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Welcome to StarCrest

Dear StarCrest Resident(s),

We are delighted to welcome you as resident(s) of this prestigious development. We trust that you will enjoy the comfortable surroundings and facilities provided for you.

Please take a few minutes to read the enclosed information which helps you to accommodate to living in StarCrest. We are always here to offer you our best assistance and make your experience at StarCrest a most enjoyable one.

You may join the StarCrest Tour and familiarize yourself with the clubhouse facilities, neighbour shops and the building. Please register with StarCrest Concierge at 2866 6461.

Best regards,

A handwritten signature in black ink, appearing to be 'ML' or similar initials, written in a cursive style.

Marcela Leung
Concierge Manager
StarCrest (Management) Limited

Introduction of StarCrest

StarCrest, located next to Pacific Place, Admiralty, is an elegant development consisting of two residential towers accommodating 329 apartments atop a four-level podium, housing a carpark and three restaurants/shops.

Tower One – 37 stories high, consists of 171 units, including 4 duplex units at 27/F & 28/F, 29/F & 30/F, 31/F & 32/F, 33/F & 35/F.

Tower Two – 33 stories high, consists of 158 units.

The development is provided with a wonderful range of facilities, including a landscaped podium garden, 83 covered carparking spaces, an outdoor swimming pool, outdoor children's playground, a table tennis room, a golf simulator room, a children's play room, a changing room with sauna, an aerobic dance room, a resting/reading area, gymnasium and four roof gardens.

StarCrest is a short distance from Admiralty, and surrounded by public transport, including trams, buses and the Mass Transit Railway. A taxi stand is situated in front of Three Pacific Place, and a drop off driveway in between the two towers of StarCrest. This is a pedestrian subway access from Three Pacific Place to the MTR and Pacific Place itself.

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Security & Equipment

- **Resident's Card & Proximity Access Card**

Residents must apply for a Resident's Card and a Proximity Access Card by completing the enclosed application form. The completed form must be returned to the Management Office together with a passport sized photograph of each resident requiring a Resident's Card. Residents are required to carry the Resident's Card when using clubhouse facilities or participating in interest classes, residents' events and to enjoy exclusive offers by neighbour shops and restaurants. Proximity Access Card is also for the access to the building, podium and clubhouse as an alternative to using the Digital Combination Door Code. (For security purpose, residents are recommended to use Proximity Access Card or Digital Combination Door Code for the access to the building.)

Four Proximity Cards will be provided for each unit free-of-charge. Additional cards can be arranged at a cost of HK\$200.00 per card. For security reason, in case of loss of Resident's Card or Proximity Card, please report to the Management immediately. The replacement cost for each Resident's Card and Proximity Card is HK\$100.00 and HK\$200.00 respectively.) Resident's Cards and Proximity Access Cards are the properties of StarCrest (Management) Limited and must be returned to the Management Office upon moving out of StarCrest, otherwise a penalty of HK\$100.00 and HK\$200.00 will be charged respectively. Cost is subject to review by the Management Company and Owners Committee.

- **Security Control**

A Comprehensive Security System is installed within the common areas, including an Access Control System, Closed Circuit Television and Exit Door Alarm system.

A digital video door phone system is provided for the main entrance access control with entrance panels and cameras at both lobby areas connected to video door phone hand sets in each domestic unit.

The security door codes for both towers, clubhouse and carpark are changed regularly and notice will be given beforehand. They should not be disclosed to outsiders.

A Panic Alarm switch has been installed in the wardrobe of the master bedroom of each unit and this is connected to the alarm panel at the main lobby. It is hand-operated by pressing the button and is designed to summon the management for assistance in the event of personal attack or emergency. The system can be reset ONLY by the Management.

Information & Rules

● Clubhouse Facilities Opening Hours and Registration

Clubhouse opening hours are 6:30a.m. to 10:30p.m. (Mon – Sun). You may enjoy the gymnasium, sauna, children’s playroom & resting/reading area from 6:30a.m. to 10:30p.m.(Mon – Sun) and Swimming Pool from 7a.m. to noon & 1:00p.m. to 8p.m. (1 May to 31 Oct every year). The rest of the indoor facilities are opened subject to booking with StarCrest Concierge. The owners/ residents are requested to bring along their StarCrest resident’s cards while using gym facilities and the swimming pool. Registrations are required when entering/ leaving. Moreover, owners/ residents shall accompany their guest for using clubhouse facilities.

● Roof Garden Opening Hours

Roof Garden opening hours are 10:00a.m to 10:00p.m. (Mon – Sun). There are four Roof Gardens: two at Tower 1, 36/F, and the other two at Tower 2, 32/F. There is a wonderful view of mid-level from the Roof Garden facing southwest, and the other Roof Garden has a fine city view facing northeast. Residents may enjoy the firework during festivals, and lovely night view from the building Roof Garden.

● Car Parking

There are three levels and a total of 83 covered car parking spaces provided by the developer for lease only. Applicants must be StarCrest residents. **To apply, please complete the enclosed application form** together with one month’s security deposit, one month’s advance payment and half-share of stamp duty, currently priced at HK\$58.00, and submit to the Management Office. If demand exceeds supply, a ballot will be used to decide who will be entitled to use the parking space while the unsuccessful applicants will be put on a waiting list. The monthly licence fee is currently at HK\$3,700.00.

Pre-registered Visitor Carparking is available from 9a.m. to 11p.m. daily. There are five designated parking spaces at level three, currently priced at HK\$20 per hour. These are for BONA FIDE visitors of StarCrest residents only and we do not accept registration from a StarCrest owner who is not living at StarCrest.

● Management Fee Payment

Residents can pay by cheque and drop into the cheque collection box on the ground floor lobby. It should be made payable to **‘StarCrest (Management) Limited’**. We strongly encourage residents to set up direct debit authorization with their banks for greater convenience. Setup would normally take eight to ten weeks. If the words “To be settled by autopay” appear in the debit note, autopay has been successfully set up. **A specimen of a direct debit authorization form is enclosed for reference.**

● Emergency Contact

All residents/owners must provide contact names and telephone numbers for the purpose of emergency contact. Such information will be kept strictly confidential. **The Emergency Contact Form is enclosed.** A new form must be completed if there is any change in the information afterwards.

- **Insurance**

Both property damage and public liability insurance have been arranged for StarCrest. If any resident would like to have a copy of the insurance certificate, please contact the Management Office. These insurance policies cover the building common areas, and the original fittings and fixtures at individual flats provided by the Property Developer in terms of damage from defect such as leakage, etc. Residents are advised to undertake individual insurance for their household contents.

- **Internal Decoration & Moving-In / Moving-Out**

The owners/residents must inform the Management Office prior to any Internal Decoration, Moving-in or Moving-out activity for registration purposes. **Undertaking for Move-In/ Move-Out Form & Undertaking for Decoration and Fit-out Work Form are enclosed.** All contractors must use the rear entrance and service lift for transport of materials and removal of debris. Items that cannot be accommodated by the service lifts must be transported via the staircase. Care must be exercised by residents, decorators and moving companies to avoid damage to the common areas.

Undertaking for Decoration and Fit-out Work Form must be completed 3 working days prior to the commencement of any decoration work. Undertaking for Move-In/Move-Out Form must be completed 7 working days prior the move-in/ move-out period, therefore we may arrange parking facilities for your removal lorries. A refundable deposit of HK\$5,000.00 per residential unit (subject to review from time to time by the Management Company) must be paid before commencement of decoration work and move-in/ move-out period as security against any damage to the common areas. No work can be carried out before payment of deposit is made.

Please note that all works are only permitted between 9:00 a.m. and 6:00 p.m. on Mondays to Fridays. No works shall be allowed on Saturdays, Sundays or Public Holidays. For security purposes, all workers must register at the control room and put on a working permit which should be prominently displayed for identification at all times within the building. The charge for the loss of permit is HK\$100.00 each subject to review by the Management Company.

- **StarCrest Tour**

A StarCrest Tour would be arranged quarterly. You will find the schedule posted in advance on the lobby notice board. This is to familiarize owners/ residents with the clubhouse facilities, neighbour shops and the building.

- **StarCrest Website**

A website has been set up exclusively for StarCrest residents at **www.starcrest.com.hk**. Current information on happenings at StarCrest, booking of clubhouse facilities, environmental and recycle activities, interest classes, social activities, notices and exclusive offers by neighbour shops and restaurants will be provided. **If you wish to register as a user, please complete the enclosed form.** An individual user name and login password will be informed afterwards.

- **Exclusive Offers for StarCrest Residents by Neighbourhood Businesses**

StarCrest residents enjoy privileged offers specially selected from Star Street area merchants (subject to change, see appendixes).

- **Maintenance of Household Appliances**

A list of maintenance companies for the household appliances is provided for your kind reference. You are free to choose your own repair and maintenance services, and Management cannot guarantee the performance of any supplier in this regard:

CARRIER Split-type air-conditioning units CARRIER Hong Kong Limited Dah Fung Service	2603 2222 3180-1325 (Ms. Ma)
WHIRLPOOL microwave oven WHIRLPOOL (Hong Kong) Limited	2406 9138
JUNKEN Kitchen Water Heater	Golden Area (Mr. Leung) 2740 9535

● **Useful Contact Numbers**

StarCrest Management
 Assistant Concierge Manager – Ms. Angel Kwok
 Concierge Manager – Ms. Marcela Leung

StarCrest Concierge 2866 6461 (24-hour)
 Tower One 2520 1291 (24-hour for all user especially those using non-display phone number system)
 Tower Two 2520 1292 (24-hour for all user especially those using non-display phone number system)
 Email: concierge@starcrest.com.hk
 Website: www.starcrest.com.hk

Cable TV

Hotline	1832 832
Website	http://www.cabletv.com.hk/
e-mail address	customerservice@cable.com.hk

Now Broadband TV

Hotline	1833 888
Website	http://www.nowbroadbandtv.com/
e-mail address	cs@nowbroadbandtv.com

City Telecom (H.K.) Limited

Hotline	2926 1234
Website	http://www.ctihk.com/
e-mail address	billing@ctel.com.hk

Hong Kong Broadband Network

Hotline	128 100
Website	http://www.hkbn.net/
e-mail address	info@hkbn.net

HK Electric Co. Ltd.

Hotline	2887 3411
Website	http://www.heh.com/
e-mail address	mail@heh.com

Water Supplies Department

Hotline	2824 5000
Website	http://www.wsd.gov.hk/
e-mail address	wsdinfo@wsd.gov.hk

The Hong Kong & China Gas Company Limited

Emergency 24hrs)	2800 6988
Website	2800 6999
e-mail address	http://www.towngas.com/
	webmaster@towngas.com

HK International Airport		2181 0000
	Website	http://www.hongkongairport.com/
Hutchison Global Communications Limited		1220
	Website	http://www.hgc.com.hk/
	e-mail address	suggestion@hgc.com.hk
New World Telecommunications Limited		2138 2138
	Website	http://www.newworldtel.com/
	e-mail address	nwtcs@newworldtel.com
PCCW		
	Hotline	1000
	IDD 0060 Inquiries	10060
	Directory enquiry	1081 / 1083
	Telephone	109
	Repair/Fault Reporting	
	Netvigator Hotline	1833 833
	Website	http://pccw.com/
	e-mail address	general@pccw.com
Hong Kong Observatory		
		1878 200
	Enquiries	2926 8200
	Website	http://www.hko.gov.hk/
	e-mail address	mailbox@hko.gov.hk
Ruttonjee Hospital		
	Health Resource Ctr.	2291 2511
	General Line	2291 2000
		266 Queen's Road East Wanchai, Hong Kong
	Email	rhtsk_enquiry@ha.org.hk
Wanchai Police Station		
	General Line	2828 7400 / 2519 0076
		123 Gloucester Road Wanchai, Hong Kong

The Environment

● Environmental Management

We actively engage in conservation programmes at StarCrest. Separation of waste begins on each floor in which special bins are placed at the rear staircase for collection of paper, plastic and metal. Apart from that, special recycle events are carried out from time to time for used books, toys, clothes, rechargeable batteries, electrical appliances, etc. Energy management is in place to ensure electricity is used efficiently. StarCrest (Management) Limited was the past award winner of Environmental Protection Department's WasteWise Scheme and Eco-Business Award. We have also attained Fresh Water Quality and Indoor Air Quality certificates from the Government Departments. Nevertheless, contribution and support from residents and the domestic helpers are invaluable.

● Energy Saving

In order to save electricity cost, the owners/ residents should contact Management Office prior to using/ leaving gymnasium, aerobic room, table tennis room, golf simulator room and children's playroom, so that we can switch on/off the air-conditioning beforehand/afterwards.

● Recycling Collections Spots



- Waste Separation
Recycle Bins for Papers, Metals & Plastics
Recycling on each floors rear staircases.

- Waste Separation
Recycling Area at G/F loading bay.

- Waste Separation
Recycle Bins at Podium (P/F).

- Used Clothes
Collection House at G/F loading bay.



- Recycle Rechargeable Batteries at both G/F Reception Counters.

- Seasonal Recycling Activities: Old Books, Toys, Electrical Appliances, Red Pockets, Old Calendars & Moon Cake Tin Recycling Programmes at G/F Loading Bay outside Control Room.

- Fluorescent tubes and bulbs collection box at G/F outside Control Room & Loading Bay.

Value Added Services

- **Value Added Services**

It is set up to cater for the needs of various residents. Mailing Service, Removal / Restaurant useful contact information, Document / Mailing / Goods handling, Website Facilities booking, Taxi booking, assist to arrange Window/ Car/ Carpet cleaning, Pest Control, Locksmith, Newspaper/ Magazine delivery, Temporary Storage (small items), minor Household Repairs (subject to Manager review) can be arranged with ease. Our service lines are 2520 1291 (Tower 1) and 2520 1292 (Tower 2).

- **Handling Resident's Belongings**

We are providing services on receiving goods/documents delivery on residents' behalf. Residents are required to inform the lobby service counter in advance of the details such as the types of goods to be received, and the sender's and the recipient's name, for security reasons. We will not receive anything on behalf of the residents without prior notice. Our service lines are 2520 1291 (Tower 1) and 2520 1292 (Tower 2).

House Rules

1. No Structural Alterations

No owner / resident / tenant is permitted to make any structural alteration to any part of the building, which may cause damage and/or affect any other part of the development.

2. No Contravention of Conditions or Insurance

No owner / resident / tenant shall do any act or thing that shall be in contravention of the terms and conditions of the development's insurance, which may render void any insurance on the land or the building or the development or any part thereof. In the event of any breach of this clause, the owner / resident / tenant will have to indemnify and pay the Manager and all other owners of the development fully for any other liability thereby incurred and any increase in premium caused by such breach.

3. No Partitions

It is prohibited to partition any part of the building and/or the development and its surroundings.

4. No Interfering with Construction, Management or Maintenance

No owner / resident / tenant shall do any act or thing that will affect or interfere with the construction, management or maintenance of the building and the development.

5. No Illegality and Corruption

No owner / resident / tenant shall allow their unit or any part of the development to be used for any illegal or immoral purposes.

6. Relocation of Power Points

Relocation of power points, especially ceiling lighting points, is common for residents for the sake of decoration and convenience. All owners / residents / tenants are advised not to damage the structural elements, i.e., beam, loading bearing wall & slab. If it is unavoidable and is necessary to relocate the points, after breaking into the concrete wall, the interior contractor should protect the slab reinforcement by adding on a protective layer, i.e., "Epoxy Concrete Repair". Should you have doubts, you should refer such issues to a Structural Engineer for professional advice on what is and is not permissible, and in all such instances the management office must be informed and permission obtained prior to any works commencing.

7. No Obstruction of Common Areas and Facilities

No owner / resident / tenant shall obstruct nor should they place any litter, personal belongings, furniture, or objects of any description in the common areas or facilities at any time.

8. No Altering of Common Areas and Facilities

No owner / resident / tenant shall alter, affix, interfere with or damage any part of the common areas or facilities in any manner whatsoever.

9. Laundry

All owners / residents / tenants are not to hang clothing, laundry, or any other objects outside the Building. Such act affects the building's overall image as a luxury development.

10. Keep Drainage Systems Clear

All owners / residents/ tenants are under obligation and responsibility to keep all their flush and drainage systems clear at all times. All owners / residents / tenants should employ a qualified plumber to inspect their flushing and drainage systems on a regular basis with a view to arranging proper maintenance of the same.

11. No Disturbance

No owner / resident / tenant shall cause or permit any disturbing noise in their unit or permit any act or thing to be done, which would interfere with the right, comforts, quiet enjoyment and convenience of other owners / residents / tenants of the Building.

12. No Building on Roofs

No owner/ resident / tenant is allowed to erect or build any structure(s), temporary or permanent, upon any area of the roof, balconies and/or part(s) of the development whatsoever.

13. Aerial Installation

No owner / resident / tenant shall be allowed to connect any installation to the communal television and radio aerial system installed in or for the building without the prior written consent of the Manager. No owner / resident / tenant is allowed to install or otherwise affix any private radio or television aerial outside any part of the building.

14. No Signage Installation

No owner / resident / tenant shall be allowed to connect any external signs, signboards, notices, flags, banners, poles, cages, shades or other projection or structures whatsoever extending outside the exterior of the building or on any part of the development or the land (other than, in respect of the Commercial Unit only, at the location designed for such purpose) except with the written consent of the Manager.

15. No Advertising

No owner / resident / tenant shall erect, affix, install, attach or display from any unit of any advertising or other sign of any description (except in respect of the Commercial Unit, at such location as shall be designed for such purpose and in such size and design as shall be previously consented and approved by the Manager).

16. Painting

Except as detailed in this document, all owners/ residents / tenants are prohibited from painting the outside of their premises, the building or any part of the development or Land and from allowing the facade or external appearance of the building to be altered in any way whatsoever.

17. Litter

All owners/ residents / tenants are prohibited from throwing out or discarding any litter from any part of the building owned by them except into the designated refuse disposal facilities provided by the Management.

18. Pets

No dogs, cats, live poultry and /or other animals shall be allowed to be kept or harboured in any unit including commercial unit or any part thereof unless the prior written consent of the Manager has been obtained. The owner / resident shall comply with the Pet Rules and provide written notice of their pet's information to Management Office for approval, e.g., Species / Photo of Pet etc. Such consent from the Manager will be subject to no nuisance being caused to other owners / residents and the keeping of such pets shall not be a source of complaint. Should such complaints or nuisance arise, the Manager shall have the express right to revoke immediately such prior consent and require the owner/ resident to immediately remove such pets that may be the cause of complaint and/or nuisance.

19. Children & Guests

No owner / resident shall allow children or any guests to play in the Common Areas except in designated play areas and when accompanied by owner/resident at all times. This situation is not applying to the owner / tenant of commercial unit. Any damage to and/or discoloration to decorations in any common areas by children or guests shall be for the full account of the owner / resident of the concerned unit.

20. Misuse of Water Closets or other Water Apparatus

No owner / resident / tenant shall be allowed to use any water closets and other water apparatus in the building for any purpose other than those for which they were designed and constructed. No articles whatsoever shall be allowed to be thrown into the water closets and any damages resulting from such misuse of these facilities shall be paid by the owner / resident / tenant of their unit in which the damage occurs.

21. Bicycles & Baby Carriages, etc.

When using any of the lifts to transport bicycles, baby carriages and similar vehicles, the owner / resident / tenant must take great care not to damage the lifts in any way. None of the above may be stored in common areas under any circumstances whatsoever. The Manager shall have the express right to remove any articles found left in the common areas and shall charge the respective owner / resident concerned for all costs associated in connection with the disposal of such articles. The Manager shall not be held responsible or liable in any way for any loss and/or damage for such articles.

22. No Alteration of Sprinkler System

No owner / resident / tenant is allowed to make any alteration to and/or interfere with the sprinkler system and/or any other fire fighting equipment. In the event that any extension of the sprinkler heads and / or smoke detectors or alteration to the fire fighting equipment is required by any owner/ resident / tenant, then such works, subject to the prior written approval of the Manager, and such work shall be carried out by contractor

appointed or approved by the Manager, will be at the full expense of the owner / resident / tenant.

23. Locking of Roof Areas

No owner / resident / tenant shall lock the doors or entrances of any flat roof areas of the building which have access to any part of the common areas and facilities which may be used as a means of escape in case of fire.

24. No Electrical Wiring Installation

No owner / resident / tenant shall be allowed to install or make repair works to the electrical wiring from the switch rooms to any part of the building unless prior written approval has been obtained from the Manager. If approval is obtained, works must be undertaken by the Manager or his appointed contractor and this will be at the full expense of the owner / resident / tenant concerned.

25. Floor Loading

All owners/ residents / tenants are prohibited from placing, on any part of the floors of the building, any goods or items which may cause the maximum floor loading capacity to be exceeded. In the event of such a breach to this clause, the owner in default shall make good any damage caused thereby to the building or any fixture and fitting therein to the Manager's entire satisfaction.

Reference to Building (Construction) Regulation - Chapter123B/ Reg17
<http://www.hkliv.org/hk/legis/en/reg/123B/index.html>

26. Usage of Residential Units & Car Parks

Residential units shall not be used for any purpose other than for residential purposes, car parks shall not be used for any purpose other than for parking of private motor vehicles, and commercial units shall be used only as licensed. No owner / resident / tenant shall use or permit their unit to be used for other purposes according to the Deed of Mutual Covenant of StarCrest development.

27. Metal Grilles, Shutters and Gates

No owner / resident / tenant is permitted to erect, affix, install or attach to the door or entrances of any unit, metal grilles, shutters or gates which would in any way contravene the regulation of the Fire Services Ordinance (Cap. 95) or other competent authority concerned from time to time in force. The designs and colour of any such items need to be submitted to the Manager for approval prior to their implementation. The installation shall follow strictly the approved design.

28. Storage of Dangerous Goods

All owners / residents / tenants are prohibited from storing any hazardous, dangerous, combustible or explosive goods or materials in their units except those as may be reasonably required for the purpose of cooking and heating in a residential / commercial unit.

29. Rates

All owners shall pay and discharge all existing and future Government rent, taxes, rates, assessments and outgoings payable in respect of his unit unless the same forms part of the management expenditure.

30. Repairs

All owners / residents /tenants are responsible for keeping and maintaining the interior of their unit and all wirings and piping thereto in good repair and operable condition at all times.

31. Window Wall Maintenance

All owners / residents / tenants shall, keep and maintain all windows, window frames and window walls within his / her unit in good repair and condition at all times. If any such windows, frames or wall are damaged or broken, the replacement shall be of the same design, material and colour as the original.

32. Obligation to Comply with Conditions

All owners shall observe and comply with all the terms and provisions hereby contained as well as those stipulated in the terms of the Deed of Mutual Covenant so long as he / she remains an owner of undivided share in the land and the building.

33. Use of Recreational facilities

The recreational facilities shall only be used and enjoyed for recreational purposes by the owners / residents of the building and their bona fide guests. All owners / residents shall bring along their StarCrest resident cards and accompany their guests at all times while using the clubhouse facilities. The Management Office has prepared a "Gym Room Usage Record" and a "Swimming Pool Usage Record" which have been placed inside the gym room and swimming pool area for registration. All owners / residents are requested to register when entering & leaving the gym room and the swimming pool. For the purpose of this clause, the owner / tenant of a Commercial Unit or a car parking space in the Car Parking Areas alone shall not be included as a resident of the Building and shall not be entitled to use or enjoy the Recreational Facilities.

