



OVAL DAMANSARA

Renovation Work Application Form

FORM OD-R1

Registered Owner / Authorized Person : _____

NRIC No. : _____ Parcel / Unit No. : _____

Date of Commencement : _____ Date of Completion : _____

Contact Details :

(H/P:) _____ (HSE:) _____ (OFF:) _____ E-mail: _____

Type of Renovation Work	Brief Description of the Work	Location / Area	Type of Tools Use	Name of Company and Workers (with NRIC)	Contact No. of Contractor	Date of Commencement	Date of Completion
Bulding Works Window / Door							
Flooring							
Ceiling							
Walls							
Electrical Works							
Air-Conditioning							
Plumbing Works & Sanitary							
Carpentry Works Build-in Cabinet							

I hereby declare that the above details are correctly true and agree that the Management/JMB have the right to enter my unit, inspect any renovation works and/or stop any works which are not found to be in the noncompliance to the Renovation Policies and Guidelines.

Signature (Registered Owner(s)/Authorized Person): _____ Date: _____

Perbadanan Pengurusan Oval Damansara

Management Office, Unit 29-10 e: management@ovaldamansara.com

685, Jalan Damansara t : 03-27753567, 03-27753568 Off

Sprint Highway w: www.ovaldamansara.com

60000 Kuala Lumpur

***Note: Please attach the necessary plans for the above renovation works.**

Renovation Checklist

FORM OD R-2

Registered Owner : _____
Authorized Person : _____
Parcel / Unit No. : _____ Date : _____
Contact No. : (H/P:) _____ (HSE:) _____ (OFF:) _____

A) Renovation Application Submission

1. Renovation Policy
2. Renovation Work Application Form include Date of Completion(FORM OD R-1)
3. Detail of Renovation Plan (to indicate the renovation work to be done)
4. Letter of Undertaking for Renovation Work (FORM OD R-3)
5. Contractor all risk with public liability of minimum RM300,000.00
6. Declaration of Indemnity (FORM OD R-4)
7. Security Deposit – RM4,000.00 (please issue cheque, refundable)
8. Clearing of Debris Deposit – RM200.00 (please issue cheque, refundable)
9. Administration Fees – RM300.00 (non-refundable) Maybank A/C no. 514196746245
10. Name list of Workers
11. List & Schedule of Movers

YES	NO

B) Pre Checklist

1. Any Outstanding Defect Works (please enclose photo & listing)
2. Any Renovation Affecting the Uniformity Façade of the Building
3. Any Renovation Works at Common Area – lift lobby, corridor, etc.
4. Any Renovation to Washroom (requires waterproofing warranty)
5. Any Renovation of Electrical Work
6. Floor Plan (to indicate the renovation work to be done)
7. Renovation Detail Drawing including M&E Work
8. Prove of Submission of Electricity Meter Connection
9. Major Renovation
 - a) Major Hacking on Walls
 - b) Any Hacking of Columns/Beams
 - c) Any Renovation of Sanitary/Plumbing Works
(if yes, must obtain an indemnity letter)
 - d) Any Hacking of Wall/Column for Electrical & Air Conditioning Works
 - e) Any Demolition or Reposition of Walls/Removal of Floor Tiles

Property Management : _____ Checked By : _____

Submitted On : _____ Acknowledged By : _____

Renovation Policy

The objectives of this policy are:

- Protect and safeguard the common properties of Oval Damansara
- Better control of activities during the renovation period.
- Commit responsibilities from both the owners and their contractor.
- Ensure a high standard of work performed.
- Maintain building structure integrity
- Prevent any Occupational Safety & Health Hazards

The Management is not a Statutory Authority therefore it is the Owner's sole responsibility to ensure that the renovation plan and work are designed plus carried out in accordance with conforms to, approves and does not in any way contravene the prevailing Acts or law imposed by the relevant Authorities.

