

## **HAMPSHIRE PLACE JMB**

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### **Renovation Rules & Guidelines**

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1. Owners who wish to renovate their units must first submit the proposed renovation plans in two (2) sets, and a duly signed and completed set of Form R to the Developer for approval.
2. **Purchase building plans** (if necessary) from the consultants concerned. If required the Developer can be contacted for assistance.
3. If renovation involves demolition of brick walls in the condominium, a Structural Assessment Report by a Structural Engineer is to be attached.
4. **Owners are required to notify Gas Malaysia at 03-26854276 or 1-300-88-4276 for inspection of renovation work that involve hacking of the wall in the premises**
5. **All electrical works and plumbing works are to be undertaken by JBE&JBA/SYABAS/DBKL/IWK registered contractors respectively.**
6. Upon the developer's approval of works (a copy of which will be extended to owners for reference), payment of a refundable deposit of **RM5,000.00 for major renovation work or RM2,000 for minor renovation work** (such as installation of light fitting(s)/curtain(s)/air condition(s)/water heater(s)) must be made to **Hampshire Place JMB** prior to commencement of any work. Upon completion of renovation works an inspection will be carried out by the management staff before refund of deposit (refunded without interest). (Any damage to the common area, removal of scrap materials and debris left over from the works will be deducted accordingly against this deposit).
7. **Name and IC number/work permit number/passport number** of workers must be submitted to the Management for record purposes prior to the commencement of works and all contractors **must comply with the house rules and security regulations.**
8. **Permitted working hours** for renovations are from **9:00 am to 5:00 pm, Mondays to Fridays.** Contractors are to be in the premises only within these stipulated hours. **No works are to be carried out on Saturdays, Sundays and Public Holidays.**
9. All contractors **must register at the Concierge Counter** and must check out after the permitted working hours. **No contractor/worker is allowed to stay overnight** within the premises.
10. Owners must ensure that their contractors comply with all **safety requirements** and all workers are to be insured under an approved insurance scheme to cover personal accidents and repatriation expenses. Only workers with valid work permits will be allowed on site. Safety helmets, proper workmen shoes and other safety gear are to be worn at all times on site.
11. Owners must ensure that their contractors take up a **Contractor All Risk Insurance** coverage (for major renovations).
12. Loading/unloading by all contractors must be confined to areas that are designated for these purposes.
13. All contractors **must protect the common areas** (inclusive of all floors, ceilings, walls and lifts) accordingly during the duration of the work. Ground sheet canvas must be used to protect the flooring to avoid scratches.
14. Owners agreed that the appointed contractor to pay Hampshire Place JMB an administration and coordination fee of RM 50.00 per unit (non refundable) for the works carried out at the building.

I/We understand and agree to abide  
by the above rules:

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Signed by Owner:

Date:

15. *All contractors must use only the service lift/allocated lift at all times.*
16. *No tapping of electricity or water from any common area is permitted.*
17. *No intercom wiring/points shall be altered or tampered with, without the prior approval of the Hampshire Place JMB.*
18. *No structural columns/beams/walls or any structural members of the buildings shall be demolished/relocated/drilled/altered or tampered with in any manner whatsoever.*
19. *No alteration or addition to the facade of the buildings/apartments is allowed. This also applies to all the common areas/corridor lift lobby.*
20. *Owners are to ensure that a layer of **waterproofing membrane** is applied by their contractors when changing floor tiles at wet areas in particular to prevent any water leakage/seepage or condensation. Owners agreed to make good/rectify to satisfaction should there be any failure to the waterproofing membrane causing water leakage/seepage or condensation to neighboring units.*
21. *All building materials, contractors' work equipment, etc. must be stored / confined within the apartment concerned only. None of these items are permitted to be left in the common areas*
22. *All debris, rubbish and scrap material resulting from the renovation works must be kept / confined within the apartment concerned and must be disposed completely out of the premises at the end of the works.*
23. *All clogged drains, floor traps, discharge pipes etc. as a result of the renovation works must be cleared immediately by the contractors concerned. Extra appropriate preventive measures must be taken by the contractors concerned to prevent the floor traps in particular within the apartment from blockages as a result of the renovation works. **The contractors are required to seal / cover up all floor traps throughout the renovation period.***
24. *Contractors must ensure that all work areas are free of mosquito breeding.*
25. *The installation of air-conditioner condenser (outdoor) shall be positioned at the designated area. **Mounting of air-conditioner condenser unit on the façade of the building is strictly prohibited. All exposed pipes/condenser pipes are to be laid in trunkings and to be painted according to the color of the façade of the building.** The discharge pipe shall be laid to the nearest floor trap provided at the designated area. Owners must ensure that their contractors install all air-conditioner units according to the standard specification and shall not cause vibration and discomfort to their neighbors.*
26. *Workers are to avoid causing any disruptions or disturbances to the residents and the building activities. The Management will not hesitate to impose a Stop Work Order should this occur without any compensation to the owner concerned.*
27. *The Management and/or its authorized representative shall be allowed to enter the premises during the renovation period to carry out inspection of the works carried out are in compliance with the approved renovation application.*
28. *The Management reserves the right to alter the renovation rules and regulations from time to time.*
29. *All works must be carried out according to the submission approved by the Hampshire Place JMB. The renovation deposit shall be withheld should there be any discrepancy in the approved works until such discrepancy is rectified.*

*I/we understand and agree to abide  
by the above rules:*

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Signed by Owner:  
Date: