

HOUSE RULES AND CONTRACTOR'S RESPONSIBILITIES

(1 January 2025)

All contractors carrying out works in NUS are to note and comply strictly with the house rules and requirements contain herein.

NUS reserves the right to stop work or to impose such administration charges as described in the HouseRules and Contractor's Responsibilities on contractors found in breach of the said rules and conditions.

'Employer' or 'NUS' means National University of Singapore, and includes any officer, employee, agent or person authorized by the Employer to act on its behalf.

The term 'Contractor' shall mean the person or firm whose offer for work has been accepted by NUS and include the contractor's workmen, sub-contractors, suppliers and agents.

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1. SITE ADMINISTRATION

- 1.1 Official working hours for NUS:
Monday ~ Thursday 8:30am – 6:00pm
Friday 8:30am – 5:30pm
Saturday, Sunday & Public Holiday Off
- 1.2 The Contractor shall provide its own power supply from portable low noise generator set (less than 2 years of service and 30dBA at 5m away from generator set). The contractor shall not tap power from NUS sources unless otherwise approved by NUS. The installation must be certified by a Licensed Electrical Worker (according to the prevailing statutory requirements), and a copy of LEW license with its contact number must be displayed at the generator site.
- 1.3 The Contractor shall provide and maintain its own temporary water supply and distribution system. The temporary water supply shall be tapped from the PUB mains and installation shall comply with the requirements of Public Utilities Board. The contractor shall not tap water supply from NUS source unless otherwise approved by NUS.
- 1.4 The Contractor shall seek the Employer's permission through Superintending Officer to use NUS's water supply temporarily if there is a delay in supply from PUB. The contractor shall provide and install a water meter (for billing purposes) in the presence of the Employer's representative.

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- 1.5 The Contractor shall submit a Site Organization Chart and an Emergency Response Plan with full information e.g. names, designations, contact numbers, etc. of its key project staff to the Employer and Superintending Officer.
- 1.6 The Contractor shall submit the name lists (together with the work permit details – only last 4 digits of the work permit number shall be provided, e.g., *****7777) of its workers and that of its sub-contractors' to Superintending Officer.
- 1.7 The Contractor shall adhere strictly to the site possession procedure stipulated by the Employer. The **Form/AE10/02** (Handover of Premises to Contractor for Renovation Works) must be duly filled in and submitted to the Employer during the handover meeting.

2. SITE HOARDING

- 2.1 The Contractor shall provide proper hoarding in accordance with the requirements of the Building Control Regulations and sufficient safety barricades to cordon off the site. Adequate signage should also provide information of the project, duration and person-in-charge with contact number.
- 2.2 Contractor shall ensure site hoarding is maintain in good condition to prevent unauthorized entry to the completed premises.
- 2.3 Upon completion of project, Contractor shall seek approval from SO or the Employer prior to removal of site hoarding and the work shall be supervised by RE or RTO or the Employer representative.

3. PROJECT SIGNAGE AND WARNING SIGNS

- 3.1 Signboard in the format approved by BCA for construction site shall be erected before any commencement of work on site. This is to ensure the campus community is made aware of the work which may have an impact to their work/environment.
- 3.2 The Contractor shall provide LTA standard traffic and directional signs, barriers, warning lamps, rubber cones, etc., to guide and inform the campus community and/or public that the work area is closed or partially closed to all traffic (vehicular as well as pedestrians).
- 3.3 The Contractor shall provide proper and clear demarcation for pedestrian movement, including provision of protective barricades where relevant.
- 3.4 The Contractor shall provide safety signs at the work site in accordance with the latest specifications for Graphic Symbols under the Singapore Standard.

4. APPROVAL REQUIRED FROM THE EMPLOYER

- 4.1 The Contractor shall note that no agreement for works shall be made directly between contractor and end-users without Employer/Superintending Officer's agreement. Consultants will not accept any proposed materials submitted by Contractor without Employer/Superintending Officer's approval.

