

HOUSE RULES & CONDITIONS OF WORKS

This document spells out the house rules and conditions of work in JurongHealth - Alexandra Hospital (JH-AH) for contractors, sub-contractors, suppliers, vendors and the like to comply with fully. This includes those that are directly engaged by Jurong Health - Alexandra Hospital, service partners, tenants or approved occupiers who are carrying out any form of works in the hospital.

JH-AH reserves the right to impose stop work orders, penalties, debarment/removal from the hospital grounds or disciplinary action as it deems fit when there are violations or non-compliances of the house rules and conditions of work.

The terms 'contractors', 'sub-contractors', 'suppliers' and 'vendors' shall mean person or persons who are carrying works such as renovation, maintenance, upgrading, installation, mock-ups, etc. in the hospital grounds. They would include the management, supervisory staff, workmen, agents and any persons sub-contracted to work for or under them.

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1 ACCESS AND SECURITY

- 1.1 The Contractor shall submit the list of workers stating their names, IC/passport or work permit numbers, Nationality, contact number, address, sex, age and race, to JH- AH at least **two (2)** working days before commencement of work.
- 1.2 The Contractor shall ensure that the workers report to the Security Office (see map attached) to exchange for their security passes before commencing work. Security passes shall be returned to the Security Office daily at the end of each workday. When exchanging for security passes, original IC, passport or work permit shall be produced to the Security office for verification purposes. The security pass must be worn prominently by the workers at all times.
- 1.3 Any worker without a security pass will be asked to comply to clause 1.2. Repeated offenders will be asked to leave the hospital premises immediately.
- 1.4 An administrative charge of \$10 will be imposed for loss of the security pass.
- 1.5 The Contractor shall ensure that no illegal foreign workers are present at the work site. If any illegal worker is found at the work site, JH-AH will report him to the relevant authorities for action, and debar the contractor for tendering future contracts.
- 1.6 The Contractor shall be solely liable for any penalties, fines or any other orders imposed by the relevant authorities or any court having jurisdiction pursuant to the commission of any offences relating to the employment of illegal foreign workers.

The Contractor shall indemnify the Hospital from any losses, penalties, fines or other orders of court which may be imposed or incurred by the Hospital relating to the employment by the Contractor of any illegal foreign worker.

2 WORKING HOURS

- 2.1 Normal working hours in JHS-AH are as follows unless otherwise specified in part of contract documents or approved by the hospital:

Mon – Fri	8 am to 6 pm
Sat	8 am to 1 pm
- 2.2 If work is required to be carried out beyond the normal working hours or on Sundays/Public Holidays, permission is to be sought and obtained from JH - AH in writing.
- 2.3 The hospital reserves the right to impose a stop work order on the contractor if the works disturb patients or affect its operations.

3 ACCESS ROUTE

- 3.1 Access to the construction or renovation areas is only via **designated routes** that have been discussed and approved by JH-AH.
- 3.2 There shall be no obstruction or inconvenience caused to hospital operations and human traffic along the access area / route.

- 3.3 All loading and unloading of materials shall be at designated access points approved by JHS-AH.
- 3.4 Temporary closure or diversion of access and traffic in JH-AH, if necessary to facilitate the works, shall be subjected to JH- AH's approval.
- 3.5 Temporary lightings and protection, if necessary, shall be provided for the duration of the Contract.
- 3.6 All areas, finishes and M&E installations along the access routes and other used areas must be well protected from any damage.
- 3.7 The Contractor shall be responsible for taking every care and precaution by installing suitable protection to the floors, walls, ceilings and other property deemed necessary along the access/delivery routes.
- 3.8 All access routes are to be protected with 2m wide plain uniform coloured carpet over plywood taped to the floor with proper adhesive tape, or approved floor protection sheets.
- 3.9 No finishes, fittings, fixtures, signages or installations provided in the Hospital shall be tampered or removed without the prior notification and approval of the Hospital.
- 3.10 Protection works along the access routes must be regularly maintained and cleaned to JH-AH's satisfaction.
- 3.11 All temporary protection on floor and wall must be removed after practical completion and protected areas must be thoroughly made good and cleaned before handing over back to JH-AH. Any damages are to be made good at the contractor's expense and to JH-AH's satisfaction.

4 USE OF LIFT CARS AND LANDINGS

- 4.1 The period of use and location of lift/lift landings shall be subject to JH-AH's approval.
- 4.2 Only designated lift(s) shall be used for the transportation of both workers and materials.
- 4.3 All affected lift cars' walls and floors, landings, architrave, shall be protected by carpet on plywood for floors with proper adhesive tape, or approved floor protection sheets, and padded canvas sheet for vertical surfaces, to JH-AH's satisfaction.
- 4.4 All temporary protective linings must be removed on completion of works, and protected areas must be made good and cleaned thoroughly before handing over to JH- AH.
- 4.5 AH shall impose a penalty fee on each occasion if workers are found using lifts other than the approved one.
- 4.6 Any damages to the lift cars, doors, frames and lobbies shall be made good at the contractor's expense and to JH-AH's satisfaction.

5 HEALTH, SAFETY AND ENVIRONMENTAL REGULATIONS

GENERAL

- 5.1 Hoardings are required for worksites to prevent unauthorised entry and to render the surrounding area safe for staff, visitors, and patients. They are to be erected in a safe manner capable of fulfilling its protective function. Hoarding shall be full height from floor to ceiling and constructed so as to prevent the escape of dust from the worksite.
- 5.2 All hoarding materials used must be clean and provided with new coat of paint. Such materials can be plywood or gypsum boards, subjected to JH-AH's approval. Hoarding shall be full height from the existing floor to the ceiling to prevent dust from escaping over the hoarding.
- 5.3 The contractor shall maintain proper, prominent and adequate signages, directions, warning notices, barricades, fire extinguishers, etc. required for the safe and efficient execution of the works at all times.
- 5.4 Proper, prominent and adequate signs shall be displayed to indicate the presence of building operations and to warn of potential danger from building operations. Personal Protection Equipment (PPE) is required within the work site and signages must be put up to indicate the compliance of such requirements for workers and visitors.
- 5.5 Contractors are obliged to provide workers and visitors with necessary proper PPE in the site, and this includes safety boots and safety helmets. Safety belts must be worn when accessing high levels to secure to scaffoldings.

HEALTH AND SAFETY

- 5.6 The Contractor is required to apply to the relevant hospital department for permit to work, for these works:
 - Lock Out and Tag Out (LOTO) for isolation of M&E services
 - Hot works
 - Cold works
 - Works at height
 - Works in confined space
 - Lifting operations
- 5.7 The Contractor is strictly not allowed to carry out such works unless the permit is granted.
- 5.8 The Contractor shall undertake all necessary safety measures in the conduct of all such works.
- 5.9 The Contractor shall ensure that all welfare and safety measures required under or by virtue of the provisions of any enactment or regulation on conditions of employment are fully complied with.

HOUSE RULES AND CONDITIONS OF WORKS

- 5.10 The Contractor shall appoint a qualified safety officer for Lifting Works, and a qualified full-time safety supervisor for other work permits and site works; this is to be in accordance with the Authorities' regulations. The Contractor is held fully responsible for all aspects of safety in the works and in compliance to Ministry of Manpower (MOM) regulations, ISO 14001 and OHSAS 18001 standards of JH-AH.
- 5.11 The Contractor must ensure that electrical and mechanical systems are properly isolated as necessary prior the commencement of building operations. Lock Out and Tag Out (LOTO) procedures are to be strictly followed.
- 5.12 Where vapours or fumes are generated from use of solvents in building operations, care must be taken to ensure that the concentration of such fumes/vapours do not exceed permissible limits for safety. Temporary mechanical ventilation system for treatment shall be used.
- 5.13 The storage of hazardous material within the site is prohibited. Such materials must be properly stored in safety containers appropriate for the materials.
- 5.14 Where hot works need to be carried out, application must be made to the hospital's fire safety manager at least 3 days in advance for approval before commencement of such works. During the execution of hot works, the Contractors shall ensure that first aid kit and fire extinguishers are provided on site.
- 5.15 Hacking or demolition of any building structure, including the coring of concrete walls and floor slabs shall only be carried out after obtaining a Professional Engineer's certification and JH-AH's clearance.
- 5.16 Any scaffoldings used shall be approved types that have been certified by the relevant authorities. Scaffolding works shall comply to CP: 14 on Code of Practice for Scaffolds, Singapore Standards SS 280 and SS 311, and be certified safe for use by a qualified safety officer.
- 5.17 When cranes and any lifting devices are used, the operations shall be carried out by qualified and competent personnel.
- 5.18 Installations and new construction works which impose dead load onto floor slabs shall require certification by a Professional Engineer (PE). The Contractor shall ensure that imposed loads, including temporary loads, on the floors shall not exceed the permissible life load of the building structure.

ENVIRONMENTAL REGULATIONS

- 5.19 The disposal of hazardous materials shall only be carried out by licenced waste contractors registered with NEA. When it is not possible to dispose such materials within the workday, arrangement must be made with the Hospital's Housekeeping department and/or Safety Officer to store such materials at designated storage facility for disposal at an appropriate time.
- 5.20 The disposal of solvents and/or chemicals into floor traps, sewers or open drains is strictly prohibited.

- 5.21 Noise generated during building operations shall not exceed the limits as specified in the first schedule 'Maximum Permissible Noise Levels for Construction Work'. Vibration levels shall also be kept within allowable statutory limits.
- 5.22 Care must taken to prevent the infiltration of dust, smell and fumes into the existing air conditioning system. Where the temporary shut down of such systems is necessary, the Contractor shall arrange with the relevant Hospital department at least 3 days in advance.

6 SIGNAGES

- 6.1 Signages shall be put up at strategic locations to provide essential information such as:

- The nature of work
- Contractor's company name
- Construction / installation periods, including start and end dates
- Contractor's Project Manager/ Coordinator's name and contact
- JH-AH's Project Manager/ Officer's name and contact details
- Safety and precautionary notes

7 FIRE PROTECTION INSTALLATIONS

- 7.1 Application for isolation or drainage of fire hose reel systems for Addition and Alteration (A&A) works shall be made to JH-AH's Facilities Management Department at least 3 working days in advance for approval. A fee of \$50 shall be made together with application for any drainage required. The system shall be re-charged on the same day after the completion of the A&A works.

8 MECHANICAL AND ELECTRICAL INSTALLATIONS

- 8.1 The Contractor shall protect, upkeep and maintain all existing M&E and building services within and adjacent to the site. He shall be responsible for any damage or disruption to such services resulting from his building works or operations.
- 8.2 The Contractor shall make good or pay for all damage or disruptions to existing M&E and building services, and any losses arising out of such damage or disruptions.
- 8.3 JHS-AH shall reserve the right to impose manpower charges for attending to disruption of services caused by the Contractor or his workmen.
- 8.4 All conduits and its necessary fittings and accessories used in the Mechanical, Electrical and Communication Systems, shall be galvanized and comply with BS 4568.
- 8.5 The Contractor shall seek JH-AH's approval in writing at least 5 working days in advance where temporary shutdown of M&E and/or building services is required. This shall include before-and-after site inspections, services/power

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Type of Disruption	Reimbursement
False fire alarm activation	\$500 for the first occasion. \$1000 for each subsequent occasion.
Tripping or shutting without prior approval from AH or causing breakdown of any M&E services in the building. (Electrical, Plumbing, Sanitary, Gas, etc)	Ditto
Lift Breakdown (Due to mishandling during the course of work).	Ditto

- 8.6 The Contractor is to strictly conform to the following colour scheme for services and all the new services to be painted accordingly.

	Services	Colour
1.	Cold / Hot Water Service Pipe	Light Green or blue
2.	Cold / Hot Water Rising Main	Light Green or blue
3.	Gas Pipe	Yellow
4.	Soil, Waste & Vent Pipe	Bituminous paint or as directed by JHS-AH
5.	Fire Services and Associated Equipment and Pipe Work.	Signal Red
6.	Chilled Water Pipe a. Supply b. Return	Light Blue Dark Blue
7.	Condenser Water Pipe	Light Green
8.	Duct Work a. Supply/Fresh Air Duct b. Return Air Duct c. Exhaust Air Duct	Dark Blue Light Blue Light Grey
9.	Piped Medical Gases	White with labels
10.	Electrical	Orange
11.	Communication	White

Note : All services to be labeled; identification and direction indication (where appropriate) at every 5m interval. Any services not listed above shall be checked with JH-AH for instructions

9 DISPOSAL OF DEBRIS

- 9.1 Debris and rubbish are to be removed off site daily in an orderly manner using proper equipment (such as wheelbarrow) onto a dumpster from the Contractor.
- 9.2 There shall be no illegal dumping in JH-AH. All contents of dumpster shall be disposed of in approved dumping sites outside JH-AH.
- 9.3 JH-AH shall impose a penalty fee of \$500 for each occasion when illegal dumping by the Contractor is found.

- 9.4 No skid tank / container shall be allowed to be placed within JHS-AH premises unless authorized by JH-AH.