Notwithstanding that, all the Parcel Owners are to abide the Renovation Policy as follows:-

- 1.1 Renovation works must carry out in accordance with the approved plans. The Management/Security reserves the rights to enter any vacant unit in order to inspect work and has right to stop any work found not in accordance with the approved plan or not in compliance with the policy or renovation guidelines. A STOP WORK ORDER will issue to stop all offending renovation works and dispute. The contractor will be refuse of entry at security post until the offense rectified accordingly.
- 1.2 Renovation works must not cause disapproval, discomfort, inconveniences to others, and infringes on any Government Regulation or By-Law or Acts of relevant Authorities.
- 1.3 Renovation must adhere strictly with the Sale & Purchase Agreement/ Deed of Mutual Covenants under Renovation Guidelines.
- 1.4 Owners are prohibit to do anything inside or outside the unit, which would affect the structural integrity of the building or compromise the original health & safety, integrity, harmony and aesthetic value of the overall building.
- 1.5 Hacking of structures walls, slabs (concrete floor & ceiling), columns, beams, toilets, balcony areas (if any) including the demolition of wall, drilling penetration holes through wall, repositioning of walls or any other structural renovation, are STRICTLY PROHIBITED.
- 1.6 The Management has the right to insist Owners to engage a qualified Structural Engineer/Architect to endorse and supervise any renovation work that may involve and affect the structural integrity of the building.

- 1.7 The Management has the right and absolute discretion to limit the nature and type of equipment/tools used which may deem harmful to the building.
- 1.8 All renovation works are confining to the limits of the unit. Any deviation into the common area and from the original approved plans may result in whole building not being able to obtain the Strata title from the Authorities.
- 1.9 Any renovation affecting uniformity of the building façade is **STRICTLY PROHIBITED**.
- 1.10 For delivery of heavy or bulky material, 24 hours prior notice is required for Lift Attendant and service lift booking, The Management has the right to charge for extra services rendered.
- 1.11 The contractor must be covered by insurance, or purchase Contractor All Risk (CAR) with Public Liability coverage of a minimum RM300,000.00 and Workmen Compensation (WCI).
- 1.12 Expiry Date of Renovation Permit will be enforced strictly. Owners must re-submit application of time extension and subject to the Management's discretion to impose new terms and conditions for approval.
- 1.13 All payment for maintenance charges, sinking fund and other required charges must be paid up to _____ date before renovation approval will be given.

Definition of Renovation

2.1 Classification

- Building Works
- Electrical Works
- Air-Condition Works
- Plumbing & Sanitary Works
- Carpentry Works

2.2 Activities:

- Demolition of walls, hacking of floor or wall, alteration to any electrical, plumbing, sanitary fitting, airconditioning system and plaster ceiling.
- Any form of brick laying, concreting or plastering works.
- Installation of facilities such as kitchen, wardrobes and other decorative major woodworks within the unit.
- Erection of new walls and installation of new filling on floors or wall.
- Any work which cause excessive noise, generates construction debris and requires the transportation of raw building materials or the removal of construction debris via the lift.
- Any works that can potentially cause damages to common property such as lift, door, wall and floor surfaces.

Renovation Application

- 3.1 Prior to the commencement of any renovation works. Owners must inform the Management and fill up the Renovation Work Application Form "OD R-1" and Checklist form "OD R-2" together with the following details including elevation/sectional plans:

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- Architectural/Interior Design Plan
- Electrical and/or LV Plan
- Sanitary & Plumbing Plan
- Air-conditioning Plan
- Water proofing system for affected area and the warranty

List of Materials to be utilized. Only lightweight materials and must be approved by relevant authorities.

- 3.2 Owners must engage a licensed & bona fide contractor and submit their CIDB registration.
- 3.3 Owners must make Payment of Refundable Renovation Deposit of RM4,000.00. The deposit is to ensure that you/your contractors comply with all the Renovation Guidelines herein and will be returned without interest 3 months after inspection and after clearance approval from the management
- 3.4 The Management shall be entitled without prejudice to any other rights that it may have to use the Renovation deposit for the cost of any repairs and/or the make good such damages and the balance of the Renovation Deposit (if any) shall be refunded by the Management without interest.
- 3.5 If the amount of damages exceed the deposit amount, the Owner will be liable to pay the outstanding sum of the claims against renovation unit's Owner.
- 3.6 A surcharge of RM200.00 per incident will be imposed if the contractor fails to cart and clear/dispose away all renovation debris/materials.
- 3.7 Owners must sign a Letter of Undertaking "OD R-3" and a Letter of Indemnity "OD R-4"
- 3.8 Electricity meter must be connected before renovation work will be approved. Owners are STRICTLY PROHIBITED from using common electricity and a surcharge of RM1,000.00 will be deducted from the renovation deposit if the appointed contractor is found doing so.
- 3.9 Owners must submit the required insurance coverage policy CAR & WCI for the renovation works as per Clause 1.11.
- 3.10 Owners must submit the receipt of updated payment for maintenance charges, sinking fund, insurance and other payments deems necessary by the Management.
- 3.11 Upon renovation work application being approved and before a RENOVATION PERMIT "RP" is issued, the owner is required to submit the following before work is permitted to commence:
 - An accurate list of name and identity card numbers of employee carrying out the renovation works for security clearance. The list may be updated weekly or as and when required by the contractor and approved by the Management.
 - Submit renovation schedule and timetable for loading & unloading material.
 - Owner's/Tenant's contractor must install protection for the corridor leading to the unit.
 - Submit a work method statement or proposal which will indicate amongst various things, how bulky or dusty materials will be brought into the lift and building premises and how rubbish and construction debris will be removed/care away. Failure to do so, the Management has the right to refuse the utilization of the service lift for such purposes.

Owners must NOT pass their access cards to their contractor/workers to avoid security breach to the building.

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Renovation Guidelines & Procedures

- 4.1 Contractor/Workmen/Delivery Personnel must register at the Security Guard House to obtain identification passes. Only names listed in the registration submitted by the contractor and authorized by the Management will be given the identification passes and granted entry. The Management reserves the rights to deny entry towards any unknown person for whatever purposes.
- 4.2 Contractor/Workmen/Delivery Personnel must wear and clearly display the "CONTRACTOR PASS" at all times, failing to do so which the security is at liberty to take any action deemed necessary including the person being considered as an intruder and a police report to be made.
- 4.3 Contractor/Workmen/Delivery Personnel must sign in/out at the Security post, failing to do so will have security the rights to deny entry.
- 4.4 Contractor/Workmen/Delivery Personnel are permitted to use the DESIGNATED LIFT ONLY.
- 4.5 Renovation works are permitted during the following days and hours only specified during the Management.

On Normal Basis

Monday to Friday: 9am-5.30pm (Hacking, drilling, metal & tile cutting & grinding are only allowed after 5.30pm)

Saturday: 9am-1pm (Hacking, drilling, metal & tile cutting & grinding are only allowed after 1pm)

Sunday & Public Holidays: Not allowed unless asked from the Management.

- 4.6 Delivery of Equipment/Material/Fixtures/Furniture is permitted during the days and hours specified by the Management. Heavy and bulky delivery including carting away of construction debris must make prior arrangements within 24 hours' notice and obtain prior consent from the Management in order to control lift traffic and access to organize/standby a Lift Attendant to operate the service lift under Attendant Mode.
- 4.7 No contractor's vehicles are allowed to be park inside the premises except for loading/unloading purposes only. Vehicles must be securely attended and engine switched off when in the building lobby driveway to avoid smoke and fume.
- 4.8 Contractors are STRICTLY PROHIBITED from stockpiling deliveries and obstructing the building lobby driveway and compromise owners/tenants safety.
- 4.9 The Management and Security reserves the rights to refuse, delay/hold any delivery of materials/furniture equipment, removal of debris during renovation works.

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- 4.10 Security guards are empowered to inspect all workers, tools, and material transport into or out from the building.

Workers must exercise proper care and protection to avoid damages to the surfaces of all lifts, lobby floors and walls during loading and unloading of material, tools and equipment.

- 4.11 Use APPROVED dolly/trolley/wheeled bin to cart away when transporting construction materials/waste/debris.
- 4.12 The Management shall have the right and absolute discretion to limit the nature and type of equipment used by the workers in carrying out the renovation works which may be harmful to the building. Equipment and tools using petroleum fuel or other which may give rise to smoke, fume or obnoxious smells and explosives of any nature are STRICTLY PROHIBITED in the building.
- 4.13 Hacking any reinforced concrete wall, slab (concrete floor & ceiling), beam penetration holes or reposition of walls are STRICTLY NOT PERMITTED without written approval of a LICENSED AND QUALIFIED STRUCTURAL ENGINEER to endorse, supervise and undertake the structures integrity of the work and the work must be carried out by the approved specialist subcontractor.

Notwithstanding that, the work must be approved by the Management and subject to but not limited to the following:

- Engage an Approved Specialist Contractor- Cut & Core Method.
 - No sledge hammer. No rotary & heavy demolition tools, no jackhammer will be allowed by security onto the site under any circumstances.
 - No vibration, no nuisances and disturbances to adjacent properties.
- 4.14 Any renovation involving the replacement of any material not similar to originally design or installation of heavy furniture/fitting or items on the floor/wall. Only lightweight materials are permitted, e.g. brick, decorative texture rock/stone, etc.
- 4.15 Owners must submit approved method statement and install approved waterproofing method with acceptable warranty for any renovation work to the washroom and any removal to floor tiles.
- 4.16 Cranes are not allowed for any renovation work.
- 4.17 Cement, sand and any other material shall be packed into proper sacks/plastic bags. All works of cutting tiles and mixing of cement are to be done inside the unit. NO WET MORTAR OR CONSTRUCTION WASTE MUST EVER BE FLUSHED DOWN ANY WATER CLOSET OR FLOOR TRAP GULLY INSIDE THE UNIT.
- 4.18 To prevent accidentally puncturing any concealed conduit, pipes, cable or any other services, mechanical ram setting to shoot concrete nails into wall or concrete slab are not permitted unless the positions have been checked and approved by the Management as safe from causing accidental damages.
- 4.19 Any renovation/decoration work affecting the respectively floor lift lobby common area, owners MUST OBTAIN the Management's approval.

- 4.20 Strictly NO SMOKING in the lift and renovation unit. Any workers caught in the act will be blacklisted and refused entry.
- 4.21 Strictly NO SMOKING in the lift and renovation unit. Any workers caught in the act will be blacklisted and refused entry.
- 4.22 Electrical works for any relocation and additional of electrical points, an electrical plan must be submitted and subject to the following:
- The electrical works should take into consideration the amount of electricity supplied to each unit.
 - Owners are advised to appoint internal or panel contractor for electrical works.
 - All concealed electrical wiring works must be earthed and concealed in approved conduit approved by the Jabatan Bekatan Elektrik.
 - All concealed electrical wiring/new socket must utilize box-up method and failing which the owner will be subjected strictly to Clause 4.14. Area affected must be clearly marked on the site for inspection and to be approved by the Management. Unauthorized workmen are NOT PERMITTED to hack or chip the reinforced concrete wall.
- 4.23 Air-conditioning Services.

The existing Air-Conditioning conceal piping system is designed for either multi-split or single-split unit type-depending on the location. A mechanical plan must be submitted and subject to the following:

- The air-conditioning work must take into consideration the electricity load and the copper piping/condensed water outlet.
- Owners are advised to appoint internal or panel contractor for the work.
- Air-conditioning gas or condensation pipes are NOT permitted to be concealed on the floor. This is to prevent water leakage to the unit floor below.
- All concealed gas pipes and condensation pipes must utilize box-up method failing which the owner will be subjected strictly to Clause 4.14. Area affected must be clearly marked on the site for inspection and to be approved by the Management. Unauthorized workmen are NOT PERMITTED to hack or chip the reinforced concrete wall/beam to conceal the pipe.
- All air-conditioner outdoor compressor units must be located at the designated equipment area to the rear of the unit.

Installation of Metal Grille to Door and Window must conform to the necessary Building By Laws and must be installed internally to ensure that aesthetic and uniformity of the external building façade.

Unauthorized Renovation/Alteration Works.

- 5.1 All owners are PROHIBITED from carrying out any unauthorized renovations or alterations to any part of the building including the common and external façade areas that may have the following effect or consequences:
- Compromise any of the original safety standards of the building
 - Compromise the original harmony and aesthetic value of the overall building especially due to the unsightly metal grills, awnings, change of aluminum frames or tinted color of glass to windows and sliding panels, additional lighting fixtures to balcony areas or random fixture of air-conditioner units or other equipment, particularly on the external façade.
 - Causing disapproval, discomfort, distress and inconveniences to adjacent property/owner/resident or infringes on any Government regulations or By-Laws of any Authority.
- 5.2 When such unauthorized renovation or alteration works are detected, the Management will serve a written notice to the owner/tenant to request that it be removed or demolished by the owner/tenant within 7 days of receipt of the notice. Failing to comply with this request may result in direct action by the Management to rectify the situation and any cost incurred will be claimed against the owner/offender concerned.

Indemnity

- 6.1 Please ensure that your contractor/workers has purchased the required insurance coverage as stated in Clause 1.11.
- 6.2 Please note that the owner shall indemnify and keep indemnified the Developer and the Management, against any and all claims and losses, howsoever caused, as a result of your renovation works.

Post Renovation Procedures

- 7.1 Owners shall inform the Management to arrange inspection of the unit upon completion of the renovation work by submitting the Certificate of Clearance Application. (FORM OD "R-5")
- 7.2 Renovation Deposit will be arranged for refund after inspection and approval by both the Management and relevant authorities with after deduction if there is any.
- 7.3 The deposit shall be refunded within 3 months without interest from the date after the approval form the Management.

The Property Manager, Oval Damansara.

Dear Sir/Madam,

RE: LETTER OF UNDERTAKING FOR RENOVATION WORKS AT UNIT NO: _____

I/We, _____ NRIC/Passport No.: _____ the Registered Owner(s) of the above unit hereby undertake full and sole responsibility for all the renovation works done inside my premises as per attached Renovation Works Application Form and Drawing.

I/We hereby agree and understand that the deposit of RM4,000.00 (Ringgit Malaysia Four Thousand Only) will be refunded to me after the completion of the renovation works provided that all rubbish and unwanted materials are disposed of properly, at my own expense and there is no damage to common property or premises in the building.

In the event that there are any damages or seepage, leakage or cracks occur to the adjacent/above/below units which have been caused by the renovation works, I hereby agree to rectify and make good to all the defects and damages to the Management satisfaction and approval.

I/We hereby agreed to my/our rights to the Management/Security/JMB/ to enter my/our unit, in order to inspect and/or stop any work which is found not in accordance with the approved plan or not in compliance with the Renovation Policies or Guidelines.

I also undertake to abide by the following:

- I. All the regulations including the Local Authorities By Law and any terms & solutions imposed by the Management/JMB.
- II. Not to tap any electricity supply or water supply from the common area failing which I accept that I face a fine of RM1,000.00 (Ringgit Malaysia One Thousand Only)
- III. A surcharge of RM200.00 (Ringgit Malaysia Two Hundred Only) per incident will be deducted from my renovation deposit if I fail to cart and clear away renovation/moving in debris/materials. IV. To accept and compliant to any STOP WORK ORDER issued by the Management

I have fully understood the said requirements and will abide by all the Renovation Policies and Guidelines. I will not hold Management/JMB liable for any incident or losses occurring during or after my/our renovation works completed.

Thank you.

Signature : _____ Signature (Witness) : _____
(Registered Owners)

Date : _____

Name & NRIC No : _____

Form OD R-4

RENOVATION WORK CARRIED OUT AT UNIT NO. _____

OF OVAL DAMANSARA, JALAN DAMANSARA, KUALA LUMPUR

I/We refer to the Sale & Purchase Agreement made between us (the Registered Owner) of the one part and the company (the Developer) of the other part whereby I/we agreed to buy and the company agreed to sell the above mentioned Parcel (the Parcel).

