

APPENDIX C

SCOPE OF REPAIR AND MAINTENANCE

CIVIL & STRUCTURAL

No.	Description (CIVIL & STRUCTURAL)	Landlord Responsible	Tenant Responsible	Remarks
1	Checks and repairs on Warehouse/Factory Roof Steel Structure	√		
2	Checks and repairs on general roofing system and rainwater goods	√		
3	Clearing of rubbish, leaves, debris, etc. in and along roof gutters		√	
4	Checks on sub-surface drainage system	√		
a	Cost of repairs and replacement of parts & components	√		
5	Checks and cleaning of surface drainage system		√	
a	Cost of repairs and replacement of consumable parts & components such as manhole covers, damaged or missing metal grilles		√	
6	Checks on all driveways against cracks and potholes due to normal wear and tear		√	
a	Costs of repairs to cracks and potholes due to normal wear and tear		√	
b	Costs of repairs to cracks and potholes due to structural or defective workmanship	√		
7	Checks on access driveway, basement, parking lots, loading and unloading bays		√	
a	Costs of repairs due to cracks and potholes due to normal wear and tear		√	
b	Costs of repairs due to cracks and potholes due to structural or defective workmanship	√		
8	Checks on warehouse floor against cracks and potholes		√	
a	Costs of repairs due to structural or defective workmanship	√		
b	Costs of repairs due to normal wear and tear		√	
9	Repairs of building wall cracks and holes			
a	Due to structural, defective workmanship and soil settlement	√		
b	Due to tenant's negligence		√	

EXTERNAL SERVICES

No.	Description (EXTERNAL SERVICES)	Landlord Responsible	Tenant Responsible	Remarks
1	Upkeeping of stainless steel railings and flagposts		√	
a	Costs of cleaning and polishing (if required)		√	
b	Costs of replacing flag ropes, flags, etc.		√	
2	Hard & Soft Landscaping			
a	Weeding, pruning & trimming of trees, shrubs & plants		√	

No.	Description (EXTERNAL SERVICES)	Landlord Responsible	Tenant Responsible	Remarks
b	Soil loosening, fertilizing & grass cutting		√	
c	Insecticide and disease control (where necessary)		√	
3	Cleaning			
a	Daily sweeping and general upkeep of compound, internal roads, driveways, loading and unloading areas, gazebo, truckers waiting area, toilets, etc.		√	
4	Repainting			
a	Repainting of perimeter fencing wall (once every 5 years)	√		
b	Repainting of external walls (once every 5 years)	√		

MECHANICAL & ELECTRICAL

No.	Description (MECHANICAL & ELECTRICAL)	Landlord Responsible	Tenant Responsible	Remarks
1	Cold water & Sanitary Plumbing Services			
a	Checks and repairs on sanitary plumbing and cold water piping systems incl. pipes and pumps	√		
b	Checks on sanitary wares and fitting conditions		√	
c	Daily cleaning and general upkeep of all basins, WCs, sewer line, cold and sanitary piping system		√	
d	Unclogging of all basins, WCs, sewer line, cold and sewer line blockages, cold and sanitary piping system due to tenant's mishandling (upon request)		√	
e	Costs of supply and replacement of consumable parts and components due to normal wear and tear such as water taps, bidets, toilet roll holders, ball floats, toilet levers, etc.		√	
f	Costs of supply and replacement of major fittings or accessories due to normal wear and tear such as water basins, WCs, urinals, toilet partitions	√		
g	Repairs and costs of supply and replacement of all parts or components due to mishandling by tenant or gone missing		√	
2	Electrical System			
i)	Main Distribution and Sub-Distribution Boards			
a	Checks and maintenance of main and sub DBs by charginan		√	
b	Day to day checks and to attend to power failure, tripping and malfunctions		√	
c	Checks and to attend to major power failure, tripping and malfunctions due to electrical system design problems	√		

No.	Description (MECHANICAL & ELECTRICAL)	Landlord Responsible	Tenant Responsible	Remarks
d	Costs of supply and replacement of parts and components such as capacitor bank, MCB, heavy duty exhaust fans, etc. due to normal wear and tear		√	
e	Re-calibration of LV room		√	
ii)	Generator Set			
a	Checks on engine, pump, battery, filter and other mechanical parts incl oiling, replacement of parts and components due to normal wear and tear		√	
b	Monthly firing up of gen-set		√	
c	To check, refill and top up of diesel, battery water when necessary		√	
d	Calibration of gen-set M & E system once every 2 years		√	
e	Yearly renewal of ST licence		√	
iii)	Internal & External Light Fittings			
a	Checks and replacement of all light bulbs and switches in office, warehouse and external areas incl high bay lights, street lights and signage lights (incl. hiring of skylifts, forklifts or plant & equipment to carry out replacements)		√	
b	Costs of supply and replacement of light fittings such as louvres, ballasts, ignitors due to normal wear and tear (inc. hiring of skylifts, forklifts or plant & equipment to carry out replacements)	√		
c	Costs of supply and replacement of all parts and components due to mishandling by tenant or gone missing		√	
iv)	Dock Levellers			
a	Checks, servicing and greasing of hydraulic pumps as well as other parts and components		√	
b	Costs of supply and replacement of pumps, hoses, platform, side plate, consumable parts and components due to normal wear and tear		√	
c	Costs to rectify and make good of oil leakage, platform, side plate due to mishandling by tenant and lack of service maintenance		√	
d	Repainting of platform		√	
3	Roller Shutters			
a	Checks, servicing and greasing of roller shutter guide rails and slats condition due to normal wear and tear		√	
b	Costs of supply and replacement of motor, protection barriers, parts and components due to normal wear and tear	√		
c	Costs of supply and replacement of all parts and components such as motor, Shutter leaves, guard rails, shaft casing due to mishandling by tenant, gone missing or lack of service maintenance		√	

No.	Description (MECHANICAL & ELECTRICAL)	Landlord Responsible	Tenant Responsible	Remarks
4	Passenger Lift			
a	Checks and servicing by registered/licensed service vendors of the doors together with replacement of parts and components due to normal wear and tear		√	
b	Checks on lift motor room incl M & E components		√	
c	Costs of supply and replacement of interior finishes due to normal wear and tear	√		
d	Costs of supply and replacement of consumable parts and components due to normal wear and tear		√	
e	Costs of supply and replacement of all parts and components due to mishandling by tenant or gone missing		√	
f	Costs of rectification and making good of lift due to mishandling by tenant and as advised by service vendor.		√	
g	Renewal of annual JKKP licence		√	
5	Fire Fighting System			
a	Checks and servicing of fire pumps, hydrant systems, hose reel systems, sprinkler systems, CO2 cylinders, fire alarms, heat & smoke detection system, and general maintenance of the system by registered/licensed service vendor		√	
b	Yearly inspection, replacement and renewal of portable fire extinguisher and CO2 cylinder licences		√	
c	Monthly checks on fire tank conditions		√	
d	Monthly checks and recording of bulk meter reading		√	
e	Costs of supply and replacement of consumable parts and components due to normal wear and tear such as batteries, alarm gong, hose reels, etc.		√	
f	Costs of supply and replacement of all parts and components due to mishandling by tenant or gone missing		√	
g	Checks and attend fire pumps, hydrant systems, hose reel system, sprinkler systems, CO2 cylinders, fire alarms, heat & smoke detection system malfunctions		√	
h	Application and renewal of annual fire certs		√	
6	Sewerage Treatment Plant			
a	Regular cleaning of the STP external area		√	
b	Checks and servicing of plant and equipment		√	
c	Costs of supply and replacement of all parts and components due to normal wear and tear	√		
d	Costs of supply and replacement of all parts and components due to		√	

No.	Description (MECHANICAL & ELECTRICAL)	Landlord Responsible	Tenant Responsible	Remarks
	mishandling by tenant or gone missing			
7	Main Entrance Gates/Boom Gates/Reception Automatic Doors			
a	Checks on gate motor condition and servicing of mechanical parts		√	
b	Checks on rail tracks and cleaning/clearing of rubbish		√	
c	Costs of supply and replacement of parts and components such as PC Boards, sensors and other consumables due to normal wear and tear		√	
d	Costs of supply and replacement of major parts and components due to normal wear and tear	√		
e	Costs of supply and replacement of all parts and components due to mishandling by tenant or gone missing or lack of service maintenance		√	

ARCHITECTURAL

No.	Description (ARCHITECTURAL)	Landlord Responsible	Tenant Responsible	Remarks
1	Windows			
a	Daily cleaning and general upkeep		√	
b	Costs of replacing window latches and seals due to normal wear and tear		√	
c	Costs of supply and replacement of windows and window frames due to normal wear and tear	√		
d	Costs of supply and replacement of all parts and components due to mishandling by tenant or gone missing		√	
2	Doors			
a	Daily cleaning and general upkeep incl applying oil to hinges and locksets		√	
b	Costs of supply and replacement of door knobs, locks and door closers due to normal wear and tear		√	
c	Costs of supply and replacement of doors and door frames due to normal wear and tear	√		
d	Costs of supply and replacement of all parts and components due to mishandling by tenant or gone missing		√	
3	Cleaning			
a	Daily cleaning, sweeping and washing of all internal surfaces, electric switches, floors and walls, fixtures and fittings whether provided by landlord or tenant		√	

IF

No.	Description (ARCHITECTURAL)	Landlord Responsible	Tenant Responsible	Remarks
4	Internal Walls			
a	Costs of repainting of all internal walls		√	
5	Floors			
a	Costs of supply and replacement of carpets due to normal wear and tear		√	
b	Costs of cleaning, polishing or waxing of floors		√	
c	Costs of supply and replacement of floor tiles due to defects or poor workmanship	√		
d	Costs of supply and replacement of epoxy flooring at battery charging area due to normal wear and tear		√	
6	Ceilings			
a	Regular cleaning of ceiling boards and plaster ceilings		√	
b	Costs of supply and replacement of ceiling boards and plaster ceiling due to normal wear and tear		√	
c	Costs of supply and replacement of ceiling boards and plaster ceilings due to damage from clogging of pipes		√	
d	Costs of supply and replacement of ceiling boards and plaster ceilings due to damage from defective pipes/structural defects	√		

OTHER SERVICES

No.	Description (OTHER SERVICES)	Landlord Responsible	Tenant Responsible	Remarks
1	Pests control against ants, rodents, cockroaches, termites, bees, etc		√	