10 HOUSEKEEPING

- 10.1 The contractor shall maintain a high standard of housekeeping and cleanliness on site for the whole duration of the works. This is also essential that unnecessary clutter is removed for fire safety and hygiene purposes.
- 10.2 The windows and drains, etc. along the construction / renovation boundaries are to be cleaned daily.
- 10.3 The carpeted (floor protection) areas surrounding the construction/ renovation boundaries are to be vacuumed frequently to keep the dust around area to its minimum.
- 10.4 Any staircase, corridor and wall at the access routes are to be kept clean at all times.
- 10.5 Any damage, stains, scratches or markings shall be made good to JH-AH's satisfaction.
- 10.6 Proper safety signages are to be displayed when cleaning is in progress, such as wet mopping of the floor.
- 10.7 The Contractor shall be penalized for creating an environment which could endanger life and safety. The Hospital may impose stop work orders until all safety infringements are removed. The Hospital shall not be responsible for cost incurred or delays of the works resulting from such stoppages, and shall be fully borne by the Contractor.
- 10.8 Sites found to be breeding mosquitoes shall be reported to the National Environment Agency (NEA).
- 10.9 The Contractor is to submit a schedule for pest control for the duration of the works for contract exceeding 1 month.
- 10.10 Preventive measures must be taken to prevent vapour, dust debris or smell transgressing from the site to adjacent areas.

11 DECORUM

- 11.1 Smoking, gambling, littering, spitting, shouting, rudeness, defiance to JHS-AH
- 11.1.1 Instructions, unruly behavior and forms of public nuisance are strictly prohibited. Any workers found flouting these house rules shall be ordered to leave the site immediately and the Security Pass shall be withdrawn with immediate effect.
- 11.1.2 All workers are not allowed to bathe or wash equipment in the toilets. They are only allowed to use designated toilet(s). Regular cleaning by the contractor shall be provided for.
- 11.2 All workers are to be properly attired at all times within JH-AH grounds.

- 11.3 The consumption of food is not allowed on site. However, exceptions may be made for practical reasons, subjected to the approval of JH-AH.

12 CARPARK ACCESS

- 12.1 Contractors may apply and be issued carpark labels at the sole discretion of JHS-AH. Their vehicles are to park at designated areas or lots that do not obstruct visitors and staff.
- 12.2 Summons will be issued to contractor's vehicles found parking illegally or indiscriminately within the Hospital's premises.

13 USE OF MOBILE PHONES AND WALKIE-TALKIES

- 13.1 Mobile Phones and walkie-talkies are prohibited in Patient Dependent on Equipment (PDE) areas, patient areas or any designated area with "No Mobile Phone" signages within the Hospital. Such communication equipment should be switched off completely in these areas.

14 INDEMNITY

- 14.1 The Contractor shall indemnify the Hospital against any expense, liability, claim or loss in respect of injury or damage whatsoever to any property real or personal arising out of or caused by the carrying out of the works or brought against, incurred or suffered by the Hospital as a result of a breach by the Contractor, his sub contractors, employees, suppliers or agents of any of the conditions stated herein.

15 CHARGES AND PENALTIES

- 15.1 The following charges and penalties are applicable:

S/N	Description	Penalty (S\$)	Remarks
1	Loss of Security Pass	10.00	Each No.
2	Non disposal of debris / rubbish	1000.00	Per occasion
3	False alarm / electrical trip / lift breakdown	500.00 1000.00 Suspended/ banned from site	1st occasion subsequent seriousness of cause
4	Drainage of hose reel	300.00	Per occasion
5	Failure to comply with any of the clauses	500.00 1000.00 Suspended or banned from site	1 st occasion subsequent seriousness of cause

- 15.2 The Hospital shall not be responsible for any additional cost incurred or delays of the works resulting from stoppages due to infringement of the house rules.

16 ACKNOWLEDGEMENT

- 16.1 The Contractor shall acknowledge receipt of a copy of House Rules and Conditions of Work by signing, stamping and returning a duplicate of the cover page. He is deemed to have understood all the requirements and will comply fully when working in JHS-AH.

