

3. ACCESS CONTROL

- (a) Access is at your own risk. You will have no claim against the Landlord, its Directors, Employees or Agents arising out of bodily injury or death sustained, or any damage or destruction to or loss of any goods or property of any description, whether due to wilful act, omission, negligence or default of Directors, Employees or Agents or by any cause whatsoever.
- (b) Security procedures for access into and exit from the building is in place and should be always adhered to.
- (c) The Contractor shall submit a list of workers stating their names ID numbers and contact details.
- (d) Deliverers and contractors use the good delivery entrance at the back of the building. Goods entrance is manned Monday to Friday 06h00 to 18h00. Request to open the door outside of normal hours must be arranged in advance with the building manager.
- (e) Goods, material, and tools must be transported via the goods lift only. The Contractor shall be responsible for the safe handling and storage of material, equipment, and tools.
- (f) Prior arrangement must be made for parking at the building for contractors. Vehicles are driven and parked entirely on the vehicle owner or driver's risk.

4. WORKING HOURS

- (a) Normal working hours is Monday to Friday 07h00 to 17h00
- (b) Noisy work to be done after hours and over weekends.
- (c) Media24 reserves the right to stop any work of any contractor if the work disturbs the operations of business in the building.

5. OFFICE RENOVATIONS

Approval for building alterations to be obtained from the Landlord/ Property manager in writing before commencement of any work.

On completion, the following documents

- i. Certificate of Occupation
- ii. Approved Council Drawings
- iii. Electrical Certificate of Compliance

- iv. Verification and approval from the Fire Chief

All costs etc are to be borne by the tenant for professional services.

6. RENOVATION RULES

- (a) Media24 reserve the right to copy of insurance (public liability), letter of good standing with the compensation commissioner and a job specific risk assessment for record purposes.
- (b) Contractors, suppliers, and vendors to always ensure all personal wear protection equipment (PPE).
- (c) Hammering, drilling and noise pollution works only permitted after office hours.
- (d) Contractors are required to dispose renovation/construction waste and must take steps to ensure that the construction sites are always in a clean state.
- (e) Construction/renovation safety notices to be displayed during renovation period.
- (f) Construction renovation site to be cordoned off with physical barriers or danger tape.
- (g) Smoking, gambling, littering, spitting, shouting, rudeness, defiance to Media24 instructions, unruly behaviour and wondering around on other floors away from construction/renovation/working area are strictly prohibited. Any workers found flouting these house rules shall be ordered to leave the site immediately.
- (h) Bath, shave, or wash of equipment in basins on the floors are not allowed. Toilets and urinals may not be used to clean or flush any construction material.
- (i) Building material to be stored on the construction/renovation site. Any staircase, corridor and walls at the access routes are to be always kept clean.
- (j) Any damage, stains, scratches, or markings caused by contractors outside construction/renovation areas, shall be made good to the Media24's satisfaction.

7. HOUSE KEEPING

- (a) The contractor shall maintain a high standard of housekeeping and cleanliness on site for the whole duration of the works Goods must be transported via the goods lift only.

- (b) The work area along the construction/renovation are to be cleaned daily.
- (c) Special precautions must be taken when working on the roof of the building due to strong winds in the area. No working on the roof if the wind blows or it rains. Secure all items that might be blown from the roof

8. ELECTRICITY INSTALLATIONS

- (a) The contractor shall protect, upkeep, and properly isolated and maintain all existing electrical installations. He shall be responsible for any damage or disruptions to such services resulting from his building works.
- (b) The contractor must ensure that electrical and mechanical systems are properly isolated prior to commencement of construction/renovations. Lock Out and Tag Out (LOTO) procedures to be strictly followed.

9. EMERGENCY PROCEDURES

- (a) All contractors, suppliers, and vendors to complete the Media24 Section 37/2 agreement attached to this document.

10. FIRE-ARMS

Firearms are not permitted within the building.

11. SMOKING

- (a) Media24 Centre is a smoke free environment.

12. LIABILITY

- (a) Office security and the safeguarding of personal belongings is the responsibility of every person.
- (b) The Landlord and the Security Contractor do not accept any responsibility for any loss from damage done to or in tenants' premises related to theft or any other criminal activity.

13. LIFTS AND FOYERS

- (a) Goods lifts are for goods only and passenger lifts for passengers only.
- (b) Eating or drinking is prohibited in all the lifts and foyers.

14. PARKING

- (a) Parking will only be allowed if prior arrangements have been made.
- (b) Vehicles are driven and parked entirely and the vehicle owner or driver's risk.
- (c) Speed in parking areas is 10km/h.

15. SECURITY

These regulations have been put in place to secure the safety of all employees, visitors, contractors, suppliers, vendors, and property. Strict adherence to security procedures is required to assist security staff to perform their duty as effectively as possible.

- (a) The guards are permitted to do random searches.

16. ACKNOWLEDGE

	Contractor/Supplier/vendor	Media24
Name		John Visser
Designation/Company		Property Manager
Description of work		Construction/renovation
Period of work		
Date		13/12/2023
Cell phone number		0825225452