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- 4.2 The Contractor shall seek Employer's approval through Superintending Officer for proposed locations of contractor's site office, temporary toilets, electrical generator, rest area, storage area, bulk bin, etc.
- 4.3 Use of NUS toilet is subjected to the Employer's approval. If applicable, temporary toilet and washing basin shall be provided by the Contractor at approved designated area at his own expense.
- 4.4 An administration charge of \$100 per head per violation for illegal usage of NUS toilets shall be imposed. If NUS toilet has been assigned by the Employer for workers, Contractor is to ensure that the cleanliness of the toilet is maintained to the satisfaction of the Employer.
- 4.5 The Contractor shall seek the Employer's approval for isolation of existing services. The Contractor is to submit **Form/AE02/02** (Application for the Isolation of Power Supply/Fire Alarm/Water Supply/Hot Work) with method statements and drawings through the Superintending Officer to the Employer, giving 7 days' advance notice before work begins. No immediate termination of cables and services will be allowed. Work is to be carried out only after receiving approval from the Employer.
- 4.6 The Contractor shall seek the Employer's approval for use of existing lifts for transporting of materials. Contractor is to submit **Form/AE01/02** (Application for the Use of Lift) together with photographs of lift conditions, giving 7 days' advance notice before work begins. Contractor should liaise with the Employer for a site inspection of the lift before commencement of work.
- 4.7 The Contractor shall seek the Employer's approval before dismantling existing ceiling of corridors and common areas. Contractor is to submit **Form/AE03/02** (Request to Dismantle Dampa Ceiling/Dig Trenches) together with method statements and drawings, giving 7 days' advance notice before work begins. Work to be carried out only after receiving approval from the Employer.

5. SECURITY AND CONTROL

- 5.1 No worker is permitted to stay overnight on site or on any other part of the campus unless prior approval is given by the Employer on a case by case basis.
- 5.2 Workers are not allowed to consume food/drinks in the canteen but shall appoint a decently dressed representative to purchase food/drinks for the contractor according to the following time slot:

a) Tea break 9:00am - 9:30am & 2:30pm - 3:00pm

b) Lunch 10:00am - 11:30am

c) Dinner 5:00pm - 6:30pm

Spot checks will be conducted and an administration charge of S\$100 per violation shall be imposed on the Contractor.

- 5.3 The Contractor shall provide sufficient lighting at the work area. Contractor should display warning signs in compliance with the Singapore Standard, at strategic points around the periphery of the Site where trespassing is likely to occur. Warning lights should be placed at similar positions at night to serve as a warning to the public that the works is in progress.

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- 5.4 Where specified or necessary, the Contractor shall deploy its own security guards on site and the cost shall be deemed to be included in the contract. The Contractor is to submit the number of security guards required with names, work permit numbers (only last 4 digits of the work permit number shall be provided, e.g., *****7777), contact numbers, person-in-charge to contact in case of emergency to the Employer.
- 5.5 All workers shall put on identification passes and uniforms bearing Contractor's name for easy identification. It is the Contractor's responsibility to ensure that its workers and sub- contractors are valid work permit holders.
- 5.6 Illegal/unauthorized worker shall be handed over to police/NUS security immediately. If workers are caught without security passes or/and company T-shirts, an administration charge of S\$200 per instance shall be imposed on the Contractor.

6. SITE SAFETY

- 6.1 The Contractor shall maintain an effective safety program in compliance with the relevant legal and work head registration requirements as well as the NUS and project safety specifications.
- 6.2 The Contractor shall inform the Employer/Superintending Officer of the appointed Workplace Safety and Health personnel who must enforce site safety, conduct regular site safety checks ensure proper safety documentation. The Employer will conduct spot checks on all NUS projects. The Contractor shall ensure that all works are carried out in compliance with all relevant legal requirements.
- 6.3 All temporary lightings and wiring should not be left dangling in the middle of passageways.
- 6.4 All materials shall be properly stored with adequate safety provisions.
- 6.5 The Contractor shall ensure that fire extinguishers are provided at strategic points on site in compliance with the Fire Code.
- 6.6 For hot works to be carried out in Employer's premises, contractor shall obtain permit from the Employer using **Form/AE02/02** (Application for the Isolation of Power Supply/Fire Alarm/Water Supply/Hot Work) prior to commencement of such works. Fire extinguishers and fire watchmen must be on standby whenever hot works are being carried out.
- 6.7 In the event of any outbreak of epidemic in NUS or Singapore e.g. SARS & COVID outbreak, The Contractor shall record the temperature of all workers twice daily (9am and 2pm) and maintain a temperature logbook. The contractor shall comply with the Authorities' latest Safe Management Measures.
- 6.8 The Contractor shall liaise with the Employer Representative to submit the following reports in soft copy to the Employer, when required:
- a) Two Daily Situational Reports (of morning and afternoon temperature checks)
 - b) Health Declaration Form
 - c) Daily Temperature Record

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7. PROTECTION OF UNIVERSITY PROPERTY AND MINIMAL INCONVENIENCE TO UNIVERSITY COMMUNITY

- 7.1. The Contractor shall submit to the Employer and obtain approval for the flow of their construction vehicles and delivery trucks or vehicles in and out of the construction site in the campus within 7 days upon award of contract or before commencement of any work on site whichever is the earlier. An administration charge of \$500 will be imposed for any incidence of non-compliance with the approved routing.
- 7.2. No delivery of materials shall be made during peak hours:
- Monday to Friday:
8:00am - 9:00am
12:30pm - 2:30pm
5:00pm - 6:30pm
- Saturday:
8:00am - 9:00am
12:30pm - 1:30pm
- 7.3 The Contractor shall inform the Employer of the heavy and long vehicles that will be passing through any University car park barrier. The Contractor shall work with the Employer to take necessary action for the vehicle's access. If the Contractor's vehicle causes any damage or loss to the University property, the Contractor shall pay for all damages and reinstatement works.
- 7.4 The Contractor shall thoroughly check the access route and pay attention to width of road and height clearance of building (if applicable) and overhead bridges when transporting heavy crane/equipment.
- 7.5 The Contractor shall take measures to ensure the safety of pedestrians and other vehicles, and prevent damage to existing roads, footpaths, lamp posts, overhead bridges, etc., by vehicles of the Contractor.
- 7.6 Safety measures and proper barricade shall be put in place when hoisting equipment and material in public space. The contractor shall inform and submit a copy of the lifting and traffic management plan to the Employer/Superintending Officer/end-user at least seven days before such activities commence.
- 7.7 Where relevant, the Contractor shall take proper care and provide adequate and suitable protection to all existing properties, floor finishes and existing lifts (when prior approval to use has been obtained). Reinstatement of any damaged properties shall be fully borne by Contractor.
- 7.8 The Contractor shall look out for existing services by way of pipe/cable detection and provide suitable protection where necessary. Standing supervision by the Contractor is necessary for all the excavation works.
- 7.9 The Contractor shall inform the Employer prior to any hacking works at least seven (7) days in advance.
- 7.10 Precautionary measures, to the satisfaction of the Employer, shall be taken to reduce vibration and noise when carrying out hacking work.

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7.11 The Contractor shall ensure that there is no tripping of electrical supply or disruption of services. The Contractor shall pay an administration charge of \$500 per incident for tripping of power supply and \$400 per incident for tripping of fire alarm in addition to compensation to any damages caused. Administration charge of \$5,000 per incident shall be imposed for tripping of power supply to the wire centre.

7.12 The Contractor shall ensure that workers do not sleep or lie on the benches or corridors at NUS common areas.

8. HOUSEKEEPING

8.1 Good housekeeping and vector control shall be maintained on site and surrounding area.

8.2 No empty container or receptacle capable of collecting water and forming breeding places for mosquitoes shall be left in the open. Contractor shall take all necessary steps to prevent the breeding of mosquitoes in the areas handed over to him during the construction period.

9. DECORUM

9.1 NUS is a smoke free campus. The Contractor shall ensure that workers do not smoke on campus.

9.2 Workers who conduct or behave towards staff/students in a disrespectful manner will be removed from the worksite immediately.

10. POLLUTION CONTROL

10.1 During NUS examination period the contractor shall cease all noisy works which result in noise level inside the examination hall that is of unacceptable level for students to sit for their examination.

10.2 Contractor is to ensure the pollution control of the construction/renovation works meet the regulatory requirements.

10.3 Contractor is to report any Asbestos or hazardous materials found on Campus to the Employer/Superintending Officer immediately. The contractor shall comply with all regulatory requirements in the removal of such materials.

10.4 Contractor not allowed to discharge any trade effluent or silt into the NUS sewerage or drainage. For contractors engaging in earthworks, earth control measures shall be designed by PUB approved QECP and submitted to the relevant PUB department to ensure effective silt discharge control on site.

11. DEFECT LIABILITY

11.1 All identified defects recorded at the pre-handing over inspection with Superintending Officer must be rectified before the actual hand-over date. Superintending Officer will arrange for an actual hand-over with the user, Representative of CAM PM Section and Representative of AE on the actual hand-over date, Superintending Officer/Site Supervisors will note all comments by user, Representative of CAM PM Section and Representative of AE. Superintending Officer will compile a defect list for all trades which will be sent to user, Representative of CAM PM Section and Representative of AE.

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11.2 All defects shall be rectified according to the defect list as soon as possible. Contractor must attend all monthly Defect Liability Progress Meetings and report the defects that have been rectified. The defects list must be endorsed by Superintending Officer and Representative of AE after rectification of defects.

12. AS-BUILT DRAWINGS / WARRANTIES SUBMISSION

12.1 The following items shall be submitted through Superintending Officer within 2 months after issuance of the Substantial Completion Certificate:

12.1.1 As-built drawings with Qualified Person endorsement

12.1.2 List of all materials/equipment used in the project

12.1.3 Relevant warranty of works

12.1.4 Relevant original certificates/plans from building authorities

12.1.5 Comprehensive Operation and Maintenance Manual with CDs

12.1.6 Manual and Data Sheets for all Mechanical and Electrical services incorporated in the works

12.2 The above items in 12.1.1 to 12.1.6 to be submitted in the following format:

12.2.1 Four (4) sets hardcopy and six (6) sets soft copy in CD ROM prepared in AutoCAD (latest prevailing versions), PDF format and BIM. Each CD ROM to be labeled and attached with drawing list in excel format. Soft copy cad files are to be compliant with layers and URA standards.

The standards mentioned here are referred to, but not limited to, the material symbols, the layer (Level) naming/numbering system, the color and pen width (weight) assignment and the line type assignment, etc.

The digital drawings shall be prepared based on the following requirements

- Each CAD file shall contain 1 title block;
- All information should be captured within the title block;
- No external reference files shall be attached but bounded with drawing file;
- No raster image shall be attached to CAD files;
- Keep hatch pattern to minimal;
- No proprietary fonts shall be used;
- No hidden CAD layers should be included;
- 'Last saved view' should cover the title block and information within;
- Include PDF and BIM drawing for each of CAD file submitted;
- For addition and alteration works, use the following colors for representation

Proposed/Additional Works	- Magenta (6)
Existing/Approved Works	- Cyan (4)
Deleted Elements	- Yellow (2)

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The as-built drawings shall be dated, bear the signature of the Contractor or that of a responsible person under his employment together with the names and address of his firm, date, scale, drawing number and title. In addition, the following particulars shall be written above the Main Contractor/Sub-Contractor's name:-

Owner : National University of Singapore

Architect :

M&E
Engineer :

C&S
Engineer :

12.2.2 Hard copy (4 sets) of all drawings (paper size in A series) to be folded and filed in a ring file using clear refills and attached with drawing list in excel format.

12.3 All as-built drawings shall be accompanied with a detailed drawing list, indicating the project title/reference, type of service, drawing title, drawing number and computer file name.

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ACKNOWLEDGEMENT BY CONTRACTOR

Contract Title:

We acknowledge receipt of a copy of NUS House Rules and Contractor's Responsibilities. We understand the requirements and conditions stated therein and undertake to abide by these rules when working in the National University of Singapore.

Signature:		Company Name:	
Name:		Address:	
Designation:		Date:	

Witnessed by Consultant

Signature:		Company Name:	
Name:		Address:	
Designation:		Date:	

Witnessed by Employer

Signature:		Company Name:	
Name:		Address:	
Designation:		Date:	

HOUSE RULES AND CONTRACTOR'S RESPONSIBILITIES**(1 January 2025)****Campus Asset Management (Asset Enhancement)****Form/AE01/02****Application for the Use of Lift**

To: Campus Asset Management, Asset Enhancement (Attn: Zone Facility Manager, Zone _____)

- The contractor is required to:
1. Submit application form, photographs of lift condition **7 days** in advance, before the commencement of the work.
 2. Use canvas for protection of lift car interior / plywood protection for lift car floor and landing door jam.
 3. Erect signages, stating: Project title, name of contractor, name of coordinator, contact numbers and duration of work.
 4. Clean lift car and car door seal **minimum 2 times a day**.

