

BASIC DO'S AND DONT'S FOR FITOUT WORK

1. For HVAC Work

- ✓ A trapdoor of adequate size is to be provided below the AHU in the office. This is to facilitate cleaning and maintenance of the Air Handling Unit.
- ✓ A Velocity Control Device is to be provided as part of the HVAC ducting design.
- ✓ Insulation material used in the ducts must be as per DLF norms.
- ✓ We strongly recommend providing a return air duct to optimize air conditioning in the office. Please ensure adequate air quality and temperature in all parts of the office.
- ✓ AC ducting sheet thickness should not be less than 24 Swg and it must be ISI marked.
- ✓ M.S. rod with Angle to be used as support of Duct.
- ✓ Nitrile rubber as insulation is preferred.
- ✓ Fire retardant cloth as flexible to be used.
- ✓ Support to support distance not to exceed 2000mm

2. For Electrical Work

- ✓ A provision for emergency light is to be provided in each office by the Tenant/ Owner.
- ✓ The Electrical Distribution Board & HVAC panels are provided by DLF in each office. These cannot be covered or shifted.
- ✓ The ON/OFF control of office signage lighting and office front lighting within 1 meter of the office line shall be subject to a centralized Building Management System (BMS).
- ✓ All electrical conduiting used must be either saddled or mounted to the wall/ceiling. Flexible conduiting to be minimized and only flexible MS conduits are allowed.
- ✓ Wiring should not be exposed and wires should not be visible.
- ✓ Electric Load Schedule and Total Demand Load of the Office must be communicated to DLF at the earliest. Extra load if requested will be approved internally and then invoiced.
- ✓ DLF encourages the use of Efficient Lighting. Energy efficient devices such as LED's and CFL's are encouraged. Please ensure that the lux levels are adequate in the office. Avoid glare and animated lights.

- ✓ Electrical wiring to comply with IS-732 and NBC. IE rules to be followed. The AHU in the Tenant/ Owner area will be fed electrical supply from Tenant/ Owner the distribution board.
- ✓ All cables above false ceiling must be installed inside MS conduit or trunking.
- ✓ PVC FRS conduit & FRLS cable/Wires to be used only
- ✓ All the Three phases should be balanced equally.
- ✓ Cable/wires must be tagged at DB.
- ✓ PVC FRS conduit & FRLS cable/Wires to be used only.

3. For Fire & Safety Works.

- ✓ Sprinklers and Smoke Detectors are to be provided as per the applicable norms.
- ✓ DLF provides a network of Sprinklers and Smoke detectors as part of the Base build of each office. These are not to be moved or tampered with. A separate network of sprinklers and smoke detectors has to be provided by the Tenant/ Owner, in case of the existing sprinklers being covered by a false ceiling or for any other reason.
- ✓ Sprinklers / Smoke Detectors used must be of similar make and type as the existing sprinklers. Usually Tyco or Viking make of sprinkler with 68 degree rating is used.
- ✓ As a thumb rule, all enclosed areas must have at least one sprinkler and smoke detector.
- ✓ Sprinkler to Sprinkler distance must not exceed 9'-0" or from the wall must be within 2'-0" to 4'-0" and at least one smoke detector per 300 sq ft is to be provided.
- ✓ The new networks of sprinklers and smoke detectors must be connected to the existing networks at the designated tap-off points in coordination with Facilities Management.
- ✓ Fire retardant paint to be used on all combustible surfaces being constructed.
- ✓ Only Siemens Addressable type Smoke Detector & RI to be used. Every Detector has his own Address that will reflect in the main panel. Tenant/ Owner to get smoke detector programmed by Mall's Siemens representative before fixing. Function test to be done with Facility management and report to be submitted to fitout. Any wrong installation will be rectified by Tenant/ Owner only.
- ✓ Repeater Panel to be installed at DLF Control room if New Fire alarm Panel Introduced in the office.
- ✓ For sprinkler system Pipes to be used as per IS:1239, i.e. M.S. 'C' class, Jindal-Hisar or Tata make pipe
- ✓ Only Unik Fittings to be used.

- ✓ Pipe Sizes of 65 NB and below 65 NB to be threaded, Above 65 NB to be welded.
- ✓ Any welding work carried out at site will be done after getting Hot work Permit by Safety department.
- ✓ Above false ceiling fire pipe to be painted red
- ✓ Hangers are not permissible for Support of pipes. Only rigid angle support is permissible.
- ✓ Support to support distance not to exceed 2000mm.
- ✓ Pressure tests to be done at 14 Kg/cm² for Min. 48 Hours, signed by Fitout/Safety before connecting to tap-off point. Report to be submitted to Fitout MEP.
- ✓ Pipe Sizes for No. of Sprinklers to be as follows :

a)	25 NB	:	2 Sprinklers
b)	32 NB	:	3 Sprinklers
b)	40 NB	:	5 Sprinklers
c)	50 NB	:	18 Sprinklers
d)	65 NB	:	28 Sprinklers

4. For Site Work.

- ✓ Site work should not disturb or damage adjacent property. Specifically in the case of partition walls, extra care to be taken to ensure that the neighboring office is not affected and prior permission has to be taken before commencing such work.
- ✓ The working hours allowed by the Mall Management are to be strictly adhered to. Site safety and Site cleanliness best practices to be followed by the contractor and labor.
- ✓ The site work permit is to be displayed at all times in the Office premises during the Fitout period. One set of the approved drawings must be kept at site.

Wall fixing and chasing / cutting of walls is to be kept to a minimum and DLF reserves the right to disallow such kind of work.

It is recommended that all paneling, wall fixtures, shelving etc is designed such that it does not require any support from the walls and do not require wall fixing.

Permit for Hot work / welding.

per the specifications. Adjacent offices should

- ✓ Upon completion of all fit-out works, Tenant/ Owner are required to submit Two sets of hard copy and one no. soft copy (CD) of all as-built drawings along with all specifications, operations & maintenance manuals to DLF or their representative within 30 days of completion of the works.
- ✓ DLF will not allow the demised premises to open for business before the office fittings and other facilities are checked by the DLF. As built drawings are to be submitted within 7 days of the office being operational.
- ✓ If fitting out of premises differs from the Drawings submitted DLF will serve a written notice to the Tenant/ Owner who is obliged to have the matter rectified at their own cost.
- ✓ Tenant/ Owner must have insurance cover for Contractors' All Risks (CAR), Tenant/ Owner shall submit evidence to DLF or their representative prior to the Commencement date of the mall.
- ✓ All work carried out by contractors must be supervised, for it's duration, by a competent, full time foreman or supervisor who shall be fully experienced in all aspects of the works.
- ✓ Tenant/ Owner shall insure against damage to persons and property during the fit-out period and must take all reasonable precautions to prevent such damage.
- ✓ All building debris must be conveyed by the contractor to the special area as designated by DLF or their representative. Precautions to be taken not to leave debris in Service Lift lobby or any common area.
- ✓ During fitting-out period, Tenant/ Owners must ensure that their contractors has to protect the curtain wall / glass enclosure and minimize the risk of damage to the glass, its coating at inside face, and to the aluminum sills, transoms and mullions.
- ✓ Tenant/ Owner must NOT open, or attempt to open the windows. Any damages would be charged directly to the Tenant/ Owner.

5. Loading:-

- ✓ Office Floor including Restaurant Floors
 - Allowable superimposed live load of 250 to 300 Kg/m²
- ✓ Walls / Partitions and Finishes
 - Allowable partition load is not more than 250 Kg/m². This generally means those light-weight partitions of except bricks are to be used.

6. For Office Front, Interior & Exterior Work

- ✓ The finished floor level in the office must match the outer corridor floor level.
- ✓ Minimum 1200 mm entrance door width. The entrance door to be designed to open inwards.

- ✓ Existing windows in the office cannot be blocked or covered. Only Blinds are approved.
- ✓ No lofts or mezzanines are allowed.
- ✓ Tenant/ Owner will have to follow the rules regarding office front within the overall parameter of the lease limits. No changes to the dividing masonry jambs and finishes provided in the common area will be permitted.

7. Signage, Glass/ Display Windows:-

- ✓ Sign Text:-This will be limited to the name of the company or organization but house symbols or logos will be permitted.
- ✓ Office entrance areas shall not be used for display, promotion counter or any other activities that may cause any obstruction to pedestrian circulation.
- ✓ Freestanding temporary signage or poster holders etc. are not permitted outside the Tenant/ Owner's office. Where located inside the office they must not impede foot traffic at the entrances and exits.
- ✓ A minimum of 95% of the office front shall be either transparent.
- ✓ DLF reserves the right to suggest amendments to the Tenant/ Owner's design where such designs are considered to have a negative impact on the overall ambience and transparency to the arcade.
- ✓ DLF will comment on a case to case to basis with respect to transparency.
- ✓ The Tenant/ Owner may not display decals, labels or stickers on their office fronts, unless DLF has given prior written approval.

Approved Signage Types

- Individual dimension letters
- Metal channel with LED's
- Punched metal face
- Internally lit with pushed through acrylic
- Three dimensional panel signs with raised letter forms, shapes etc.
- Edge lit glass panels

Unapproved Signage Types

- Box or cabinet type signs
- Moving, rotating, flashing or audible signs
- Decals and stickers
- Cloth, paper, cardboard, canvas or vinyl signs

8. Lighting

- ✓ The approved fixture types are recessed fixtures, track fixtures, monopoints, 2-wire systems, fibre optics, low voltage strips, socket channels and decorative.

- ✓ Light levels should not exceed 1000 lux average.
- ✓ All lighting should be a maximum of 3500 K (Colour Temperature)

8. Office Entrance

- ✓ All Tenant/ Owner entrances must have swinging doors and the doors shall open within the office premises.
- ✓ Office front area should be carefully planned for optimum space utilization.
- ✓ Doors must be of substantial construction with appropriate closer and patch panel mechanism.
- ✓ The Tenant/ Owner should locate doors in such a way which do not cause danger to pedestrians.
- ✓ Locations such as blind corners and where office fronts have been created to potentially conceal or partly conceal a doorway should be avoided.
- ✓ All cases, key boxes, control and locking arrangement associated with the entrance must be concealed.
- ✓ Sales promotional materials such as flyers, advertisements and stickers are not allowed at any part of the office front, internally or externally.
- ✓ Retailer/Vendor can use poster stands and notice boards; scale drawing artwork of such must be submitted to the DLF for prior approval before implementation.