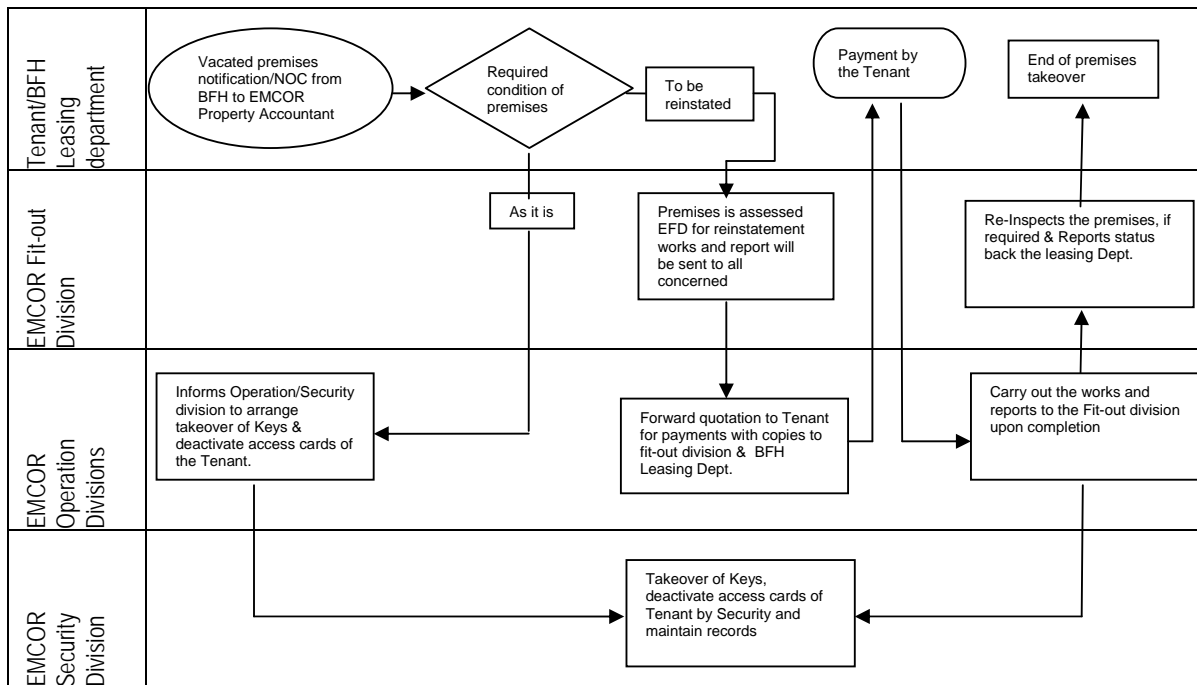
The Tenant is fully responsible for reinstating their premises to its original condition as handed over after leasing. Upon notification from the Tenant, EMCOR Fit-out division will conduct an inspection to assess the condition of the premises, the condition of the fabric/building services and the list of activities to bring the premises back to its original state fully or partially as required by the BFH will be recorded and forwarded to BFH leasing department for review and approval.

The assessment report will be forwarded to the Tenant for review/approval and payment of the cost involved to carry out the necessary fit-out, demolition and construction works as part of reinstatement of the premises to its original state by BFH leasing department.

## New Building Premises Handover Process Flowchart



## Existing Premises Takeover Process Flowchart



This section of the Manual outlines the particular information in terms of Architectural, Structural and MEP aspects by EFSD illustrating various aspects to be followed by the Tenant and their fit-out agents during the work execution at the premises.

Tenant's Fit-out agent/contractor are required to follow strictly the regulations set by BFH/EMCOR for Civil, Mechanical, Electrical and Plumbing (MEP) aspects of the fit-out works as illustrated in the Fit-out guidelines.

### 3.11 Architectural & Structural works

The designer/contractor should consider and comply with the following key architectural and structural elements in their interior design and during the fit-out works at site.

#### 3.11.1 Architectural

- Local regulations for internal spaces during interior fit-out design if applicable
- Bahrain Municipality regulations for Food & Hygiene must be followed during interior fit-out design and installation.
- Landlord's requirements for internal spaces, clear floor heights, lighting & Ventilation openings, food outlets etc. as per fit-out guidelines must be complied.
- All internal partitions terminated to the glass curtain walls shall be aligned to the aluminum mullions as far as possible in order to protect external aesthetic view

#### 3.11.2 Structural

The Fit-out Agent/Contractor shall provide structural drawings layouts and specifications for any changes in the existing building structures for approval to EFSD as per the requirements in the fit-out guidelines.

- No drilling, chipping, chiseling or coring in the structural members such as slabs, columns, core walls, shear walls and beams etc.
- No extra loads to be added to the existing structure other than the approved ones during the original approval of the building.
- All materials to have fire rating as prescribed by the codes and standards.
- The gross weight of the partitions, furniture's, fixtures, landscaping, water fountains and any new features not to exceed the loads assumed during the original approval of the building
- No demolition of the structural members is permitted.
- All fit-out works to have sufficient allowance for movement of structural members
- No pre fit-out works such as hammering, cutting, assembling etc. to be carried out inside the building during execution, which may impair the structural safety and stability of the building.
- Changes of wall cladding, floor finishes, thickness of screed, raised floors in all to be clearly mentioned in the drawings to check the conformance of load with originally approved ones.
- Creation of new opening or closing of existing openings to be clearly mentioned and highlighted in the fit-out drawings submittals.
- Partitions loads not to exceed  $1.5\text{kN/m}^2$  for office use and for other usage of buildings it has to confirm with the originally approved ones
- Any new planted or floating columns to be shown clearly and structural adequacy of the supporting members to be checked and all the supporting calculations to be submitted along with the necessary drawings for approval
- Any structural connection of fit-out works with the building's existing structural members to be highlighted on the drawings and subject to NOC/approval of EMCOR fit-out consultant
- Any modification of change of usage of building or part of building to be clearly highlighted and mentioned in the drawings
- Addition of unplanned mezzanine floors is not at all to be done
- Any drilling beyond the depth of 25mm in to be clearly mentioned and highlighted
- In case of post tension slabs, sufficient precaution is to be taken and well coordinated with the structural consultants of the building while drilling holes or coring for fit-out works, a written NOC/approval is to be submitted.

### 3.12 Mechanical, Electrical & Plumbing (MEP) Works

#### 3.12.1 HVAC System

All the HVAC installations works should comply with relevant ASHRAE standards. The indoor environmental condition including the noise level in each zone should meet the functional requirement of the space. Contractor should consider the following procedures when designing/modifying existing HVAC installation.

- The Commercial Towers and Harbour Mall building are designed to maintain indoor operational temperatures of **22°C ± 2.0°C db & Relative Humidity 40% - 60%RH**
- A redundant Chilled Water network riser is available in the shaft for level 3 to 7 of dual towers to enable the tenants to connect their cooling systems for the server room. It is recommended that Tenants provide standby cooling for their critical area.
- Contractor to substantiate with calculation the chilled air distribution for each zone
- Modification to controls, BMS, VAV's, and Thermostat etc. should be coordinated with facility maintenance team.
- Chilled water system should not be tapped to introduce additional cooling equipment.
- Additional cooling if required shall be provided with DX units considering the availability of electrical power.
- Adequate VCDs shall be provided in duct work to facilitate air balancing
- All the materials and controls used shall be matching with existing ones.
- System design brief and method of statement shall be submitted where applicable
- All duct works should comply with DW142 standards and flexible ducts should not exceed 600mm in length
- Chilled water pipes should be re flushed if drained for modification.
- Proper access panels shall be provided for all the equipments, valves and controls located above false ceiling.
- Location of condensing units of additional A/C equipment and refrigerant pipe routes shall be coordinated with existing services and building elevation.
- Tenant to design and install suitable odor control system between the units and return air path in level 3 East Tower for live cooking units.
- Additional toilets, pantries etc shall be ventilated with a standalone fan if the premises are not provided with an exhaust fan

#### 3.12.2 Fire Protection Works

All the Fire Protection installations should comply with relevant NFPA code of application and to be approved by Bahrain Civil Defense Authority. Contractor should consider the following procedures when designing/modifying existing Fire Fighting Installations.

- All the Rooms/Spaces except IT rooms should be covered with sprinkler system
- Computer server rooms and critical equipment rooms shall be provided with Dry Automatic Fire Extinguisher System (FM 200 or equivalent)
- Each room shall be provided with adequate numbers of smoke detectors and connected to the building fire alarm system as per civil defense regulations
- Areas shall be provided with voice evacuation speakers and connected to the building voice evacuation system as per civil defense regulations
- All tenant installed access control system should be integrated to the building fire alarm system
- Heat detectors to be installed should be connected to the building fire alarm system.

#### 3.12.3 Electrical Works

The design and execution of electrical installations must be in accordance with EDD regulations, in general. The electrical fit-out contractor should be EDD license holder and comply with relevant standards during design and installation of electrical services. The key points to be followed during the electrical services design are given below:

- Component and parts of the installation such as cables, apparatus, equipment and accessories shall comply with relevant BS Standards.
- Switches and sockets shall generally be fixed in accordance with the mounting heights and measurement recommended in relevant standards
- Recommended lighting intensity shall be as per CIBSE Standards
- All the electrical symbols used shall be as per IEC Standards

### 3.12.4 Plumbing & Drainage Works

All the installation should comply with relevant industry standard and practices. The following shall be considered when designing/modifying existing plumbing & Drainage works.

- Coring on floor slab for drain pipe is prohibited if the lower floor is meant for leasing. EMCOR approval shall be obtained to core the slab in permissible area.
- Alternative drain pump with pipe works connecting to the existing drain pipe at higher level should be proposed where coring is prohibited
- All the wet area should be water proofed and tested
- Condensate drain from additional A/C units (if any) should be routed with proper slope and connected to existing system.
- Proper access panels shall be provided for all equipments and valves located above the false ceiling.

### 3.13 ANNEXURE A

#### FIT-OUT FEE MATRIX

Description of work	Lease Type	Fees (BD)
<b>A General Fit-out Works</b>		
Design submission review/approval (1 <sup>st</sup> & 2 <sup>nd</sup> submission)	Commercial office space	1.500/m <sup>2</sup> .
-ditto-	Retail space unit	300.00 per unit
Additional fee for 3 <sup>rd</sup> submission & review/approval	Commercial office space	360.00 per submission
-ditto-	Retail space unit	50.00 per submission
<b>B Minor Fit-out Works</b>		
Design submission/approval	Commercial office space	75.00
-ditto-	Retail space unit	25.00 per unit
External building signage (if technical approval from Fit-out services required)		
Antennas with free standing foundations		



**3.14 ANNEXURE B****LIST OF FORMS**

The various forms used for the fit-out process are included in the fit-out guidelines issued to the Tenant during preliminary planning stage of the process. The forms used by all parties involved in the fit-out management process are listed below:

**Fit-out Design Submission Forms**

- EMCOR-FOS-F-01 Fit-out Agent/Contractor's Prequalification application
- EMCOR-FOS-F-02 Tenant & Fit-out agent declaration stating that they have read & Understood the Fit-out Guidelines & Fit-out Service Manual
- EMCOR-FOS-SUB-A1 Preliminary Design Submission
- EMCOR-FOS-SUB-A2 Final Design Submission
- EMCOR-FOS-NOS-06 No objection to proceed Fit-out Permit

**Fit-Out Process & Inspection Forms**

- EMCOR-FOS-PTW-10 Permit to Work (PTW for all Fit-out works)
- Method statement for PTW (to be attached with all Hot Work Permit & PTW request)
- EMCOR-FOS-HWP-11 Hot Work Permit (for the following activities at the premises; confined space entry, Hot works, spray painting, lifting, working at height & isolation of services)
- EMCOR-FOS-IN-11 Fit-out Inspection Request (General Works)

**Fit-out Completion Forms:**

- EMCOR-FOS-OCU-27 Occupancy Certificate
- EMCOR-FOS-COMP-28 Fit-out Completion Form

**General Forms:**

- EMCOR-FOS-P-04 Permanent Power Request Form
- EMCOR-FOS-F-05 Meter Inspection Form
- EMCOR-FOS-P-07 Temporary Power Request Form
- EMCOR-FOS-FA-10 Sprinkler System Isolating / Recharging Request
- EMCOR-FOS-FA-09 Fire Alarm System Connection / Disconnection Request
- EMCOR-FOS-F-08 Contractor Access Pass Request
- EMCOR-FOS-CET-25 Cause & Effect Matrix Test Form for Fire Alarm System
- EMCOR-FOS-AB-26 Air Balancing TAB Form
- EMCOR-FOS- COMP-28 Fit-out Completion Certificate

### 3.15 ANNEXURE C

#### CONTACT DETAILS

The contact details of EFSD for all your fit-out/retrofit needs are as given below:

Name	Position	Mobile No.	E-mail Address
Raymond Robson	General Manager	1710 2960	<a href="mailto:Raymond.Robson@efsme.com">Raymond.Robson@efsme.com</a>
Anish Joseph	Soft Services Manager	1710 2814	<a href="mailto:Anish.Joseph@efsme.com">Anish.Joseph@efsme.com</a>
Teena Alexander	Secretary	17102801	<a href="mailto:Teena.Alexandar@efsme.com">Teena.Alexandar@efsme.com</a>
Saju Abraham	Mechanical Supervisor	17102959	<a href="mailto:Saju.Abraham@efsme.com">Saju.Abraham@efsme.com</a>
Prasanna Kumar	Electrical Supervisor	17102959	<a href="mailto:Prasanna.Kumar@efsme.com">Prasanna.Kumar@efsme.com</a>
Lijo Joseph	Property Accountant	17102806	<a href="mailto:Lijo.Joseph@efsme.com">Lijo.Joseph@efsme.com</a>
West Tower Security	Security Reception	17102951	
East Tower Security	Security Reception	17102952	
Help Desk	17102950 / 17102957		<a href="mailto:efsbahrain.Helpdesk@efsme.com">efsbahrain.Helpdesk@efsme.com</a>

**SECTION 4  
GENERAL BUILDING RULES & REGULATIONS  
FOR  
CONSTRUCTION & CONTRACTORS**

#### **4.0 General Building Rules & Regulations**

Based on the Landlord's experience and in order to incur the least amount of inconvenience to all concerned, the following rules and requirements are applicable to all Tenants' upon starting their construction work. These requirements will be enforced to ensure that there is no interruption to other businesses or public movement by tenant contractor(s).

#### **4.1 Commencement of Tenant Work**

NO WORKS WHATSOEVER ARE TO COMMENCE ON SITE WITHOUT THE WRITTEN CONSENT OF BAHRAIN FINANCIAL HARBOUR OR EMCOR FACILITIES SERVICES. (Such consent will not be unreasonably withheld).

#### **4.2 Fit-out Permit**

All works, regardless of nature, must be approved by EMCOR; unless otherwise expressly permitted or required by the landlord, no tenant work may commence and the tenant may not have possession of the leased premises until Fit-out Permit is issued.

##### **4.2.1 Issuing the Permit:**

To obtain the fit-out permit, the tenant must complete the request for Fit-out Permit by submitting the following:

- i. No Objection to proceed for the Fit-out permit by EMCOR (FORM # EMCOR-FOS-NOC-06)
- ii. Approved Fire fighting layout by Bahrain Civil Defence Authority
- iii. EMCOR-FOS-P-07; Temporary power Request
- iv. EMCOR-FOS-F-08; Contractor Access Pass Request.

**Once Fit-out Permit is issued the work can commence in the premises**

#### **4.3 Coordination / Start-Up Meeting**

Prior to commencing work, a Kick off meeting shall be arranged by the Tenant and attended by the Tenant's main contractor, consultant and EMCOR Fit-out manager. Scheduling and coordination of all work shall be discussed including:

- All essential base building services to be maintained during construction
- Safety entry and egress to be maintained
- Verification of construction schedule
- Verification of requirements for fire safety and construction safety to be maintained
- Noise and dust control with regard to normal building operations
- Verification of site access, storage areas and parking relative to the tenant's contractor's forces.
- Scheduling of critical shut-downs and changeovers.
- Roles and responsibilities related establishing emergency procedures.
- Fees for design Review

#### **4.4 Construction Period and Completion**

##### **4.4.1 Use of and Access to Common Areas:**

The Tenant is to provide the necessary facilities that will allow adequate access via the leased premises for the Landlord to carry out works in the common areas. The Tenant must at all times avoid disruption or inconvenience to the Landlord, other Tenants, contractors and prospective clients. The common areas may be defined as: Entrance Lobbies and Lift Lobbies Services Lobbies Escalator/Lobbies Toilets M&E Rooms and the like Fire Stairs. Any access to these areas is to be coordinated with EMCOR

#### 4.4.2 Construction Period:

- During fit out works, if changes to the approved design are required, these should be notified to EMCOR Fit-out division in the same format as original proposals to obtain approvals. Design changes should be notified in advance for approval. A No Objection must be received prior to the changes being implemented.
- Fire alarm to be deactivated during the fit-out process, contractor to request disconnection & re-connection of the fire alarm system by submitting; EMCOR-FOS-FA-09 FIRE Alarm System Request, and prior to the commencement of any fitting-out works. This must be arranged with EMCOR Facilities Services. Should the Tenant's Fit-Out Contractor fail to arrange for the isolation of the alarm system and cause a false alarm there will be a mandatory charge of **BD500/-** for each incident.
- The Tenant's Fit-out contractor/sub-contractor shall be allowed to perform modifications to the Sprinkler system, BMS wiring, Access control system and Fire alarm system, with prior approval from EMCOR.
- The Tenant's contractor is not permitted to tap into the building Ducting system
- Any deviation from the approved drawings and conditions not expressly approved by EMCOR shall be considered a defect and the Tenant must rectify it at your cost
- A full set of approved drawings, copy of Insurance & permits MUST be displayed within the Tenant's Premises at all times during the Fit-out period for reference.
- Fire stop materials and system for the Tenant's installation is to be undertaken by the fit out contractor. Where applicable, fire stopping should be fully certified
- Hanging and Supporting of all equipment, devices, material and components should comply with the manufacturer's recommendations. Supports shall be suitable for the environment within which the component is to be installed. No parts of the base building installation shall be removed, adjusted, amended, or replaced without approval from EMCOR Facilities Services. All structural support members shall be made from galvanized steel. Where hanging systems support equipment likely to cause vibration, the hanging system will be installed with isolation/ absorption devices.
- Fire rated base building elements shall not be drilled, cut or modified in any way. Doors or frames that require modification to meet the requirements of the Design shall be brought to the attention of EMCOR Facilities Services. The Tenant will immediately replace any door or frame that has been modified without approval from EMCOR Facilities Services.
- Equipment, devices or enclosures assessable to the public shall utilize tamper proof fasteners.
- All portable tools and temporary lighting must be rated to a maximum of 220V.
- No engine driven generators are allowed on site.
- All site final circuits must have earth leakage protection devices between temporary power source and Tenant Fit-out Contractors' equipment.
- Contain dust created by the fit out works to within the individual Premises.
- Refrain from entering any unauthorised areas or areas containing barriers.
- Safety helmets and footwear must be worn at all times and protective clothing/equipment to be worn when the task requires
- Alcohol, drugs and solvent abuse is not permitted on site at any time. Anyone suspected of being under the influence of alcohol/drugs/solvents whilst attempting to enter the site will be refused permission. Anyone found on site under the influence of alcohol, drugs, solvents will result in disciplinary action which will involve removal from site.
- Consumption of food on site is forbidden except designated areas. Refuse is to be disposed off in the designated bins for disposal daily.
- Smoking is forbidden in the building site.
- Radios/walkman/personal stereos are not permitted on site.
- Professional conduct should be maintained on site at all times
- Urinating or defecating on the site, except in the toilet facility provided, is strictly forbidden and will be punished with permanent removal from site
- Any person found abusing or damaging any work equipment or the welfare of the facilities, will be permanently removed from site.

- Workers entering the site will be attired in overalls or work clothes with their company's name clearly displayed. Prior to commencing work, the tenant's contractor will provide a list of names, positions, photos and residency permits for all staff seeking access to the site.
- No parking is available on site for Fit-Out Contractors personnel
- Entrance doors to sites must be kept closed at all times to minimise noise and dust in the lift lobbies and no doors may be held, wedged or tied open at any time.
- Fit-out Contractors will be responsible for ensuring the common areas immediately adjacent to their works site are kept clean.
- Contractors' staff may use the toilets in the Demised premises during their fitting-out works at the sole risk of the Tenant and subject to the Tenant having provided a written undertaking against any damage.
- The Tenant's Fit-out Contractor is to anticipate the possible sources of damage and take active protective measures to maintain the work in pristine condition during construction.
- The Tenant's Fit-out Contractor is required to remove and replace protection as directed for inspection and remove completely at Practical Completion.
- Voids in floors are to be covered until suitable barriers have been erected.
- The Tenant's Fit-out Contractor is responsible for reporting and making good immediately any damage caused to the existing finishes.
- EMCOR field inspectors will conduct routine site visits to the premises and issue instructions/comments on the activities where appropriate and inform the contractor's site supervisor and Tenant of the irregularities which could cause major delays or safety concerns.
- Upon completion of first fix MEP works for General Fit-out; contractor should request first fix inspection by EMCOR fit-out services division before closing the false ceiling through the Fit-out completion Inspection request. The contractor is responsible to provide necessary access above the ceiling void and under floor.
- Under no circumstances are the hose reels or other parts of the fire prevention system to be used as a source of water.