Declaration of Indemnity

I/We (the Registered Owner/s) hereby declare that I/we am/are undertaking the renovation/refurbishing/alteration/building work(s) under the following terms and conditions:

- I. The I/we am/are not allowed to make or to carry out or cause to be made or carried out any variations or additional to the Parcel or install or cause to be installed any fixtures or fittings which may have the effect of preventing the Developer from subdividing the Building in which the Parcel is situated so as the enable the Developer to obtain the issue of a separate strata title to the Parcel under the Strata Title Act 1985.
- II. That in the event the Developer is unable to subdivide the Building of any variations, alterations or additional to the Parcel or any fixture or fittings installed herein, hereof or hereon, I/we am/are liable and responsible for any loss or damages or penalty which may be taken against Oval Damansara JMB and/or the Developer as prescribed for under section 8(5) of the Strata Title Act 1985.
- III. That the Developer and/or JMB are not held liable/responsible for any defects, shrinkage or other faults in the Parcel as prescribed in the Defect Liability Period Clause of the said Agreement for that part or any part of the Parcel or adjoining Parcel or common property as a result of the renovation/alteration/variations or additional work(s) carried out by me/us and I/we shall be responsible for any loss(es), damages or compensation as consequences thereof.
- IV. That JMB/Management are not held liable/responsible for any renovation, alteration or addition work(s) designed and carried out in the Parcel that are NOT in accordance with, conforms to, approve and in any way contravene any prevailing Acts or Law imposed by the relevant Authorities.

Date:

Signature : _____

_____ (Registered Owners)

Name/s : _____

NRIC No. : _____

_____ The Property Manager

Oval Damansara

Date:

Signature (Witness):

Name/s: _____

NRIC No.:

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Dear Sir/Madam,

RE:LETTER OF INDEMNITY AND UNDERTAKING FOR RENOVATION WORKS

I/We, _____ NRIC/Passport No.: _____ the

Registered Owner(s) of the above unit hereby undertake full and sole responsibility for all the premises and Oval Damansara JMB/Management will not be held liable/responsible for the renovation, alterations or additions work(s) designed and carried out in the above unit.

Pursuant to my/our renovation/decoration work to the common property lift lobby, I/we hereby undertake also to maintain the common property lift lobby at my/our floor which includes but not limited to the repainting of the wall and ceiling, the cleaning of the floor and maintenance of the floor tiles and other as where required by the Management.

Thank you.

Signature : _____ Signature (Witness): _____ (Registered Owners):

Block/Unit No. : _____ Name & NRIC No.: _____

APPLICATION FOR CERTIFICATE OF CLEARANCE

FORM OD R-5

Note: Inspection will be carried out on first come first serve basis.

Oval Damansara Property Manager
Management Office Dear

Sir/Madam,

I/We, _____ the registered owner/authorized person of Unit No. _____ have hereby duly completed my renovations in my unit in accordance with the Renovation Approved Permit Ref No. _____ hereby submit the As Built Drawing for your attention. Kindly organize my unit to be inspected for the issuance of the certification of clearance.

Thank you.

Signature : _____

Date : _____

For Office Use

Date Received : _____

Acknowledged by : _____

Date of Inspection : _____

Signature : _____

Remarks : _____

APPLICATION FOR REFUND OF RENOVATION DEPOSIT

Parcel No.: _____

Registered Owner(s): 1) _____

NRIC No.: _____

2) _____

NRIC No.: _____

Oval Damansara Property Manager

Management Office

Dear Sir/Madam,

RE: APPLICATION FOR REFUND OF RENOVATION DEPOSIT The

renovation works for the above unit has been completed.

Kindly arrange for renovation deposit refund of RM_____ payable to _____

I/C No.: _____ Thank you.

Signature (Registered Owner/s)

1) _____

2) _____

Contact No. : _____

Date : _____

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