Description of work: _____

Location of work: _____

Duration of work (date / time): _____

Project Coordinator's Particulars (must be NUS staff)

Name	
Contact Number	
Email	
Company / Department	
Designation	

Contractor's Particulars

Name	
Contact Number	
Email	
Company / Department	
Designation	

For Zone Facility Manager use Application approved Application rejectedPlease liaise with the **Zone Facility Manager, AE** for a site inspection **before** commencement of work._____
Zone Facility Manager, AE_____
Date**Joint Inspection Report** It is hereby certified that the reinstatement works have been completed to our satisfaction. The reinstatement works have been completed with the following comment(s):
 _____ Not satisfactory, to arrange another date of inspection: __________
Zone SpA, AE / Date_____
Contractor Rep / Date

HOUSE RULES AND CONTRACTOR'S RESPONSIBILITIES

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Campus Asset Management (Asset Enhancement)**Form/AE02/02****Application for High Impact Work**

To : Campus Asset Management, Asset Enhancement, Zone Facility Manager, Zone 1 / 2 / 3 / 4 / 7 / 8 / Infra / Engineering / EE*

- The contractor is required to:
1. Submit application form with all necessary supporting documents **10 working days before** work begins.
 2. Carry out work only **after receiving confirmation** from respective Zone Facilities Manager.
 3. Submit LEW's particulars for electrical works / Licensed Plumber's particulars for plumbing works
 4. Cease all hot works (e.g. welding, brazing etc.) **by 5.00pm daily** for normalization of fire alarm system.

Description of work : _____

Location of Work : _____

Duration of Work (date and time): _____

Coordinator's Particulars (must be NUS staff)

Name	
Contact Number	
E-mail	
Company / Department	
Designation	
Signature	

Contractor's Particulars

Name	
Contact Number	
E-mail	
Company / Department	
Designation	
Signature	

Licensed Electrical Worker / Licensed Plumber's Particulars (delete where appropriate)

Name	
Contact Number	
E-mail	
Company	

Type of Work/s (Tick as appropriate)

- A&A Works
 Work in Confined Space
 Demolition
 Electrical Works
 Hot Works
 Lifting Works
 Plumbing Works
 Road Works
 Work at Height
 Others: _____

Asbestos Management Checks (Tick as appropriate)

- a) Is the location of work in a building that may contain asbestos? Yes No
 If yes, go to b).
 If no, no further checks on asbestos needed.
- b) Does the work require any drilling, cutting, removal or any intrusive works on existing building materials? Yes No
 If yes, go to c).
 If no, no further checks on asbestos needed.
- c) Is there an asbestos survey report indicating asbestos is present? Yes No
 If yes, go to d)
 If no, no further checks on asbestos needed.
- d) Has an approved asbestos removal contractor removed the asbestos? Yes No
 If yes, no further checks on asbestos needed.
 If no, proposal is returned to applicant for review

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Campus Asset Management (Asset Enhancement)**Form/AE02/02****Requirements for Isolation (Tick as appropriate)**

Fire Alarm System Electrical Power Supply Water Supply Lift

* Applicant to inform on any safety impact due to the isolated system and what is provided to ensure safety.

Supporting Documents Submitted * (Tick as appropriate)

Risk Assessment Safe Work Procedure Company Permit to Work Method Statement

Work Schedule Site Management Plan Emergency Response Plan Relevant Training Cert / Licence

Workers List Traffic Management Plan Lifting Plan

Relevant Equipment Maintenance Records Relevant drawings / floor plans

* All documents must be endorsed by relevant NUS Project Coordinator, Contractor Manager / Supervisor & any other parties as required by authorities. See Appendix A for requirements.

For Zone Facility Manager use

Application approved Application rejected

The Zone representative will contact the requestor upon approval by the Zone Facilities Manager.

 Zone Facility Manager, AE

 Date

Joint Inspection Report

It is hereby certified that the reinstatement works have been completed to our satisfaction.

