

GCB Court Management Corporation

Tel: +603-4257 9922 Fax: +603-4257 8772 H/P: +6016-332 8169 Email: office@gcbcourt.com

RENOVATION APPLICATION

Name:	Unit No:	Owner / Tenant
Tel No:	Email ID:	

1. I/we wish to apply to carry out renovation works to my/our unit as detailed on the application form and proposed renovation plan attached.
2. I/we hereby enclose herewith Cheque No: _____ for RM_____ as a refundable renovation deposit, made payable to "GCB Courts Management Corporation" for the above.
3. I/we understand and agree that the said deposit is refundable free of interest upon the completion of the renovation works and the final inspection by GCB Management, less any sum (if any), which will be used to offset damages or losses to any part of the parcel or common area/property incurred by the appointed Contractor's negligence or non-compliance with any term and conditions imposed and failure to clear any renovation debris or during the renovation period.
4. I/we hereby confirm the following:-
 - (a) That I/we shall observe all conditions laid out in the House Rules and Renovation Conditions and any liquidated damages suffered by as a result of the renovation works or negligence on my/our part shall be borne by me/us;
 - (b) That I/we understand that any such alteration or addition thereon erected by me/us without approval from the authority may render liable to prosecution and /or demolition now or in the future by the Statutory authorities;
 - (c) That GCB Management will not be responsible for any items in the above said property found damaged or missing during the renovation period; and
 - (d) That I/we are liable to any defects contributed from the portion of works which is directly or indirectly affected by my/our renovation works during and after the defect liability period to any other parcel units, common property or area, lifts, walk-ways, roads and corridors.
5. I/we hereby indemnify GCB Management or any other parties from all losses, damages, expenses; and payable, suffered or incurred as a result of or arising from or in connection with or by reason of any Breach of the clauses of the Renovation Guidelines.

Your Faithfully

Owner's Signature

Name:

Date:

RENOVATION CONTRACTOR REGISTRATION

Name of Contractor/Company: _____
(please attach business card)

Company's Address : _____

Contact No:- _____ (Mobile) _____

Person In-charge:-

1. Name : _____ Designation: _____ I/C No: _____

2. Name : _____ Designation: _____ I/C No: _____

Workers Registration:

No.	Name Of Supervisor & Workers	Identity Card No.	Nationality
1.			
2.			
3.			
4.			
5.			
6.			

Vehicle Information:

1. Type of vehicle: _____ Colour _____ Reg. No. _____

2. Type of vehicle: _____ Colour _____ Reg. No. _____

3. Type of vehicle: _____ Colour _____ Reg. No. _____

4. Type of vehicle: _____ Colour _____ Reg. No. _____

Important:

1. All workers must report to the security check point during the renovation period.
2. All workers must wear Identification passes/tag while in GCB compound.
3. Workers are not to be seen sitting, smoking, eating or drinking in the Grand Lobby or common area.
4. GCB Management and/or security guards reserve the right to ask any of the above workers to leave the premises of GCB if they are found to be in breach of any rules or regulations set by Management.
5. A penalty of RM50.00 will be charged for loss of pass.

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Renovation Conditions For Contractors:

All contractors are to observe very strictly the following rules whilst in GCB Building premises.

Security Checks

Contractors carrying out Renovation Works will be verified at the access control checkpoint prior to the work being carried out. Contractor must wear/display identification pass at all times whilst in GCB Court failing which GCB Management reserves the right to refuse entry and/or to evict any unknown or unauthorized persons from GCB Court.

Working Hours

Contractors working hours are strictly from 9.00 am to 5.00 pm on weekdays only. Renovation is not permitted on Saturday, Sunday and Public Holidays. No extension of hours shall be given or entertained. If workers are found continuing their work after the stipulated hours, they will be barred from future entry. Any extension must be applied in advance to the Management for consideration.

Hacking Hours

No hacking is permitted after 3.00 pm. Hacking, if any is to be carried out within the stipulated hours from 9.00 am to 3.00 pm Mondays to Fridays only. The contractors engaged by the Owner shall only use the type of heavy equipment approved by GCB Management.

Renovation Equipment

Equipment such as pneumatic hammers, hammer drills, "jack hammers" and coring machines are expressly prohibited without the consent of the Management. Welding works are limited to a power supply from a 13A power point only.

Disposal Of Waste

No debris or construction waste should be discharged into building's waste disposal system, common areas or in such other manner so as to clog up the common system.

Renovation Plans

The owner shall furnish GCB Management with copies of the as built drawings of any Renovation work (including but not limited to mechanical and electrical plumbing works) upon completion of such Renovation works.

Raw Material

All raw materials are to be packed in proper non drip plastic bags before entering the lobby or lifts.

Usage Of Lifts

Contractors conducting renovation works shall be done strictly through the use the service and/or Bomba Lift No. 3 accordingly and must inform the Management of any shifting of heavy or bulky item using the service and/or Bomba lift at least 24 hours in advance so that proper arrangement can be to avoid causing any material in convenience to other users. Proper lift covering and floor covering is to be provided by the Contractor to avoid scratches

to the Lift panels and also to the Lobby floorings.

Loadings/Unloading Area

Contractors shall unload their goods at the designated loading/unloading area. Unloading at the main or side entrance is strictly prohibited. Loading flooring is to be cover protected.

Professional Conduct

All workers must observe the peace and quiet of the Building and be sensitive to the neighbour's. No loud discussion or shouting will be allowed. All contractors and their workers are strictly prohibited from loitering or sleeping within the common view of the Residents. No tapping of utilities supply from the common grounds are permitted without the prior approval from the Management.

Governmental Condition

All renovation works are to be carried out by competent and licensed workers registered with the respective Governing Bodies. Failure to comply with this ruling will subject the Contractor and his company to a possible lawsuit where there is a contributed negligence.

Insurance

All Renovation Company must take out appropriate insurance to cover workers for Contractors All Risk, Hospitalization, Personal Accidents, Public Liability and repatriation expenses.

Liabilities

Contractors carrying out wet works on the floor should ensure appropriate waterproofing is applied. Contractor and/or owner are liable should there be any leakage causing damage to the unit below.

Failure to comply with any if these conditions shall put the contractor and his workforce risk of being banned from further entry to the Condominium and forfeiture of the renovation deposits.

Declaration

I, _____ having read the above Contractor's Guidelines do agree to abide by the Conditions for the benefit of my entire workforce and to minimize any inconvenience to the residents.

Name:

NRIC:

Date: