To: All Tenants

Subject: Installation of Airconditioning System to NTU Staff Quarters

TERMS AND CONDITIONS

What you have to comply with:

(1) The tenant is requested to apply (using attached application form) to Office of Estate & Amenities for permission to install their air-conditioning system with the following enclosed:

   (a) a draft building plan (bearing the tenant’s name cum endorsement and indicating the name of proposed air-conditioning system installation contractor) showing the following:
       - the locations of the indoor fan coil units and condensing units for split unit system.
       - the routing of the refrigerant pipings and condensate drainage pipings and points for split unit system.

   (b) submission of plan for window unit type of air-conditioner is however optional but proposed drainage piping routing must be clearly described in the application.

   (c) catalogues of the proposed air-conditioning system indicating the actual models to be installed and power consumption.

(2) Installation works can only be carried out after the tenant has obtained a written approval from Office of Estate & Amenities.

(3) Barring unforeseen circumstances and provided tenant submits complete information/requirements as specified together with the application form, approval time takes approximately three (3) working days from the date Office of Estate & Amenities receives tenant’s application.

(4) The tenant must engage qualified workers, trained and certified by the Building & Construction Authority (BCA) for the air-conditioning system installation works. In this respect, a photocopy of the air-conditioning system installer’s BCA certificate is to be attached with the tenant’s application. This requirement applies to installations in all buildings except bungalows, semi-detached and terrace houses.

(5) The tenant is to supervise their own air-conditioning system installation works to ensure that all works are carried out in compliance with Office of Estate & Amenities’ requirement.

(6) The tenant is responsible for the proper installation, safety and stability of the air-conditioning units. It must not cause any vibration or cracks to the structure and hacking of holes through reinforced concrete walls, beams or columns is strictly prohibited.

(7) The tenant is to ensure that the total running current of the air-conditioning system does not exceed 25 amperes.

(8) The air-conditioning units must be installed in the locations approved by Office of Estate & Amenities and the mode of installation shall be strictly in accordance with the sketch given by the tenant but approved by Office of Estate & Amenities.

(9) All refrigerant, condensate pipings and electrical power trunking to the fan coil units should be run internally within the premises. Refrigerant pipes must be insulated and concealed in plastic conduit.
(10) The condensate should be properly discharged into the nearby internal floor trap or drain pipe. No pipework should be allowed to run externally or outside the building.

(11) No structural alteration is allowed without the prior written permission from Office of Estate & Amenities.

(12) The tenant should make sure that proper mounting materials are used to support the condensing unit eg stainless steel angle bar complete with expansion bolt and nut complete with washer, etc. For Nanyang Heights housing unit, the supports for mounting the brackets shall have to be taken from the internal wall of the unit as shown in Appendix D.

(13) For Nanyang Heights window unit type of air-conditioner, a tray as shown in attached Appendix A must be provided by the tenant together with the installation.

(14) Upon completion of the air-conditioning system installation works, tenants are advised to arrange for a joint inspection with Office of Estate & Amenities to check on the finished works. In the absence of joint inspection, if it is subsequently discovered that the air-conditioning system installation works contain irregularities, the tenant is responsible in getting all irregularities rectified to the satisfaction of Office of Estate & Amenities and all costs incurred are to be borne by the tenant himself. Appendix B attached shows the boarding details for Nanyang Heights window ledge when a window unit type of air-conditioner is being fitted.

(15) The tenant is to take care of the University’s properties during the installation and during routine maintenance. Any damages caused by tenant or tenant’s contractors shall be repaired by the tenant at their own costs and to the satisfaction of Office of Estate & Amenities.

(16) The tenant shall ensure that all debris resulting from such air-conditioning system installation works are properly cleared and out of NTU’s campus for proper disposal.

(17) The tenant shall ensure at his/her own expense maintain the air-conditioning system at all times so as not to cause any inconvenience or nuisance to the nearby occupants by causing noise pollution, vibration problem, water dripping problems, etc. The tenant shall abate such nuisance should they arise, failing which he/she may be required by Office of Estate & Amenities to stop the use of such units. Alternatively, Office of Estate & Amenities reserves the right to engage its own contractor to rectify the problem(s) and charge all costs incurred to the tenant. In this conjunction, tenants are advised to take up regular servicing of their air-conditioning system.

(18) The tenant shall at his/her own expense maintain the external walls/floors free from stains caused by the operation of the air-conditioning units.

(19) All items installed eg. condensing units and fan coils including its accessories, brackets, wirings, refrigerant pipes, etc by the tenant must be removed at his/her own costs when they vacate the premises. All affected areas eg wall openings, holes, cracks, etc must be made good by replastering with acceptable painting work and must be reinstated to the original conditions to the satisfaction of Office of Estate & Amenities. Appendix C attached shows the boarding reinstatement details for the Nanyang Heights window ledge that tenants must comply when the window unit type of air-conditioner is removed.

(20) The tenant should attend to all complaints pertaining to their own air-conditioning system.

(21) An occupier of the premises is liable and owes the common duty of care, if owing to defective state of the air-conditioning system installations, injury is caused to the person and/or damage incurred to adjoining land or on the ground level.

(Note: Appendices A, B & C mentioned in Clauses 13, 14 & 19 above will only be attached to the Terms & Conditions accompanying Office of Estate & Amenities’ grant of approval for Nanyang Heights air-conditioning system application.)