The reinstatement works have been completed with the following comment(s):

Not satisfactory, to arrange another date of inspection: _____

 Zone SpA, AE / Date

 Contractor Rep / Date

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Campus Asset Management (Asset Enhancement)

Form/AE02/02

APPENDIX A

Contractors submitting Application for High Impact Works are required to attach relevant supporting documents endorsed by relevant NUS Project Coordinator, Contractor Manager / Supervisor & any other parties as required by authorities. The supporting documents required must include, but not limited to, the items listed:

	Asbestos	A&A	Confined Space	Demolition	Electrical	¹ Hot Works	Lifting	Plumbing	Road Works	Work at Height	Others
Risk assessment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Safe work procedures	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mandatory permit to work	If required	If required	Y	If required	If required	Y	Y	If required	If required	Y	If required
Method statement (with PE endorsement if applicable)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Work schedule	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Site utilization plan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Emergency response plan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Relevant training cert/license	Y	If required	Y	If required	Y	Y	Y	Y	If required	Y	If required
Worker list (with cert if applicable)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Traffic management plan	If required	If required	If required	If required	If required	If required	Y	If required	Y	If required	If required
Relevant equipment maintenance requirements (MEWP etc.)	If required	If required	If required	If required	If required	If required	If required	If required	If required	If required	If required
Relevant drawings/floor plans/photos	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Any other job or site specific documents	If required	If required	If required	If required	If required	If required	If required	If required	If required	If required	If required

1: See Appendix B for requirement

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Campus Asset Management (Asset Enhancement)

Form/AE02/02

APPENDIX B

*HOT WORK PERMIT REQUIREMENTS				
S/NO:	DO NOT START THE HOT WORK UNTIL SECTION I TO II ARE DULY COMPLETED AND SIGNED BY THE RESPECTIVE PERSONNEL	RA Reference No. _____		
Location:	Date:		COMMENCEMENT Time:	
	Description of Work:		COMPLETION Date: Time:	
SECTION I: APPLICATION BY SUPERVISOR				Day 2
(1) Hot work equipment that will be used:				Date
(2) Last content in tanks/pipes that hot work will be done on:				Name
(3) Potential atmospheric hazards:				Signature
(4) Potential non-atmospheric hazards:				Day 3
(5) Control measures:				Date
General		Fire Watch		
<input type="checkbox"/> Cordon off or barricade work area <input type="checkbox"/> Provide warning sign. <input type="checkbox"/> Combustible materials within 10m of hot work are removed and any materials that cannot be removed are protected. <input type="checkbox"/> Identify and prohibit hot work on any concealed combustible construction within work area. <input type="checkbox"/> Hot work equipment in good condition. <input type="checkbox"/> Gas cutting cylinders installed with flashback arrestors. <input type="checkbox"/> Proper hose clips are used. <input type="checkbox"/> No incompatible work allowed during hot work. <input type="checkbox"/> No welding and cutting at height or separate work permit for WAH has been applied. <input type="checkbox"/> No radiation risk posed at the work area, or the necessary radiation precautions complying with Radiation Protection Act have been applied.		<input type="checkbox"/> Name of assigned fire watch: _____ <input type="checkbox"/> Contact no. of fire watch: _____ <input type="checkbox"/> Fire watch trained on the use of fire-fighting equipment. <input type="checkbox"/> Continuously present throughout the hot work and 1 hour following completion of hot work. <input type="checkbox"/> Intermittent monitoring of the area for 3 hours after completion of hot work <input type="checkbox"/> Others:		
Gas testing (if there is presence of atmospheric hazards)		Fire-fighting Equipment		
<input type="checkbox"/> % LEL measured : _____ (limit: <10% LEL) <input type="checkbox"/> % Oxygen measured: _____ (limit: 19.5% min; 23.5% max) <input type="checkbox"/> Others: _____		<input type="checkbox"/> Fire extinguisher <input type="checkbox"/> Fire blanket <input type="checkbox"/> Fire hose reel		
Other control measures:				Day 4
Name:	Signature:	Date:	Time:	
<i>NOTE: The necessary safety measures must be complied with before the application is handed over to the authorized manager.</i>				
SECTION II: APPROVAL BY AUTHORISED MANAGER				Day 5
I am satisfied that:				Date
(a) there has been a proper evaluation of the risks and hazards involved in carrying out the work;				Name
(b) the work was coordinated and there are no incompatible works which may pose risk to the safety and health of any other person that may be affected;				Signature
(c) all reasonably practicable measures will or have been taken to ensure the safety and health of persons at work or any other person that may be affected; and				Day 6
(d) all persons who will be performing the hot work are informed of the hazards associated with the work.				Date
<input type="checkbox"/> HOT WORK APPROVED		<input type="checkbox"/> HOT WORK REJECTED		
Name:	Signature:	Date:	Time:	
SECTION III: NOTIFICATION OF COMPLETION / TERMINATION OF WORK BY SUPERVISOR				Day 7
This permit has been terminated for the following reason:				Date
<input type="checkbox"/> Work Completed <input type="checkbox"/> Cancelled Date: _____ Time: _____ Remarks:				Name
Name:	Signature:	Date:	Time:	
				Signature

*: It is not compulsory for contractors to use this format. Contractors can use their own hot work permit forms but the requirements in the contractors' forms must at least equal the requirements stated here.