#### 4.4.3 Shutdown to make Tie-ins to the Building Services:

- Any electrical and mechanical connections that have to be performed in another tenant's space must be scheduled 72 hours in advance so that building management can obtain other tenant's approval.
- Drain downs to the wet sprinkler system require at least 24 hours notice; contractor to request for isolating & re-fill of sprinkler system by submitting form EMCOR-FOS-FA-10 Sprinkler System Request
- Drain downs of chilled water system require 24 hours notice; contractor request formally in writing the purpose of the request

#### 4.4.4 Permanent Electric Connection:

Permanent electric power connection will be provided only after completion of all the electrical works as per the approved drawings and submitting the following:

- Permanent Connection Request Form # EMCOR-FOS-F-4
- Civil Defence test/approval certificate
- Approved copies of DB schedule and Test Certificates.

#### 4.4.5 Testing Adjusting & Balancing (TAB):

The tenant shall inform EMCOR fit-out division (in written form) at least 3 days in advance to witness and make record of the following:

##### a) Electrical

Every test page shall be stamped by EDD approved contractor with his approved seal prior to witnessing the following;

- Megger Test

- Voltage Test
- Grounding Continuity Test

**b) Fire Alarm and Protection**

- Hydro test (16 Bar for 24 hrs. for all sprinkler piping works)
- The Tenant's consultant/ contractor to perform Smoke detector and alarm test according to the cause and effect matrix form (form# EMCOR-FS-CET-25 a copy of this form can found in Section 7 of this manual)

**c) Mechanical / HVAC**

- Hydro Test (15 Bar for 24 hrs. for all chilled water piping)
- Water balancing report (actual water flow/quantity measurement using manometer)
- Air Balancing report (actual air parameter measurement using Hood Balometer instrument) a copy of air balancing Form is available in section 7 (EMCOR-FOS-AB-26 Air Balancing)

**d) Plumbing and Sanitary**

- Flood Test (water proofing)
- Flow Test (Sanitary line)
- Pressure Test (cold water line)

**Note: All test Instruments should be of Digital type and should have calibration certificate from third party, quality assurance certificate should be available at site upon request.**

#### 4.4.6 Hot Work Permit (HWP)

**The following high risk types of work cannot be carried out in any area without a HOT WORK PERMIT (HWP)**

- Work in confined spaces-these will include those where there could be toxic fumes
- Works involving flames, hot air, arc/gas welding, cutting, brazing and soldering
- Works involving blow lamps, bitumen boilers or any other equipment producing heat or having naked flame

Method statements to be provided for the above works along with the request for HOT WORK PERMIT the issue of the HWP will depend on the knowledge and experience of the contractor, the contents of risk assessments and method statements provided.

A permit will not be issued until and unless EMCOR is satisfied that all necessary measures to make safe and specific conditions are in place

#### 4.5 Project Completion

- The Tenant's Consultant/Contractor shall notify EMCOR Fit-out services division in writing when all deficiencies are complete and final clean up has been done to make final inspection (the form to request the final inspection is attached in Section 7 of this manual, (Form # EMCOR-FOS-IN-11)
- The Tenant's consultant and contractor along with EMCOR will make a final inspection to ascertain if the work has been fully completed in accordance with approved detail drawings. Upon Acceptance of the work EMCOR shall issue the Occupation and Final Completion Certificate to the Tenant.

#### 4.5.1 Final Inspection and Acceptance of the Work:

Prior to Final inspection the Tenant's consultant /contractor shall perform the following:

- Ensure that the Fan Coil Unit controllers (thermostats) are installed in the area directly fed by the same unit. This means the controllers are monitoring and adjusting the temperature in the location where the Fan Coil Unit is supplying cool air.
- Prior to final commissioning, the main hand dampers located on the supply and extract ductwork located adjacent to the units should be fully open and locked in position.
- Ensure that an air path are not restricted by the services and duct works above the ceiling
- Ensure that there is power connection to every Fan Coil unit, and that the BACnet network is connected. This to be confirmed by the BMS operator.
- Check that the temperature controller is located in a sensible area away from direct sunlight and downdrafts and away from ventilation grills or open doors.
- Ensure all ductwork is consistent and connected to the main systems.
- Ensure all Testing & Balancing has been completed, witnessed and certificates are duly signed by Tenant's Consultant/Contractor/EMCOR.
- Investigate air noise arising from the ductwork to confirm there are no air flow restrictions
- A full and final operations test will be carried out on the services prior to EMCOR Facilities Services' acceptance of the fit out works and issuing occupation certificate.

#### 4.5.2 Occupancy Certificate:

In order to obtain the Occupation Certificate the Tenant's consultant/contractor shall submit the following:

- Final inspection acceptance letter by EMCOR
- Civil Defense Inspection & Approval certificate
- Post Fit-out Work Meter Reading
- Sprinkler system Re-charge Form
- Fire alarm cause and effect matrix approved by Tenant's consultant and EMCOR
- Air balancing (TAB) report signed by Tenant's consultant and EMCOR

#### 4.5.3 Fit-Out Completion Certificate:

In order to obtain the fit-out completion certificate the Tenant's consultant/contractor shall submit the following:

- A full set of as-built documentation/drawings relating to the Fit-Out in A3 Hard & Soft copy (1 set) in PDF format, within Thirty (30) days of project completion.
- Attend and clear all snags highlighted by the Tenant during the occupancy period in 90 days
- Attend and clear any damages caused to the building services during the Fit-out works as requested by the Landlord.
- Provide Acceptance letter by the Tenant

**Upon successfully completing the above works in 90 calendar days the security deposit by the fit-out agent/contractor will be returned and Final Completion Certificate will be issued.**

#### 4.6 Penalties:

In the event of the Tenant's Fit-out Contractor failing to comply with the rules and regulations or good working practices, EMCOR Facilities Services reserves the right to impose Fines (Penalties) as per the schedule below.

**Continual failure to adhere to the regulations above may result in the Contractor being removed from site.**



#### 4.6.1 Schedule of Applicable Fines

SN.	Description	B.D / Incident
1	Disruptive work during office hours	250
2	Replacement of lost access cards	25
3	Unsafe Work Practices like;	-----
	a) No hard hats were required	250
	b) No safety shoes	250
	c) Smoking	500
	d) Working on live panels	1000
	e) Welding works without approval	5000
	f) Overloading floors	1000
	g) Blocking access ways & exits	500
	h) Inadequate site facilities	250
	i) No first Aid kit	1000
	j) Fire Hazard	500
	k) Lift misuse	500
	l) Non-display of contractor details/ insurance certificate or approved plans	250
	m) Unauthorised staff on site	500

#### 4.7 Public Safety

It is the responsibility of the tenant to ensure that its contractors exercise all caution in matters relating to construction and public safety and comply with the Occupational, health and safety standards established by authorities having jurisdiction.

Where applicable the contractor shall designate a member of it's forces as the Prime responsible for work site safety for the project.

From time to time the Landlord may issue to a tenant's contractor safety instructions, which must be strictly adhered to.

#### 4.8 Security

Security of the leased premises during the construction and fixtureing period is the sole responsibility of the Tenant. The Landlord assumes no liability to any loss or damage including the theft of building materials, equipment or supplies.

#### 4.9 Hours of Work

Fit-out work is to be timed according to the occupancy of the building. If Fit-out activities do not generate noise or disturb others then permission may be obtained from EMCOR to work during normal business hours.

#### 4.10 Dock Hours

The Bahrain Financial Center loading dock is open from 7:00 am to 7:00 pm throughout the week off hours dock use must be scheduled with EMCOR 12 hours in advance.

#### 4.11 Parking in the Loading Dock

Trucks are allowed to park in the loading dock to load or unload only. Deliveries are limited to 60 minutes unless scheduled with EMCOR office 12 hours in advance

#### 4.12 Loading Dock Information

The loading dock is located on the south side of the building. The dock clearance area is 3.5 meters. Carriers should familiarize themselves with actual dock condition before attempting to access the loading dock. The Tenant/Contractor/Truck carriers are responsible for any damage caused by their equipment to the dock or dock area.

#### 4.13 Vertical Transportation of Materials / Use of Service Lift

- Lifts will be allocated for the use of delivering construction materials from 7 am to 7 pm (to be confirmed on site) and are controlled by the security staff. The contractor shall take maximum care not to damage or misuse the lift provided and will be held responsible for all damages caused.
- The contractors will only be permitted to use designated service lifts for transportation of materials.
- Timings for delivery of materials may be restricted and advance warning of deliveries is preferable to avoid congestion.

#### 4.14 Access

All construction workers are to enter and exit the building through the Basement and register at the security desk. Construction workers are required to use the freight elevators. Site Access for operatives will be via personally programmed individual ID cards.

Access cards can be requested using the Contractors Access Card Request Form which can be found in section five 'fit-out forms'

**Replacement cards will be charged at BD 10/-**

**ENTRANCE INTO THE BUILDING FROM THE PASSENGER ELEVATORS IS PROHIBITED!**

#### 4.15 Corridors - Flooring

Tenant's contractor is responsible for protecting the floors and walls in public corridors. The contractor will be responsible for any damage, suitable materials shall be used to protect the freight elevator, this material shall be installed in safe manner to avoid tripping hazards and easily removable.

#### 4.16 Construction Clean Up

All contractors are responsible for leaving the areas clean at all times

#### 4.17 General Conduct

Smoking is not permitted in the Bahrain Financial Centre. Foul and abusive language is strictly prohibited. Congregating in public areas within the building by tradesmen is prohibited. Failure to comply will result in removal of those tradesmen and potentially that contractor from the property.

#### 4.18 Stair Wells

Stairwells doors are to remain closed at all time. Any blocks of hold open devices put in place by any person will be reported to security and removed at once.

#### 4.19 Fire Proofing

Fireproofing damaged or removed during construction must be replaced by general contractor prior to close of ceiling.

## **SECTION 5**

# **BAHRAIN FINANCIAL CENTRE – HEALTH SAFETY AND ENVIRONMENTAL PRACTICES**

## 5.1 Introduction

Every year, a significant number of people are injured or killed with significant damage to property due to accidents involving fit-out works. Improved planning, execution, training and awareness can avoid most of these accidents.

This guideline will assist those involved in fit-out works to reduce the chances of accidents occurring. This will guide tenants, fit-out coordinators and fit-out contractors to prevent accidents.

In the event of the Tenant's Fit-out Contractor failing to comply with the rules and regulations or good working practices, EMCOR Facilities Services reserves the right to enforce corrective action, either directly or through the Contractor at the cost of the Tenant.

The Tenant's Contractor will be expected to conform to all regulations imposed by Emcor Facilities Services in respect to all aspects of the project including but, not limited to, Site Safety, Health and Welfare Security and General Administration obligations.

## 5.2 Information, Training and Supervision

- Operatives shall be made aware of the known or suspected hazards associated with or arising from the works or duties assigned to them and where necessary shall be suitably trained or instructed to enable them to carry out their tasks in a safe and efficient manner.
- Operatives should be trained in the safe use of plant, equipment and power tools which they will be using for their work and should only be operated by persons 18 or over.
- Operatives should be instructed on how to use plant and equipment safely.  
Should any tools or equipment be found on site that are deemed poorly maintained or unsafe for their intended works, works will be halted immediately and will not be allowed to re-commence until the situation is satisfactorily rectified.

## 5.3 Unsafe or Non Compliant Working Practices

Any employee or contractor found to be working in an unsafe manner will cause the fit out works to be suspended until the situation in question is satisfactorily improved. There is a fine system in place which will be levied against any contractor whose employees are deemed to be in breach of safe working practices. Personnel employed by sub contractors that incur such fines will be viewed as working for the contractor named as the principal for the fit out works

## 5.4 Working at Height

- There shall be suitable and sufficient safe access to and egress from every place at which any person at any time of works.
- Platforms, staging's or other structures, whether of a permanent or temporary nature, shall be constructed, situated or maintained in any workplace in such a manner as to prevent risk of bodily injury.
- Where work cannot safely be carried out from the ground or from part of a building or other permanent structure, there shall be provided, placed and kept in position for use, properly maintained scaffolds, or where appropriate, ladders or other means of support, all of which shall be sufficient and suitable for the purpose. Ladders shall not be permitted for any operation that requires two hands. The safe use of ladders required three points of contact, eg, two feet and one hand.
- No scaffold shall be erected or be substantially added to or altered or be dismantled except under the immediate supervision of a competent person possessing adequate experience of such work. All materials for any scaffold shall be inspected by a competent person on each occasion before being used. Contractors shall appoint a competent person and shall arrange for their training as necessary.
- Every scaffold and every part thereof shall be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used, satisfying international standards. The contractor/sub-contractor shall be responsible for the design and safety of scaffold system.

- Scaffolds, trestles, ladders, folding step ladders shall not be so painted or treated that defects cannot easily be seen.
- Metal parts used for scaffolds shall be of suitable quality and be in good condition and free from corrosion or other patent defect likely to affect their strength materially.
- Edge protection and guardrails are to be used on all types of scaffolding/mobile tower that exceed 2m in height, however, Risk Assessments may warrant that these measures be taken for platforms lower than 2m.

### 5.5 Hot Works

Hot works include any work activity that includes welding, brazing, soldering, use of angle grinder or any other work activity that creates heat or 'sparks'.

- Prior to any hot work commencing, the Tenant's pre-qualified Fit-out Contractor must fill in the Hot Work Permit and provide it to Emcor Facilities Services for approval.
- A Hot Works Permit is to be issued prior to commencement of any Hot Works on site. Where 'hot works' are applied, the Tenant's Pre-qualified fit-out contractor must take suitable and sufficient fire safety measures at the place of work.

### 5.6 Compressed Gases for Welding, Cutting and other Operations

All welding and cutting equipment should be of the approved type and maintained in good condition. All personnel working with welding equipment shall be trained, competent and be provided with personal protective equipment. The following precautions shall be taken during welding and cutting operations:

- Before starting to weld or cut, the work area shall be inspected to ensure that sparks or molten metal will not fall on combustible materials.
- Cylinders should be stored in a safe and designated location.
- A dedicated storage facility for the storage of industrial gas cylinders should be available.
- Cylinders should be in an up-right position with safety caps on main valve while storing, transporting and using.
- Special measures should be taken to ensure equipment is inspected at regular intervals.
- Precautions shall be taken to ensure employees are trained and required Personal Protective Equipments (PPE) must be worn (Welding Mask, face shield, goggles, leather gloves, leather apron, etc).
- No welding or burning should be carried out in a hazardous area without obtaining written authorization from the responsible competent person. (Hot Work Permit).
- Suitable fire extinguishing equipment must be available in the work area.
- No welding or burning shall be carried out on barrels, tanks, piping or other system which have contained either combustible or unknown products without first obtaining approval from the responsible authority and testing for explosive, combustible or poisonous gases or liquids.
- Welding or cutting operations should not be undertaken either by torch or electrodes or in open vessels containing or having contained substances which may evaporate or gasify when subjected to heat or other, thus forming highly explosive mixtures.
- The oxygen – acetylene bit, gauges and other accessories should not be lubricated or smudged with oil, grease and other flammable substances which can easily catch fire upon contact with compressed oxygen.
- Welding equipment should not be tampered with.
- The oxygen and acetylene hose lines should be properly connected to the safety valves by means of a regulator and to the cutting torch by hose clamps.
- All the Oxygen and acetylene gas cylinder regulators must be fitted with **Flash Back Arrestors** to prevent back fire in case of fire in hose pipe line system.
- High and low pressure gauges should be in good working condition.
- Regulators should be fitted to the cylinder valves by means of non inflammable packing able to guarantee perfect sealing and valve caps shall be in place when cylinders are not in use.

- Cylinders shall be transported, stored and used securely fixed in the upright position. They must never be rolled on their sides, dropped or man-handled with the gauges fitted. When not in use, they shall be stored in a specially designated area with the safety caps on main valve.
- Cylinders shall be stored in a safe, dry, well ventilated place and reserved for that purpose. All cylinders must be chained or otherwise secured in upright position to prevent rusting. Cylinders stored in the open shall be protected from ground contact, extreme of weather and direct sun rays.
- Cylinder storage must be planned so that cylinders shall be used in the order in which they are received from the supplier.
- Empty and full cylinders must be stored separately and empty cylinders plainly marked to avoid confusion.
- Empty cylinders must be kept separated according to type of gas content with oxygen cylinders stored separately from acetylene cylinders.
- Cylinder storage rooms must be ventilated sufficiently so that explosive concentration of gas cannot accumulate. Smoking or any other source of ignition must be prohibited.
- When the job is completed the cylinders valves must be closed.
- The operators must make sure that the safety pin of the acetylene cylinders is inserted at all times to close the flow of gas in case of emergency.

**It is essential that EMCOR Facilities Services is notified prior to any compressed gas cylinders being delivered to site. The contractor must deliver the gas cylinders to site each morning and remove them at the end of the working shift. No compressed gas cylinders are to be stored on site.**

## 5.7 Environment

An Environmental Impact Assessment (EIA) if required shall be carried out and must comply with all the Environmental local orders, regulations and guidelines of Bahrain Municipality.

## 5.8 Solid Waste

A high standard of house-keeping must be maintained at all times during the fit-out.

The tenant shall make his own arrangement for disposal of waste materials generated during construction works. Skips will not be permitted on site and all waste materials should be bagged up and taken to the debris collection areas designated on site for removal by the Fit-Out Contractors vehicle on a daily basis.

- Solid Waste is to be removed by the Fit-out Contractor from the fit-out site to the dedicated waste collection point in the loading bay in a safe and organized manner. All waste must be contained in bags, boxes or bins. Loose waste is not acceptable.
- All solid waste is to be either safely 'bundled' or transported in a fit-for-purpose container. Materials that could create dust or other odour must be sealed during transportation through the building to the dedicated waste disposal area.

## 5.9 Liquid Waste

Liquid waste includes all substances of a semi-fluid nature, including arterials such as, but not limited to, unset plaster and wall coatings.

- All liquid waste materials must be sealed in suitable containers or protective wrapping by the Fit-out Contractor, to eliminate the risk of any spillage during transportation through the building to the dedicated waste disposal areas.
- Liquids that contain any petroleum based products, including lubricants, should be regarded and treated as "Hazardous Waste".

### 5.10 Hazardous Waste

Waste of a hazardous nature should be suitably contained or wrapped separately and clearly marked "Hazardous Waste". In addition to obvious substances such as chemicals, paints and adhesives, any petroleum based products should also be treated as hazardous waste.

### 5.11 Storage of Materials

- Tools, plant and materials stored in the fit-out work areas should be stored within the lease line of the unit being fitted out, in an organized and safe manner, so as to eliminate risk of fire, falling materials, trip hazards and blockage of passage ways.
- All items of tools, plant and materials brought on to the site are the Tenant's Fit-out Contractor's sole responsibility
- Packing materials such as paper, foams and plastics, should be removed from the work area and the building as a matter of urgency, to eliminate the risk of fire.
- The fit-out Contractor shall ensure that no electrical or hot works are carried out in the vicinity of any stored materials of a potentially flammable substance or nature. Included in this category are paints, chemicals and cleaning materials.
- The fit-out Contractor shall record and store separately all materials that have a potential to cause any possible hazards to health.
- No materials are to be stored in a loose manner; all materials shall be stored and or transported in a safe and fit-for-purpose container.
- There is no storage area available on site outside of the working area and the Tenant's Fit-out Contractor is required to bring material to site on a daily/weekly basis to avoid excessive loading and confusion in the loading bays and common areas.
- All loose material including screed, sand, cement, plaster etc. must be delivered to site "bagged".
- Storage and mixing of material must occur within the Tenant's Premises except by prior arrangement with Emcor Facilities Services.
- All floors must be protected to prevent seepage of material into the other areas outside the Premises.
- Storage of combustibles is strictly prohibited.
- Deliveries must be taken directly from the loading bay to the site
- Any flammable materials such as paint thinner, glue etc shall be removed from site after the day's work is over.

**Storage of materials is NOT permitted in the public or common areas at any time.**

### 5.12 Control of Substances Hazardous to Health (C.O.S.H.H.)

- Fit-out contractors should control exposure to hazardous substances to prevent ill health. Contractors have to protect employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations.
- Fit-out Contractors should assess risks, implement measures needed to control exposure and establish good working practices. Risk to health from hazardous substances used should be assessed properly and adequate measures implemented to prevent or control employees being exposed to hazardous substances.
- Where preventing exposure is not reasonably practicable, then substances hazardous to health should be adequately controlled.
- Emergency plans and procedures should be in place to deal with accidents, incidents and emergencies involving hazardous substances.
- All employees should be properly informed and trained before using the substances hazardous to health.
- Adequate competent supervision should be maintained at all times by fit-out contractors to ensure safe usage of substances hazardous to health.



### 5.13 Dust and other air contaminants

- Exposure of employees to inhalation, ingestion, skin absorption, or contact with any material or substance at a concentration above those specified in the "Threshold Limit Values of Airborne Contaminants", should be avoided.
- Engineering controls must first be implemented whenever feasible. When such controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits.