Annex A Specific Details of House Rules And Conditions of Work For
Renovation And Upgrading Works

**Specific Details Of House Rules And Conditions Of Work For
Renovation And Upgrading Works**

1. GENERAL INSTRUCTIONS

- a. All Contractors / sub-contractors must make use of safety equipment and tools when working
- b. Do not throw objects or debris from high levels
- c. Always check with your supervisor when doubtful
- d. Safety belt must be worn when working above 3 metres above ground level
- e. Strictly observe all safety/warning signs
- f. Do not litter and keep working place clean and tidy
- g. Report immediately of any unsafe acts/conditions to your supervisor
- h. Barricade all openings that are more than 3 metres in (10 feet) height
- i. Never operate machinery unless qualified and authorized to
- j. Do not take shortcuts but use proper access
- k. Do not use defective tools/equipment. Keep them properly after usage
- l. Never hitch a ride on suspended load or moving vehicles or excavators
- m. Observe safety measures and work safely at all times
- n. Safety helmets and safety shoes are to be worn at all times
- o. Report any unsafe acts or conditions on site
- p. No smoking is allowed within the hospital premises at all times
- q. Report injuries sustained to your immediate supervisor at once

2. SITE SAFETY

2.1 General

The Contractor shall allow for the compliance with Factories Act (hereafter referred to as “the Act”) and the provisions of the Factories (Building Operations and Work of Engineering Construction) regulations (hereafter referred to as “the Regulations”) and any amendments or reenactment thereto. Precedent to the commencement of the Works, the Contractor shall first obtain a certificate of Registration, under Part III of the Act.

It shall be the duty of the Contractor to comply with all such requirements of the Regulations as affecting him or any person or persons employed by him, and as related to any work, act or operation performed or about to be performed by him. The Contractor shall not permit any person to do anything not in accordance with the generally accepted principles of safe and sound practice. Adequate fire fighting equipment shall be provided at the worksite. Smoking is not allowed within the hospital premises at all time, penalty shall be imposed if offender is caught.

The Contractor shall ensure a safe environment on sites at all times. All safety equipment shall be properly maintained and shall not be removed without any written approval. The Contractor shall ensure that all necessary and sufficient precautions are taken by his workmen when using safety equipment. The Contractor shall not allow any safety equipment to be used unless he has satisfied himself that it is certified safe.

The Contractor shall submit a safety programme to JH-AH for approval prior to the commencement of the works. Such a programme shall include safety rules and regulation, company safety policy and slogan, safety cycle activities and campaign and other such activities. The Contractor shall display safety posters at site office, exit and entry of work site, passenger cum material hoist area and staircase area.

The Contractor shall take stringent precautions to prevent the occurrence of fire during the construction period. He shall hoard up the works from the existing unaffected part of the hospital to prevent the spread of fire, in the event that a fire does occur on the construction site. Adequate fire fighting equipment shall be provided at the work site.

The Contractor is deemed to have allowed in the contract sum for all costs and expenses for the safety provision and for all additional costs that may arise from amendment to the Regulation and changes in the requirement of Ministry of Manpower (MOM).

The Contractor shall ensure that the requirement of the Regulations and the following requirement are strictly complied with at all times:

2.2 Metal Scaffold

The Contractor shall provide, erect and maintain metal scaffold to all external faces of the building required for the works. The Contractor shall allow free use of the scaffold by all Contractors, sub-Contractors and other tradesmen employed by the Employer or the Contractor. The metal scaffold shall be of type approved by the MOM and it shall comply with the requirement of Code of Practice CP 14 and any amendment or re-enactment. The

scaffold shall be designed to carry metal working platforms and two working level in use concurrently. A signboard showing the maximum loading allowed on the scaffold shall be displayed on the scaffold. Working platform shall be adequately secured to the scaffold frames and the required level. The platform shall be complete with 200mm high toe board and metal railing at least 1.1m above the platform.

2.3 Personal Protective Equipment (PPE)

The Contractor shall provide and maintain suitable personal protective equipment to all workmen employed on the site. The Contractor shall ensure that such PPE comply with the requirements of the Regulations. The Contractor shall also ensure that all equipment are properly used by his workmen during the course of work. Record of issuance of all equipment to his workmen in the prescribed forms shall be kept in the site office and made available for inspection at all times.

2.4 Overhead Shelters

The Contractor shall provide, erect and maintain overhead shelters at every exit and entry to building. The overhead shelter shall be constructed immediately below the second level. The overhead shelters shall project at least 3m from the building edge and shall be at least 1.5m wide. The overhead shelters shall be made of curved metal roofing with radius of at least 1.5m or pitched metal roofing with a slope greater than one in two, with timber boarding below supported by steel pipes resting on rigid base.

The access to, along and egress from entry/exit point shall be kept free from obstructions and accumulation of oil, greases, water and other substances causing slipping and tripping.

2.5 Warning Signs And Light for External Works

The Contractor shall display only Hospital approved warnings signs of size 900mm X 600mm at strategic points around the periphery of the site where trespassing is likely to occur. Such signs shall have the word “ **DANGER – KEEP OUT**” in the four official languages painted in red on a white background in gloss finishing paint. Warning lights shall be placed at similar position at night to serve as warning.

If works are carried out near public roads, all signage shall comply with the requirements as stated in the “Temporary Road Signage” manual issued by the Land Transport Authority (LTA).

2.6 Gas Cylinders And Related Equipment

The Contractor shall only use gas cylinders fitted with both low-indicating and high-indicating pressure gauges, reducing valves with pressure regulators and any other safety relief devices. The gas cylinders shall not be kept in the same room where welding, cutting and heating are being carried out or placed within five meters of any heat source. The gas cylinders must always be kept upright and above ground in a caged trolley.

The hose connecting a gas cylinder to an apparatus for cutting, welding, heating and other related works shall be of good construction and sound material, free from defect, properly maintained and not entangled nor kinked. The Contractor shall apply for hot works permit daily before any form of hot work is carried out. A penalty shall be imposed if the contractor flouts this rule.

A flashback arrestor or any other similar device which stops flashback must be fitted at every outlet of a gas cylinder and inlet of apparatus. Gas cylinders and hose shall be coloured to conform to SS 152. The Contractor shall engage a competent safety officer to check on the safety device referred herein once every month.

2.7 Electrical Installations

All electrical installation at the works sites must be done in accordance with safe and sound practice complying to **CP 44: Temporary electrical installation for construction and building sites**. Temporary electrical supply from each distribution must be protected by an effective earth leakage circuit breaker (ELCB) and certified by a Licenced Electrical Worker (LEW).

Approval types of electrical socket and plugs must be used at all time. The practice of sticking bare wires into the socket outlet is strictly not permitted. All wiring must not be laid on the floor or ground but supported off the ground on proper insulated supports.

The Contractor shall engage a LEW to remove or trace the existing electrical wiring circuit before the renovations and where necessary, remove any live, neutral and earth wirings affected by the renovation from the main distribution board.

The Contractor shall exercise extra caution and care so as not to cause a trip to the hospital electrical system. A penalty shall be imposed if the Contractor trips the electrical system due to negligence, including a penalty of S\$500.00 for each reset of a switchboard. If the Contractor persists in being negligent, he shall be removed and barred from the hospital.

All power supply needed for the renovation are to be provided by a generator set. If tapping of electrical power is required from the hospital's normal power supply, a temporary board endorsed by the Contractor's LEW shall be carried out. All power supply needed for lighting or power are to be taken from the temporary thereafter. If a generator set is used, the Contractor shall ensure that it is in good working condition.

2.8 Regular Safety Inspection

The Contractor's site safety officer/supervisor shall conduct periodic inspections on the provision of safety measures and shall rectify immediately any contravention of or non-compliance with the Factories Act or Factories Regulations or safety measures specified.

In the event of an accident or mishap, a stop work order may be imposed. JHS-AH may order a total or partial stoppage of work to allow investigation and/or remedial measures to be effected. For any stoppages of works due to safety violation, the Contractor shall not be entitled to any claims for compensation or extension of time for completion.

3. WORKING ENVIRONMENT

3.1 Temporary Works & Services

The Contractor shall use a generator set with sound attenuator for the provision of temporary lighting. For a diesel fuel generator and other fuel driven equipment, the Contractor must ensure that the generator provided is properly maintained and the exhaust smoke complies to the Ringelmann chart No 1 in the Code of Practice on Pollution Control (2004 edition).

Any non-compliance would result in a fine and the equipment will not be permitted to be used within the hospital.

3.2 Existing Works And Services

The Contractor shall take all necessary precaution not to disturb or damage the existing services of the hospital and to ensure that there is no interruption to the services supplied to the existing hospital. The Contractor shall engage a qualified tradesman to identify all existing services which are affected by his works. If necessary, temporary diversion and connection shall be made to ensure the continued function of the hospital. Any damages shall be made good to JHS-AH's satisfaction at the Contractor's expense.

3.3 Temporary Hoarding And Fences

The Contractor shall provide and maintain all necessary temporary full height hoarding with 3mm thick plywood complete with white PVC lamination. They shall bear graphic design, lightings and notices for proper execution of the work to ensure security of the site and prevention of trespassing. All entrance and exit points are to be properly secure during non-working hours.

3.4 Upkeeping Of The Renovation Site

The Contractor shall keep on site at all times an experienced and efficient foreman or supervisor who is empowered to receive and carry out works instruction.

The Contractor shall provide and maintain all necessary protective covering to site area (wall and floor finish) at all time to prevent damage to existing areas and equipment. Preventive measures must be taken to prevent dust, debris and smell from discharging through adjacent works area. If necessary, the Contractor must include in his cost preventive measures to contain the dust within the renovating site. Big dust mats shall be provided by the Contractor at all exit and entrance points to collect the dust and dirt from workers and staff entering the site.

The Contractor shall be responsible for clearing their renovation debris onto their own dumpster located at the approval allocated site within the hospital. Renovation debris shall be cleared daily and not be stacked in such a way that will endanger or pose a threat to the hospital staff and patient. Should the Contractor be found dumping renovation debris illegally within the hospital grounds other than at the dumpster, a fine of shall be imposed. This shall be deducted from the contract sum.

The Contractor shall allow for taking all reasonable precautions to ensure the efficient protection of all streams and waterways against pollution arising out of or by reason of the execution of the works. The Contractor shall maintain, keep tidy and make good all surrounding pavement, kerbs, footpath, turfing, etc. to the satisfaction of the JH-AH, where the minimum standard shall be equal or better than the conditions prior to commencement of the works.

The Contractor shall conduct a twice-daily cleaning of the job site so as to maintain the highest level of cleanliness. An inspection shall be conducted to ensure that cleanliness is maintained. At any time there shall be at least two workers doing area cleaning. If instruction to remove construction debris and rubbish or even illegal dumping of construction waste is not followed, a written warning will be given to remove such rubbish within a span of three (3) days. Upon non compliance, a third party dumpster will be called in to remove the rubbish and cost for engaging the third party will be deducted from the contract sum.

3.5 Use of Existing Toilets

The Contractor shall use designated toilets. He is prohibited from using existing public hospital toilets. Toilets are to be maintained clean and shall be cleaned twice daily to maintain a high standard of hygiene and cleanliness.

3.6 Underground Services – Main Pipes, Cables, etc.

The Contractor shall investigate and establish the exact locations of all existing underground services which need to be relocated early. The Contractor shall allow in his cost such relocation of services. This shall be carried out within 1 week after the award of the contract.

No claims for delay of work will be allowed for relocation of services if any delay is due to the Contractor's inability to notify the location of services.

The Contractor shall provide a fully-surveyed drawing showing the positions and levels of these existing services. The responsibility of liaising with the service department/government agencies (e.g. Power grid, SingTel, NEA, etc.) for the relocation of all services and ensuring that they are properly and duly relocated shall lie solely with the Contractor.

The Contractor shall therefore allow for necessary changes in the sequence of his works to accommodate the service department's timing and requirements. However, if the relocation of services is delayed through no fault of the Contractor and the progress of the works is adversely affected, the Contractor may request for an extension of time for the completion of the contract. Any additional cost, expense, loss or damage incurred by the Contractor due to such delays shall remain his responsibility and be borne by him.

Where underground services are exposed during the progress of the works, the Contractor shall provide and maintain temporary supports for such exposed services at his own cost until the relocation of the services are completed. The Contractor shall be held responsible for any damages done to the underground services or drains during the progress of work and shall meet all costs of repair and reinstatement due to such damage. He is also required to liaise with all services department with regard to the existing services/ diversion throughout the period of work. JH-AH shall decide if any of the services are to be diverted and the decision is final.

3.7 Security Of Site

If necessary, the Contractor shall provide adequate 24 hours security on site to safeguard all works and all material and equipment delivered to site. This security watching shall also cover all works and material and equipment delivered to site by the Direct Contractor.

Before any commencement of work, the Contractor shall provide a name list of all workers and supervisor stationed on site. The list shall consist of the full name of the staff and identify card / work permit number. This list shall be submitted within 3 days after the award of contract. Those with work permits shall provide a supporting document as proof.

The Contractor shall provide a standard T-shirt for all workers including sub-contractors. Contractor passes shall be exchanged at the Security offices for all workers and staff, and

be worn at all times. The Contractor shall institute tight security control such that only authorised personnel from the hospital are allowed access to the work site.

4. PROJECT MANAGEMENT

4.1 General

The Contractor shall provide effective project management and all such necessary supervision of the works to the satisfaction of JHS-AH. Sufficient number of competent and professionally qualified personnel shall provide such project management and supervision of the works. The Contractor shall also maintain an efficient site organisation so that all instructions are communicated immediately to the site and to his sub-Contractor and suppliers. The Contractor shall in particular, take note of the following:

- a) Exercise proper control over all sub-contractors and ensure that all instructions are fully complied with.
- b) Co-ordinate all M&E services and other sub-contractor works and ensure that all work are properly inter-phase and satisfactorily carried out.
- c) To plan for proper sequence of work routes, opening, spaces, etc. for all M&E services.

4.2 Site meetings

A weekly site meeting shall be conducted to monitor the progress as well as co-ordinate and review overall status of the works. The Contractor shall provide all facilities at the site for the purpose of conducting the site meetings between the Contractor and JHS-AH throughout the duration of the works. The Contractor will be required to attend the same as and when notified and he shall make available a senior representative with authority to accept and make decisions and act on his behalf.

The Contractor shall hold technical meetings to clarify, co-ordinate and review technical matters. Meetings shall be convened weekly or fortnightly as directed by JHS-AH. The Contractor shall conduct his own co-ordinate meeting at least once a week with all sub-Contractors and will be responsible for recording and circulating minutes to JHS-AH within three working days of such meetings. JH-AH may at his own discretion attend such meetings.

4.3 Instructions From JHS-AH

The contractor shall abide fully to any other instructions from JH-AH with regard to site safety, working conditions, project management or any other issues pertaining to the operations of the hospital which are not listed in this document.

5.0 Alexandra Hospital Checklist For Contractors

The contractor shall fill up and endorse the "Jurong Health - Alexandra Hospital Checklist For Contractors" attached overleaf (page A-11) at the end of each workday and submit to the JH-AH Representative for checking on site. Where found to be non-compliant, the contractor shall follow-up with corrective measures immediately, failing which the penalties stated in the JH-AH House Rules And Conditions Of Work shall apply.

JURONGHEALTH - ALEXANDRA HOSPITAL

CHECKLIST FOR CONTRACTORS

Name of Contractor: _____

Manager/Supervisor: _____

Title of Renovation / Repair Works : _____

Location: _____

Working hours: Mon – Fri _____ Sat _____ Sun _____

TICK

**To take photographs before and after construction / renovation / repair works*

SECURITY

TICK

- 1 Change pass and sign in by all contractors/workers at Security Office
- 2 Wear security pass at all times in proper attire (no dirty footwear and clothes)

SAFETY

- 1 Hoarding of work area
- 2 Safety Barriers for work area / material storage area
- 3 Wear safety helmets / boots
- 4 Wear safety belts when working in high areas
- 5 Hot works permit cleared for any welding/hot works

HEALTH

- 1 Wear masks for dusty work
- 2 Hacking / Drilling / Grouting / Cement works to be done after office hours or away from staff /visitors
- 3 Extraction fan for dust
- 4 Wear earplugs for noisy equipment
- 5 No smoking and spitting allowed

CLEANLINESS

FLOORWALL

TICK

- | | | |
|---|---|--------------------------|
| 1 | To lay protective material to protect flooring/wall | <input type="checkbox"/> |
| 2 | To cover existing equipment / services with protective sheets or hoarding | <input type="checkbox"/> |
| 3 | To ensure all damaged flooring / wall / tiles are replaced | <input type="checkbox"/> |
| 4 | To clean up floor and remove all debris and rubbish | <input type="checkbox"/> |
| 5 | To dispose all rubbish bags/waste at proper place | <input type="checkbox"/> |

CEILING

- | | | |
|---|---|--------------------------|
| 1 | No hanging of new M&E services from existing ceiling grid / hangers | <input type="checkbox"/> |
| 2 | To remove finger prints and dirty marks on ceiling | <input type="checkbox"/> |
| 3 | To ensure all damaged/permanently dirty ceiling boards are replaced | <input type="checkbox"/> |
| 4 | To ensure all ceiling boards are re-seated properly on ceiling grid | <input type="checkbox"/> |
| 5 | To replace all damaged M&E services / fittings (e.g. lights, air-con grilles) | <input type="checkbox"/> |

General Conditions After Completion of Works

- | | | |
|---|---|--------------------------|
| 1 | Floor has been cleaned thoroughly / unwanted paintwork removed | <input type="checkbox"/> |
| 2 | Wall has been cleaned thoroughly / unwanted paintwork removed | <input type="checkbox"/> |
| 3 | Equipment has been installed and cleaned properly | <input type="checkbox"/> |
| 4 | Hoarding / cones / temporary signages have been removed | <input type="checkbox"/> |
| 5 | Any damages to existing finishes / M&E services have been rectified | <input type="checkbox"/> |

Acknowledgement

I, Name/Signature of Contractor's Representative/Date: _____

acknowledge that I will be liable for a fine of \$500 if I do not follow the checklist given.

Name/Signature of JH-AH Representative/Date: _____