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Campus Asset Management (Asset Enhancement)

Form/AE03/02

Application to Dismantle Dampa Ceiling / Dig Trenches*

To: Campus Asset Management, Asset Enhancement (Attn: Zone Facility Manager, Zone _____)

 The contractor is required to:

1. Submit application form with method statement and drawings **7 days** before work begins.
2. Carry out work only after receiving confirmation from Zone SpA that the relevant services have been isolated.

 Description of work: _____

Location of work: _____

Duration of work (date / time): _____

Type of ceiling affected: Yellow / White * Aluminium Dampa strips

Project Coordinator's Particulars (must be NUS staff)

Name	
Contact Number	
Email	
Company / Department	
Designation	

Contractor's Particulars

Name	
Contact Number	
Email	
Company / Department	
Designation	

For Zone Facility Manager use
 Application approved

 Application rejected

 Please liaise with the **Zone Facility Manager, AE** for a site inspection **before** commencement of work.

 Zone Facility Manager, AE

 Date

Joint Inspection Report

 It is hereby certified that the reinstatement works have been completed to our satisfaction.

 The reinstatement works have been completed with the following comment(s):

 Not satisfactory, to arrange another date of inspection: _____

 Zone SpA, AE / Date

 Contractor Rep / Date

* Delete where appropriate

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Campus Asset Management (Asset Enhancement)

Form/AE10/02

<p><u>HANDOVER OF PREMISES TO CONTRACTOR FOR RENOVATION WORKS</u></p> <p>Our ref : (/ / /) Handover Date :</p> <p>Project :</p> <p>End-User : Faculty / Department</p> <p>Consultant : Contractor :</p> 	
<p>_____</p> <p>Name of Department Head</p> <p>_____</p> <p>Name of Faculty Coordinator</p> <p>_____</p> <p>Name of Project Manager</p> <p>_____</p> <p>Witnessed by:</p> <p>_____</p> <p>Name of Zone Facility Manager, AE</p>	<p>_____</p> <p>Signature & Date</p> <p>_____</p> <p>Signature & Date</p> <p>_____</p> <p>Signature & Date</p> <p>_____</p> <p>Company Stamp</p> <p>_____</p> <p>Signature & Date</p>

HOUSE RULES AND CONTRACTOR'S RESPONSIBILITIES

(1 January 2025)

Campus Asset Management (Asset Enhancement)

PTW/ELE/04/02

Application for Access into Switch Rooms / Permit to Work

To: Campus Asset Management, Asset Enhancement (Attn: Zone Facility Manager, Zone _____)

- The contractor is required to:
1. To engage LEW to apply for access into switch rooms / permit to work.
 2. Standby supervision is required for the entire duration of work.
 - a. To access/work in L/T switch room, LEW must be Grade 7 and above
 - b. To access/work in H/T switch room, LEW must be Grade 8 and above
 3. Provide own lockset (series lock) should you require to vacate the switch room temporarily.

Project Title: _____

Description of work: _____

Location of work: _____

Commencement Date: _____ Completion Date: _____

Project Coordinator's Particulars (Consultant/PM Section/Department)

Name	
Contact Number	
Email	
Company / Department	
Designation	

Contractor's Particulars

Name	
Contact Number	
Email	
Company / Department	
Designation	

LEW's Particulars

Name		LEW's Endorsement
Contact Number		
Email		
Company / Department		
Designation		

For Zone Facility Manager use

- Application approved Application rejected

Please liaise with _____ at Contact Number _____ for arrangement of work.

For CAM (AE) _____ Date _____

Joint Inspection Report

- It is hereby certified that the reinstatement works have been completed to our satisfaction.
- The reinstatement works have been completed with the following comment(s): _____
- Not satisfactory, to arrange another date of inspection: _____

Signature of SpA, AE / Date _____

Signature of Contractor Rep / Date _____

Signature of S.O. / Date _____

- CC Security
- Central (Electrical Section)

* Delete where appropriate