### 5.14 Gases & Fumes

- The Tenant's fit-out contractor should make a suitable and sufficient assessment of the risks to the health of employees if they are exposed to gases and fumes. They should then take the necessary steps to **prevent or adequately control exposure** in the workplace. Where exposure cannot be prevented, the contractor should consider the use of a combination of specific control measures including:
  - Work place air extraction fans.
  - Tailpipe exhaust extraction systems
  - The use of filters attached to tailpipes
  - Catalytic converters; and more general control measures
  - Turning off engines when not required
  - Job rotation
  - Providing suitable personal protective equipment (suitable gloves should be worn when handling hot and cold diesel fuel).
- The Contractor should provide respiratory protective equipment only as a last resort when other means of controls are not suitable.
- Liquefied Petroleum Gas (LPG) cylinders should be handled, stored and used safely to prevent accident at project sites.
- All hose pipes, regulators and flash back arrestors shall be in good working condition.

### 5.15 Prohibited Materials

Due to Bahrain Financial Harbour's strict policy towards environmental pollution, the following materials will not be permitted anywhere within the Tenant's Premises or the Bahrain Financial Harbour Towers or Mall.

- Asbestos
- Materials releasing formaldehyde
- Lead or paint containing lead
- Timber treated with Pentachlorophenol.
- Prohibited Rainforest Timbers

**All the safety requirements of Material Safety Data Sheets of respective chemicals should be complied with.**

### 5.16 Noise

- Noise levels from any site should not exceed 85 dBA during the period 08:00am to 18:00pm.
- The Contractor must consider noise reduction in the site layout, planning and execution phases.
- Work must not extend beyond the hours without the prior approval of Emcor Facilities Services.
- Work that creates excessive noise should be scheduled to minimize the impact on tenants in the building.
- Construction materials shall be properly handled so that the minimum noise is generated.
- Certain offices are occupied and fitting-out works shall in no way disturb the normal functioning of such offices during normal working hours, which will be 08:00 to 18:00 hours as determined by Emcor Facilities Services.



**All noisy and otherwise disruptive works must be carried outside normal working hours with the consent of EMCOR Facilities Services.**

### 5.17 Heat Stress

The Tenant's Fit-out Coordinator must assess the risk of heat stress and implement measures to prevent heat stress at work. The Tenant's fit-out Coordinator must advise their employees how to work safely in the heat, the factors that can lead to heat stress, and how to reduce the risk of it occurring.

### 5.18 First Aid

- In every project site, there shall be a first-aid box or cupboard provided, maintained and readily accessible during all working hours.
- The site first aid officer(s) should be clearly noted on the site notice board, showing their name, photograph and contact telephone number (mobile).
- Each first-aid box or cupboard should be placed in a clearly identified and readily accessible location.
- Boxes and kits should be checked frequently to ensure they are fully stocked and all items are in a usable condition.
- The first-aid box or cupboard should protect the contents from dampness and dust.
- Suitable and sufficient information signs should be placed at appropriate places on site to identify the nearest access to first aid facility in case of an emergency.

### 5.19 Emergency Evacuation

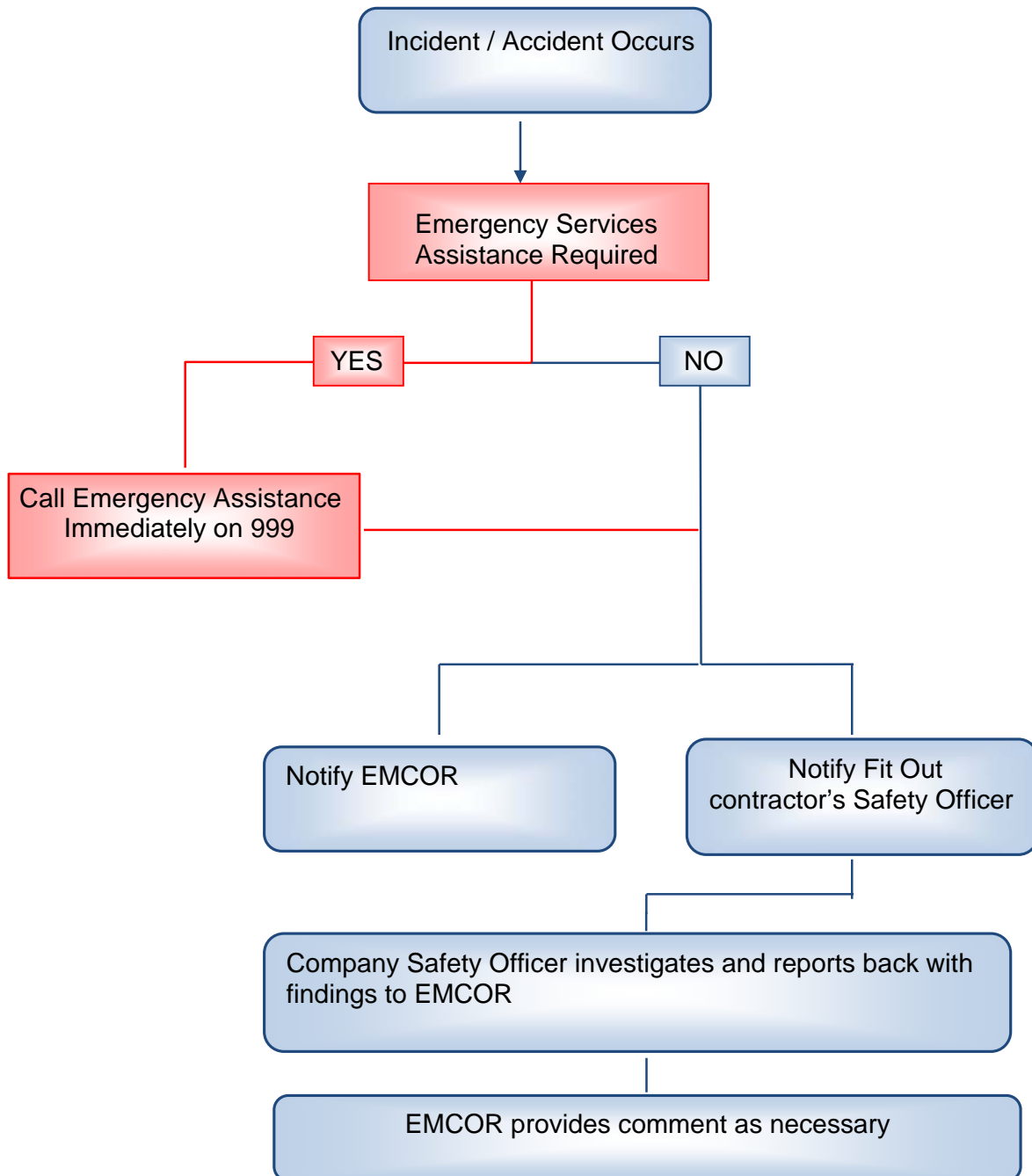
In case of an emergency evacuation a verbal announcement will be made. The Tenant's Fit-out Contract must obtain a copy of the building's Emergency Evacuation Plan and Procedures from Emcor Facilities Services and should designate a responsible person to act as a 'fire marshal' in the event of an emergency. Under no circumstances should any personnel try to re-enter the building until they are informed it is safe to do so by the emergency services.

The emergency evacuation route from the work place should be clearly marked on the site notice board and this information should form part of the site safety induction held by the main contractor. Evacuation routes must be kept free of obstructions at all times.

**5.20 Accident Notification Procedure**

Any accident occurring within the BFH Towers or Mall should be reported to EMCOR Facilities Services within 24 hours, or immediately with emergency situations

The main contractor should also be responsible for notifying their own in house safety officer.



**SECTION 6  
APPENDICES**

## APPENDICES

Appendix A

Template Method Statement

**Appendix A**

**Sample Method Statement**

(Date)

Reference:

Emcor Facilites Services  
P.O. Box 5920  
Bahrain Financial Centre  
Manama  
Kingdom of Bahrain

Attention: Fit-Out Manager

Re: Method Statement (Client Name) (Level) (Tower / Mall)  
(Works to be carried out)

Please see attached the Method Statement relating to the (detail here the works to be carried out, the reason the works are required, any amendments if this is a re-issue or revision, any other relevant information).

For and on behalf of

(Company Name)

(Authors name)

(Designation)

Enclosures: (detail no of pages contained in the Method Statement, any other supplementary information)

**Method Statement for** (detail works here)

(Floor Level)

(Tower of Mall)

**Bahrain Financial Harbour**

<b>Created By:</b>	
<b>Designation:</b>	
<b>Company Name:</b>	
<b>Company Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Date:</b>	
<b>Document Reference:</b>	
<b>Distribution:</b>	

Revision Log				
Revision	Date Issued	Author	Checked By	Details of Revision
0				
1				
2				
3				

### Contents Page

- 1.0 Detailed description of works to be carried out (page no)
- 2.0 Scope of Works (page no)
- 3.0 Works previously carried out in preparation for this activity (page no)
- 4.0 Materials to be used (page no)
- 5.0 Personnel involved including designation (page no)
- 6.0 Timescale for activity, dates and times (page no)
- 7.0 Responsibilities (page no)

<b>8.0</b>	Work Procedure and Execution including protection	(page no)
<b>9.0</b>	Inspection Checklist	(page no)
	Include;           Pre commencement inspection	
	Inspection during works	
	Completion inspection	
<b>10.0</b>	Risk Assessment	(page no)
<b>11.0</b>	Control of Substances Hazardous to Health	(page no)
<b>12.0</b>	First Aid	(page no)
<b>13.0</b>	Attachments, eg drawings and calculations	(page no)
<b>14.0</b>	Close out and Sign Off	(page no)
<b>15.0</b>	Signature Register	(page no)

Each of the section detailed on the Contents Page should be detailed in their own section on the following pages;

**1.0 Detailed description of works to be carried out**

Detail exactly what is to be achieved by the works described in the Method Statement.

**2.0 Scope of Works**

Describe the works that are to be carried out in a step by step basis in order to achieve what is described in Section 1.

**3.0 Works previously carried out in preparation for this activity**

Provide a full description of the works that have been completed to this point.

**4.0 Materials to be used**

Detail all materials that will be required to achieve completion of these works

**5.0 Personnel involved including designation**

Provide the name and designation of all persons involved

**6.0 Timescale for activity, dates and times**

Exact times and dated for commencement and completion of this activity

### 7.0 Responsibilities

Detail who is ultimately in charge of the works as well as any foreman for relevant trades

### 8.0 Work Procedure and Execution including protection

Describe the order in which the activities will take place

### 9.0 Inspection Checklist

Include;           Pre commencement inspection  
                           Inspection during works  
                           Completion inspection

### 10.0 Risk Assessment

The risk assessment should be presented in a table showing the likelihood of an occurrence and the severity of that occurrence should it happen, for example;

Risk Assessment for (detail works here)					Date: (Date)		
Activity	Risk/ Hazard	Person at Risk	Outcome	Control Measure	Likelihood of Occurrence	Severity of Occurrence	Residual Risk
Detail works	Explain Risk	(Names)	Worst case outcome	Detail precautions taken	Rate likelihood (Marks out of 5)	Rate severity (Marks out of 5)	(add the 2 numbers together)
<b>insert</b>	<b>as</b>	<b>many</b>	<b>rows</b>	<b>as</b>	<b>required</b>		
Name:			Signed Acceptance:			Date:	

### 11.0 Control of Substances Hazardous to Health

Detail all materials and substances to be used that carry an inherent threat or danger to personal health, flammable risks, reaction potential to other materials, etc. Please include all relevant precautions and actions to be taken, should an accident or reaction occur. Please include all safety data sheets related to the materials, these will be available from the material supplier.

### 12.0 First Aid

Detail the name, qualification and contact number of the first aid person who will be in attendance.



**13.0 Attachment, eg. Drawings and calculation**

Attach all relevant documentation to support the Method Statement, including structural calculations and drawings showing works locations.

**14.0 Close Out and Sign Off**

Detail the close out process to be followed when the works are completed.

**15.0 Signature Register**

All persons involved in the works detailed in the Method Statement should either read the entire document or have it read to them, then sign the table below to confirm their understanding;

<b>Name</b>	<b>Company</b>	<b>Designation</b>	<b>Sign to confirm understanding</b>	<b>Date</b>
(name)	(company name)	(designation)	(signature)	(date)
(name)	(company name)	(designation)	(signature)	(date)
(name)	(company name)	(designation)	(signature)	(date)

**Insert as many rows as needed.**

**SECTION 7  
EMCOR – FIT-OUT FORMS & PERMITS**

## EMCOR – FIT-OUT FORMS & PERMITS

EMCOR-FOS-FS-01	Contractor Pre-qualification Form
EMCOR-FOS-SUB-A1	Preliminary Design Submission Form
EMCOR-FOS-SUB-A2	Full Design Submission Form
EMCOR-FOS-F-02	Tenant/Contractor Undertaking Form
EMCOR-FOS-FP-03	Fit-Out Permit Form
EMCOR-FOS-P-04	Permanent Power Request Form
EMCOR-FOS-F-05	Meter Inspection Form
EMCOR-FOS-NOC-06	No Objection to Process Fit-Out Permit Form
EMCOR-FOS-F-022	Site Handover for Fit-Out Works
EMCOR-FOS-P-07	Temporary Power Request Form
EMCOR-FOS-F-08	Access Pass Request Form
EMCOR-FOS-FA-09	Fire Alarm Disable Request Form
EMCOR-FOS-FA-10	Sprinkler System Drainage Request Form
EMCOR-FOS-IN-11	Inspection Request Form
EMCOR-FOS-CET-25	Cause & Effect Matrix
EMCOR -FOS- AB-26	Air Balancing
EMCOR -FOS-OCU-27	Occupancy Certificate
EMCOR-FOS-COMP-28	Fit-Out Completion Certificate
EMCOR-FOS-HWP-11	Hot Work Permit



**CONTRACTOR PRE - QUALIFICATION**

<b>FORM #: EMCOR-FOS-FS-01</b>		<b>Continuation page 2</b>
<b>Year Three</b>		
Project Name:	Project Location:	
	Start Date:	
Your Firms Approximate Contract Value BD:	Completion Date:	
	Project General Contractor:	
Briefly Describe Work Performed by your Firm:	General Contractor Contact Number	
<b>Confidential Note:</b>		
The information supplied by the undersigned in this document is intended only for the use of EMCOR Fit – out Division.		
The undersigned certifies that the information provided is a clear accurate representation of this organization.		
<b>Information supplied by:</b>		
Print Name:	Title:	
Signature:	Date:	
Company Seal:		
<b>Return Completed Form to:</b>		
EMCOR Facilities Services Bahrain W.L.L Fit – out Division P. O Box: 5920, Manama Kingdom of Bahrain Tel: 17102960 Fax: 17102954		

<b>PRELIMINARY DESIGN SUBMISSION FORM</b>			
<b>FORM # EMCOR-FOS-SUB-A1</b>			
<b>FOR TENANT / CONTRACTOR INFORMATION</b>			
<p>1. Outline Design Proposal to be submitted to EMCOR for Review and Approval</p> <p>2. To avoid any delays Design Proposal to be approved by EMCOR prior to Final design submission</p>			
Tenant Name:			Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall			
Name of the Consultant:			
Person In-charge:		Mobile:	
Name of the Contractor:			
Person In-charge:		Mobile:	
<b>Documents / Drawings Submitted</b>		<b>Submission Review:</b>	
		<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>	
Document / Drawing	Yes	No	N/A
Basic layout plan (3 sets)			
Colour design of the Entrance Premises (3 Sets)			
Statement of Material used (3 Sets)			
Electrical and Cooling load demand (3 Sets)			

**Name**

**Date:**

**Signature**

**FULL DESIGN SUBMISSION FORM**

**FORM # EMCOR-FOS-SUB-A2**

**FOR TENANT / CONTRACTOR INFORMATION**

1. Full Design Proposal to be submitted to EMCOR for Review and Approval
2. To avoid any delays Full Design Proposal to be approved by EMCOR prior to issuing of No Objection Certificate & Fit-out Permit

Tenant Name: \_\_\_\_\_ Floor / Unit # \_\_\_\_\_

Location:       East Tower       West Tower       Harbour Mall

Name of the Consultant: \_\_\_\_\_

Person In-charge: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of the Contractor: \_\_\_\_\_

Person In-charge: \_\_\_\_\_ Mobile: \_\_\_\_\_

Submission Review      1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>      5<sup>th</sup>      6<sup>th</sup>

**Documents Submitted**

**Proposed Drawings Submitted**

Document	Yes	No	N/A
Project Plan (1 Set)			
Structural Calculations (2 Set)			
Method Statement (2 Sets)			
Electrical Load Schedules (2 Sets)			

Drawing	Yes	No	N/A
Schematic Base floor plan (3 Sets)			
Major Equipments & Furniture (3 Sets)			
Floor, Walls & Ceiling Finishes (3 Sets)			
Reflected Ceiling Plan (3 Sets)			

**Base As Built Drawings Submitted**

Document	Yes	No	N/A
Electrical Single line diagram			
HVAC Layout			
Fire Sprinkler Layout			
Fire Detection Layout			
Water Supply & Drainage Layout			

Civil (3 Sets)			
Structural (3 Sets)			
Elevations (3 Sets)			
Electrical Small Power (A2 Continuous Sheet) 3 Sets			
Electrical Lighting (A2 Continuous Sheet) 3 Sets			
Extra low voltage layout (3 Sets)			
HVAC Layout (3 Sets)			
HVAC Load Schedule & Heat Load Calculations (3 Sets)			
Fire Sprinkler Layout (3 Sets)			
Water Drainage Layout (3 Sets)			
Hoarding Plan (3 Sets)			

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

<b>LETTER OF UNDERTAKING</b>	
<b>FORM # EMCOR-FOS-F-02</b>	
<b>TENANT’S UNDERTAKING</b>	
<b>I the Tenant of Bahrain Financial Harbour:</b>	
Tenant Name:	Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Contact:	
Confirm that I have read and understood the Fit-out process stated in the Fit-out Guidelines and Fit-out Service Manual	
Name:  Designation:  Signature:	Date:  Company Seal:
<b>TENANT’S FIT-OUT AGENT / CONTRACTOR UNDERTAKING</b>	
Tenant Name:	Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
<b>I the Fit-out Agent / Contractor;</b>	
Contact Name:	Contact:
Appointed by the Tenant to carry out the Fit-out works in the above premises, confirm that I have read and understood the Fit-out process stated in the Fit-out Service Manual & Fit-out Guidelines and shall abide by the Building Rules and Regulations during the fit-out process	
Name:  Designation:  Signature:	Date:  Company Seal:



<b>FIT-OUT PERMIT FORM</b>		
<b>FORM # EMCOR-FOS-FP-03</b>		
Tenant Name:		Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall		
Name of the Consultant:		
Person In-charge:		Mobile:
Name of the Contractor:		
Person In-charge:		Mobile:
<b>CONTRACTORS PERMIT TO WORK</b>		
Period of Work: Starting Date:		Completion Date:
<b>PROJECT DESCRIPTION</b>		
Work to be carried out on this Permit: Flooring & Screeding <input type="checkbox"/> Partitioning <input type="checkbox"/> Full <input type="checkbox"/> Other <input type="checkbox"/> Please specify		
<b>IMPORTANT NOTES</b>		
<ul style="list-style-type: none"> <li>Safety rules on site shall be posted on the door of the premises along with the work permit</li> <li>Shifting of materials + doing work that generates disturbing noises are allowed only from 6:00 pm to 6:00 am</li> <li>Good housekeeping shall be maintained; Avoid blocking of Fire zones and Building Exits; All debris shall be cleaned up and hauled off each day in contractor dumpster / skip from site</li> </ul>		
<b>ATTACHEMNTS</b>		
Attachments submitted	Yes	No
No objection Certificate by EMCOR		
Temporary power request form (FORM # EMCOR-FOS-P-07)		
Contractor Access Pass Request (FORM # EMCOR-FOS-F-08)		
<b>Approved By Main Contractor / Consultant</b>		
Name		Date:
Signature:		Company Seal:
<b>Approved By EMCOR</b>		
Name		Date:
Signature:		Company Seal:

<b>REQUEST FOR PERMANENT POWER CONNECTION</b>				
<b>FORM # EMCOR-FOS-P-04</b>				
<b>CONNECTION FOR PERMANENT POWER (ESMDB &amp; SMDB)</b>				
1. Contractor to submit this request to EMCOR before Re-connecting any item in the electrical room 2. To avoid any delays this Form needs to be submitted for signatures at least 2 days prior to start-up of the work 3. Working on live panels is strictly prohibited				
<b>CONTRACT INFORMATION</b>				
Tenant Name:		Floor / Unit #		
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall				
Name of the Consultant:				
Person In-charge:		Mobile:		
Name of the Contractor:				
Person In-charge:		Mobile:		
<b>CONTRACTORS REQUEST</b>				
Date Requested for Connection:		Date:		
Signature:				
<b>TENANTS CONSULTANT APPROVAL</b>				
Name	Signature	Date		
<b>DOCUMENTS FOR APPROVAL</b>				
<b>Documents submitted</b>			<b>Yes</b>	<b>No</b>
Civil Defense Test & Approval Certificate – Mandatory				
Approved copies of DB & Test Certificates – Mandatory				
<b>EMCOR FIT-OUT MANAGER APPROVAL</b>				
Name	Signature	Date		
<b>EMCOR Supervisor</b>				
EMCOR Electrical Supervisor – Attendance only required. Make sure that the DB is completely turned off. Note the meter readings before turning on the power Confirm that all Energy Meters (KWHR) installed, operational and connected to BMS				
Name	Signature	Date		
<b>Meter Readings:</b>				

<b>INSPECTION OF ELECTRICITY &amp; WATER METER</b>	
<b>FORM # EMCOR-FOS-F-05</b>	
Tenant Name:	Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Name of the Consultant:	
Person In-charge:	Mobile:
Name of the Contractor:	
Person In-charge:	Mobile:
<b><i>Tenant / Contractor &amp; EMCOR to note down the Meter Readings prior to the fit-out work</i></b>	
<b>METER READINGS PRIOR TO FIT-OUT WORKS</b>	
<b>Inspection Date:</b> <b>Electricity Meter Reading:</b>   <b>Water Meter Reading:</b>	
<b>WITNESSED BY</b>	
<b>Tenant / contractor</b> Name:  Signature:	<b>EMCOR</b> Name:  Signature:
<b><i>Tenant / Contractor &amp; EMCOR to note down the Meter Readings after the end of fit-out process prior to occupation</i></b>	
<b>METER READINGS UPON COMPLETION OF FIT-OUT PROCESS</b>	
<b>Inspection Date:</b> <b>Electricity Meter Reading:</b>   <b>Water Meter Reading:</b>	
<b>WITNESSED BY</b>	
<b>Tenant / contractor</b> Name:  Signature:	<b>EMCOR</b> Name:  Signature:
<b>Remarks:</b>	

NO OBJECTION TO PROCESS FIT-OUT PERMIT FORM		
<b>FORM # EMCOR-FOS-NOC-06</b>		
Tenant Name:		Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall		
Name of the Consultant:		
Person In-charge:		Mobile:
Name of the Contractor:		
Person In-charge:		Mobile:
PROJECT DESCRIPTION		
Work Permit to be issued for:		
<b>Flooring &amp; Screeding</b> <input type="checkbox"/>	<b>Dry / Partitioning</b> <input type="checkbox"/>	<b>Full Fit-out</b> <input type="checkbox"/>
<b>Shifting Materials</b> <input type="checkbox"/>	<b>Markings</b> <input type="checkbox"/>	<b>Others</b> <input type="checkbox"/>
<b>Please specify</b>		
IMPORTANT NOTES		
<ul style="list-style-type: none"> <li><b>This is not a work permit</b></li> <li>The following attachments are mandatory prior to issue of Permit to Work</li> <li>The work permit will be issued upon approval of drawing</li> </ul>		
ATTACHMENTS		
Attachments submitted	Yes	No
Appointment letter of Consultant / contractor by the Tenant		
Fit-out Agent / Contractor Prequalification ( <b>FORM #: EMCOR-FOS-FS-01</b> )		
Insurance Policy		
Letter of Undertaking ( <b>FORM # EMCOR-FOS-F-02</b> )		
Electricity & Water Meter Readings ( <b>FORM # EMCOR-FOS-F-05</b> )		
Site Handover Form ( <b>FORM # EMCOR-FOS-F-022</b> )		
Emergency Contact List		
Approved By EMCOR		
Name	Date:	
Signature:	Company Seal:	

<b>SITE HANDOVER FOR FIT-OUT WORKS</b>	
<b>FORM # EMCOR-FOS-F-022</b>	
<b>SITE ACCEPTANCE AND HANDOVER TO THE CONTRACTOR</b>	
<b>FOR FIT-OUT CONTRACTORS INFORMATION</b>	
<ol style="list-style-type: none"> <li>1. It is the responsibility of the Fit-out contractor to snag the floor / unit and notify EMCOR prior to commence the fit-out works</li> <li>2. The contractor shall accept the site for fit-out works after the snags has been rectified by EMCOR to the contractor's satisfaction</li> <li>3. A copy of the snag list if applicable to be submitted along with this form</li> </ol>	
Tenant Name:	Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Contact:	
<b>TENANT'S FIT-OUT AGENT / CONTRACTOR ACCEPTANCE</b>	
I the Appointed Contractor by the above Tenant to carry out the fit-out works has inspected and snagged the site and confirm the Acceptance of the site after the rectification of the snags by the Landlord to our satisfaction.	
Name:	Date:
Designation:	
Signature:	Company Seal:
Snag Report Ref: #	

<b>REQUEST FOR TEMPORARY POWER SUPPLY</b>		
<b>FORM # EMCOR-FOS-P-07</b>		
<b>CONNECTION FOR TEMPORARY DB</b>		
<ol style="list-style-type: none"> <li>1. This request to be submitted to EMCOR before Adding / Removing / Disconnecting / Re-connecting any item in the Electric room</li> <li>2. Before submitting this form, the tenant's consultant and / or contractor shall submit the Temporary DB schedule to EMCOR for review / approval</li> <li>3. To avoid any delays, this form needs to be submitted for signatures at least 02 days prior to start-up of the work</li> <li>4. Please make sure not to carry down any work on live panels</li> </ol>		
Tenant Name:		Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall		
Name of the Consultant:		
Person In-charge:		Mobile:
Name of the Contractor:		
Person In-charge:		Mobile:
<b><i>Contractor Request</i></b>		
Date Requested for connection:		
Signature		Date:
<b><i>Tenant Consultant's – Approval</i></b>		
Signature		Date:
<b><i>Technical Services Manager – Approval (EMCOR)</i></b>		
Signature		Date:
<b><i>Maintenance Supervisor – Attendance only Required</i></b>		
Confirmation that all Energy Meters (KWHr) installed, operational and connected to BMS. Note down the Meter Readings		
<b><i>Meter Reading:</i></b>		
Signature:		Date:

<b>ACCESS PASS REQUEST</b>	
<b>FORM # EMCOR-FOS-F-08</b>	
Tenant Name:	Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Name of the Consultant:	
Person In-charge:	Mobile:
Name of the Contractor:	
Person In-charge:	Mobile:
<b>IMPORTANT NOTES</b>	
<ul style="list-style-type: none"> <li>Access pass shall be issued to Valid CPR holders only</li> <li>Copies of the CPR for the requested staff shall be attached to the request form</li> <li>Access passes shall be issued to the staff sponsored by the requesting company only (staff with Free Visa status shall not be entertained)</li> </ul>	
<b>CONTRACTOR ACCESS REQUEST</b>	
Request Date:	
Request Period:	
Starting Date:	
Name:	Date:
Designation:	
Signature:	Company Seal:
<b>Authorized by Security and HSE Manager</b>	
Name:	Date:
Designation:	Signature:

<b>FIRE ALARM REQUEST FORM</b>		
<b>FORM # EMCOR-FOS-FA-09</b>		
<b><i>FOR CONTRACTOR INFORMATION</i></b>		
1. The contractor to submit this form for disabling the Alarm system during the fit-out process 2. This request to be submitted to EMCOR before Adding / Removing / Disconnecting / Re-connecting any item in the Building Alarm Network 3. To avoid any delays, this form needs to be submitted for signatures at least 02 days prior to start – up of the work		
Tenant Name:		Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall		
Name of the Consultant:		
Person In-charge:		Mobile:
Name of the Contractor:		
Person In-charge:		Mobile:
<b>Contractor Request for System Disconnection</b>		
<b><i>Date &amp; Time for Disconnection:</i></b>		
<b>Name:</b>	<b>Date:</b>	<b>Signature</b>
<b><i>EMCOR Approval</i></b>		
<b>Name:</b>	<b>Date:</b>	<b>Signature</b>
<b>Contractor Request for System Re - connection</b>		
<b><i>Please attach certificate that the system is fully tested and ready for re - connection</i></b>		
<b><i>Date &amp; Time for Re - connection:</i></b>		
<b>Name:</b>	<b>Date:</b>	<b>Signature</b>
<b><i>EMCOR Approval</i></b>		
<b>Name:</b>	<b>Date:</b>	<b>Signature</b>
<b>Fire Alarm Maintenance Supervisor Confirmation</b>		
This is to confirm that all the devices are online and in accordance to the Building Regulation		
<b>Name:</b>	<b>Date:</b>	<b>Signature</b>



<b>SPRINKLER SYSTEM REQUEST FORM</b>		
<b>FORM # EMCOR-FOS-FA-10</b>		
<b>FOR CONTRACTOR INFORMATION</b>		
1. This request needs to be submitted to EMCOR for sprinkler drainage & recharge 2. To avoid any delays, this form needs to be submitted for signatures at least 04 days prior to start-up of the work		
Tenant Name:	Floor / Unit #	
Location:	<input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Name of the Consultant:		
Person In-charge:	Mobile:	
Name of the Contractor:		
Person In-charge:	Mobile:	
<b>Contractor Request for Sprinkler Drainage</b>		
<b><i>Date &amp; Time for Drainage:</i></b>		
Name:	Date:	Signature
<b><i>EMCOR Approval</i></b>		
Name:	Date:	Signature
<b>Contractor Request for Sprinkler Re-Charge</b>		
<b><i>Please attach the hydro test certificate (sprinkler to be tested at 16 Bar for 24 hours)</i></b>		
<b><i>Date &amp; Time for Re - charging:</i></b>		
Name:	Date:	Signature
<b><i>EMCOR Approval</i></b>		
Name:	Date:	Signature
<b>EMCOR Supervisor Confirmation</b>		
This is to confirm that the sprinkler valves are in open position		
Name:	Date:	Signature

<b>REQUEST FOR INSPECTION</b>	
<b>FORM # EMCOR-FOS-IN-11</b>	
<b>IMPORTANT NOTES</b>	
<ol style="list-style-type: none"> <li>1. Contractor to submit this request to EMCOR 03 days prior to inspection</li> <li>2. Inspections shall be carried out from 3 pm on Wednesdays only</li> <li>3. A notification will be sent to you confirming an appointment. Please follow-up with EMCOR if you have not received an appointment</li> <li>4. During the inspection process the presence of the Consultant &amp; Contractor is mandatory</li> <li>5. Last coordinated / commented drawing by EMCOR should be available on site. If not available the inspection shall be rescheduled</li> </ol>	
<b>CONTRACT INFORMATION</b>	
Tenant Name:	Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Name of the Consultant:	
Person In-charge:	Mobile:
Name of the Contractor:	
Person In-charge:	Mobile:
<b>Inspection Request</b> <i>(Tick the appropriate block)</i>	
<i>Inspection Request for:</i>	
First Fix (Prior to Closing of the Ceiling) <input type="checkbox"/> <ul style="list-style-type: none"> <li>• Electrical Work</li> <li>• Plumbing</li> <li>• Air – conditioning</li> <li>• Sprinklers</li> </ul>	Civil Inspection <input type="checkbox"/>  Fire Fighting <input type="checkbox"/>  Fire Alarm <input type="checkbox"/>
Final Inspection <input type="checkbox"/>	
<b>Remarks / comments on Inspection Done</b>	

<b>FIRE SYSTEM CAUSE &amp; EFFECT TEST</b>		
<b>FORM # EMCOR-FOS-CET-25</b>		
<b>CONTRACTOR TO PERFORM TEST ON THE FIRE SYSTEM</b>		
<ol style="list-style-type: none"> <li>1. Contractor to provide 24 hours advance notice to EMCOR prior to conducting the test</li> <li>2. The test should be witnessed &amp; signed by Tenant’s consultant &amp; EMCOR</li> <li>3. The test sheets to be attached</li> </ol>		
<b>CONTRACT INFORMATION</b>		
Tenant Name:	Floor / Unit #	
Location:	<input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Name of the Consultant:		
Person In-charge:	Mobile:	
Name of the Contractor:		
Person In-charge:	Mobile:	
<b>Contractors Request</b>		
Date Requested for witnessing		
Signature:		Date:
<b>BFH – Fire System maintenance Contractor – Approval</b>		
<b>Confirm that all sprinkler valves are operational and connected to BMS</b>		
Name:	Signature:	Date:
Remarks:		

FIRE SYSTEM CAUSE & EFFECT TEST						
FORM # EMCOR-FOS-CET-25					Continuation Page 2	
Ref:	Action and Response	Completed Satisfactorily		Completed Unsatisfactorily		Action Required & Date
<b>1.0</b>	<b>Smoke Headers / Detectors</b> Select a smoke head at random and simulate a fire situation by introducing fake smoke to the head					
1.1	Does the fire alarm sound within the area?	Yes		No		
1.2	Does the BMS recognize the alert and report the correct area for the fire?	Yes		No		
1.3	Do the fire safety systems kick in, extract ductwork starts and fire dampers close?	Yes		No		
1.4	Fire doors held open on automatic door release's close?	Yes		No		
1.5	Lifts return to ground floor	Yes		No		
1.6	Do the sounders meet the required DB level when activated	Yes		No		
<b>2.0</b>	<b>Emergency Lighting and Escape Routes</b> Switch off the breakers in the circuit board that control the lighting to the area and inspect the operation of the emergency lights. This test should be carried out without the assistance of natural light / daylight					
2.1	Do emergency lights remain illuminated using battery power?	Yes		No		
2.2	Are the emergency lights correctly positioned to illuminate the escape routes:	Yes		No		
2.3	Do the lights provide a sufficient level of illumination?	Yes		No		
2.4	Are the green Running Man signs correctly positioned and do they provide accurate guidance to the fire escape staircases?	Yes		No		
2.5	Do the Running Man signs remain illuminated when the power is switched off?	Yes		No		

<b>AIR BALANCING</b>		
<b>FORM # EMCOR-FOS-AB-26</b>		
<b><i>Contractor to perform HVAC Testing, Adjusting &amp; Balancing</i></b>		
<ol style="list-style-type: none"> <li>1. Contractor to provide 4 days advance notice to EMCOR prior to conducting the test</li> <li>2. TAB should be witnessed &amp; signed by Tenant's consultant &amp; EMCOR</li> <li>3. TAB should be carried out by using calibrated instruments</li> <li>4. Air measurement should be taken by Flow Hood Meters</li> <li>5. TAB sheets should be attached with this Form</li> </ol>		
<b>CONTRACT INFORMATION</b>		
Tenant Name:		Floor / Unit #
Location: <input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall		
Name of the Consultant:		
Person In-charge:		Mobile:
Name of the Contractor:		
Person In-charge:		Mobile:
<b>Contractor's Request</b>		
<b><i>Date Requested for Witnessing:</i></b>		
<b>Name:</b>	<b>Date:</b>	<b>Signature</b>
<b>REMARKS</b>		
<b>Name:</b>	<b>Date:</b>	<b>Signature</b>
<b>WITNESSED BY EMCOR</b>		
<b>REMARKS</b>		
<b>Name:</b>	<b>Date:</b>	<b>Signature</b>



<b>OCCUPANCY CERTIFICATE</b>		
<b>FORM # EMCOR-FOS-OCU-27</b>		
<i>Issued to</i>		
Tenant Name:	Floor / Unit #	
Location:	<input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Name of the Consultant:		
Name of the Contractor:		
<i>Important Notes</i>		
<ul style="list-style-type: none"> <li>This is not fit –out Completion Certificate</li> <li>The following Completion are mandatory prior to issue of Occupancy Certificate</li> </ul>		
<b>Completion</b>	<b>Yes</b>	<b>No</b>
Civil Defense Inspection & Approval Certificate		
EMCOR Final Inspection ( <b>FORM # EMCOR-FOS-IN-11</b> )		
Fire Alarm Cause & Effect Test ( <b>FORM # EMCOR-FOS-CET-25</b> )		
Post Fit-out work Meter Readings ( <b>FORM # EMCOR-FOS-F-05</b> )		
Sprinkler System Re-charge ( <b>FORM # EMCOR-FOS-FA-10</b> )		
HVAC Testing Adjusting & Balancing Report ( <b>FORM # EMCOR-FOS-AB-26</b> )		
<b>ISSUED BY EMCOR</b>		
<p>Upon successful completion of the above requirements by Your appointed Fit-Out Agent / Consultant / Contractor, EMCOR issues you this Occupancy Certificate</p>		
Name:	Date:	
Signature	Company Seal:	

<b>FIT-OUT COMPLETION CERTIFICATE</b>		
<b>FORM # EMCOR-FOS-COMP-28</b>		
<i>Issued to</i>		
Tenant Name:	Floor / Unit #	
Location:	<input type="checkbox"/> East Tower <input type="checkbox"/> West Tower <input type="checkbox"/> Harbour Mall	
Name of the Consultant:		
Name of the Contractor:		
<i>Important Notes</i>		
<ul style="list-style-type: none"> <li>The Contractor / consultant to Attend &amp; Rectify the Post Occupancy Snags by the Tenant within 90 days</li> <li>The following documents to be submitted prior to Issue of Fit –out Completion Certificate</li> </ul>		
<b>Documents to be Submitted</b>		
	<b>Yes</b>	<b>No</b>
Tenant's Acceptance Letter		
Damages to Landlords Property during the Fit-out Process (if any) has been rectified		
Defective work / Non compliance with Approved Design have been rectified		
One set of As-Built drawings hard & soft copy		
<b>ISSUED BY EMCOR</b>		
<p>Upon submitting the above documents by your appointed fit-out Agent / Consultant / Contractor, EMCOR states that the Fit-out process has been completed and issues this Fit-out Completion Certificate.</p>		
Name:          Signature	Date:          Company Seal:	



# HOT WORK PERMIT

BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE;  
MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE.

**This Hot Work Permit is required for any temporary operations involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Welding, Grinding, Soldering, Pipe Thawing, Torch Applied Roofing and Welding. (This form is only a work permit and not a technical or professional release. The contractor is fully responsible for his work)**

INSTRUCTIONS	REQUIRED PRECAUTIONS CHECKLIST						
<p><b>Verify Precautions listed at right (or do not proceed with the work)</b></p> <p>Hot Work Being Done By:</p> <p><input type="checkbox"/> Contractor.....</p> <p><input type="checkbox"/> Contact No.....</p> <p>Name of Person Doing Hot Work</p> <p>Description of Job</p> <p>Any Special Power Requirement.</p> <p>Name of tenant, Floor &amp; Unit #</p> <p>Date <span style="margin-left: 100px;">Job No.</span></p> <p>I VERIFY THE ABOVE LOCATION HAS BEEN EXAMINED AND ALL NECESSARY PRECAUTIONS AS LISTED RIGHT HAVE BEEN TAKEN TO PREVENT FIRE AND PERMISSION IS AUTHORIZED FOR THIS WORK.</p> <p>SIGNED (Subcontractor) In charge</p> <p>PRINT NAME.....</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black;">Date</td> <td style="width:33%; border: 1px solid black;">Start Time</td> <td style="width:33%; border: 1px solid black;">Finish Time</td> </tr> </table> <p style="text-align: center;"><b>Fire Watch</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black;">Fire Watch Start Time</td> <td style="width:33%; border: 1px solid black;">Fire Watch Complete Time (+1hr min)</td> <td style="width:33%; border: 1px solid black;">Signed</td> </tr> </table> <p><b>In case of emergency contact: EMCOR Facilities Services – Helpdesk at # 17102950</b></p> <p><b>Approved by.</b></p> <p><b>Technical Services Manager</b> EMCOR FACILITIES SERVICES - Bahrain WLL</p> <p><b>To: Security Supervisor Sub-Contract Security Services</b> Please allow contractors to proceed With The work against above permit. Thank You</p> <p><b>Security and HSE Manager</b> EMCOR FACILITIES SERVICES - Bahrain WLL</p>	Date	Start Time	Finish Time	Fire Watch Start Time	Fire Watch Complete Time (+1hr min)	Signed	<p><input type="checkbox"/> Available sprinklers, hose reels and portable Extinguishers are in service and operational.</p> <p><input type="checkbox"/> Hot Work equipment is in good repair.</p> <p><b>Requirement within 35ft (10 m) of work</b></p> <p><input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed?</p> <p><input type="checkbox"/> Explosive atmosphere in area eliminated?</p> <p><input type="checkbox"/> Floors swept clean?</p> <p><input type="checkbox"/> Combustible floors swept down, covered with damp Sand or fire resistive sheets?</p> <p><input type="checkbox"/> Removed all other combustibles where possible. Otherwise covered with fire resistive sheets?</p> <p><input type="checkbox"/> All wall and floor openings are covered?</p> <p><input type="checkbox"/> Fire resistive sheets suspended beneath work?</p> <p><b>Work on Walls or Ceilings</b></p> <p><input type="checkbox"/> construction is non-combustible and without Combustible insulations?</p> <p><input type="checkbox"/> Combustibles on other side of wall have been removed?</p> <p><b>Work on enclosed equipment</b></p> <p><input type="checkbox"/> Enclosed Equipment cleaned of all combustibles?</p> <p><input type="checkbox"/> Containers purged of flammable liquids or vapors?</p> <p><b>Fire watch/Hot Work area monitoring</b></p> <p><input type="checkbox"/> Fire watch will be provided during and for 60 minutes After work, including any coffee or lunch breaks?</p> <p><input type="checkbox"/> Fire watch is equipped with suitable extinguishers?</p> <p><input type="checkbox"/> Fire watch is trained in use of this equipment and in Sounding the fire alarm?</p> <p><input type="checkbox"/> Is extra fire watch required or needed for adjoining Areas, above and below?</p> <p><input type="checkbox"/> Is Hot Work area periodically monitored for 4 hours after the work is completed to prevent smoldering fires.</p> <p><b>Other precaution Taken</b></p> <p><input type="checkbox"/> Confined space entry permit required.</p> <p><input type="checkbox"/> Is area protected with smoke or heat detection?</p> <p><input type="checkbox"/> Ample ventilation to remove smoke/Vapor from work area.</p> <p><input type="checkbox"/> Lockout/ragout required.</p> <p style="text-align: center;"><b>THIS PERMIT IS VALID ONLY FOR ONE DAY!</b></p>
Date	Start Time	Finish Time					
Fire Watch Start Time	Fire Watch Complete Time (+1hr min)	Signed					

**Note: After the completion of work please return this permit back to our Office with the signature (with date) from security on duty in that area.**