34. No Smoking Areas

All owners / residents / tenants are reminded not to smoke or carry a lighted cigarette, cigar or pipe at all in any of the indoor areas including both tower main lobbies, all levels of lift lobbies, passenger/service lifts, rear staircases, swimming pool, clubhouse, roof garden, car park, loading bay, driveway area, or podium (assigned smoking area was excepted).

EMERGENCIES

FIRE

If a fire arises, it is very important that you as a resident of StarCrest or an owner of an apartment know what to do. We would suggest that you take time to carefully understand and examine the following precautions.

Emergency contact numbers for your use:

Management / StarCrest Concierge	2866 6461
Police and Fire Emergency Service.....	999
Wanchai Police Station.....	2828 7400

WHAT TO DO IN CASE OF FIRE

IF YOU HEAR THE FIRE ALARM

- The ringing of the fire alarm bells on your floor means that a fire alarm been raised in your vicinity. Sound the nearest fire alarm; this will activate the fire alarm bells to warn other occupants and automatically alert the Fire Services Department.
- Quickly check your own premises and adjacent areas for signs of fire
- Leave the building immediately to the designated assembly point



IF YOU DISCOVER A FIRE

- Try to stay calm, set off the fire alarm by break the nearest fire alarm glass (BREAK GLASS), this will automatically alter the Fire Services Department, then inform Building Management at 2866 6461.
- Do not place yourself or others in unnecessary danger by attempting to extinguish the fire.



(Appendix Photo 1)
EVACUATING THE BUILDING



(Appendix Photo 2)

- 1 If evacuation is necessary, remember to switch off all electrical appliances, gas stove and ensure all doors and windows are tightly secured before leaving.
- 2 Account for all the occupants in your apartment and leave in an orderly fashion.
- 3 Use the nearest fire exit staircases - **DO NOT USE THE LIFTS.**
- 4 Close the fire exit door behind you – **DO NOT WEDGE OPEN THE FIRE EXIT DOORS.** The fire exit doors are self-closing and constructed to resist fire and prevent smoke getting into the staircase.
- 5 Unless circumstances dictate, you should leave the building and assemble outside. (An open area in front of the Italian Restaurant - Cine Citta)
- 6 If any occupant or visitor is unaccounted, you should report immediately to the Fire Service Department and the Building Management.
- 7 Do not re-enter the building until advised that it is safe to do so by the Fire Services Department or Building Management.
- 8 When normal conditions resume, check the power supply and report any abnormalities to the Building Management for assistance.



(Appendix Photo 3)

***Fire Escape Route Floor Plan showing on each floor's fire exit doors**

FIRE PRECAUTIONS

By taking the following steps, you will be better prepared in the event of a fire:-
Ensure that you and your family members are familiar with the nearby fire exits, stairs and places they lead to, and only use the exit stairs for evacuation.

- 1** Please study the typical floor layout to identify where these are located on each floor. Please follow the directions given or Emergency Lighting will be provided in all exit stairwells and corridors. **(See Appendix photo 4)**
- 2** Familiarize yourself with the location of fire alarm switches and hose reels. These are next to the fire exit door. **(See appendix photo 5)**
- 3** Ensure that there is adequate access for fire appliances and fire personnel. Do not place any articles that would obstruct the exits, corridors and staircases. Any item found in the fire exits or stairwell will be removed without notice.
- 4** Please avoid overloading any electric circuit and pay special care when you use electrical appliances. In particular, avoid the use of adapters. If you do require additional electrical installations please use a professional to help with installation. Inflammable liquids and dangerous goods are not permitted to be stored in any apartment.
- 5** Owners / Residents may also advise to keep a fire extinguisher and a fire blanket in your home.



(Appendix photo 4)



(Appendix photo 5)

GAS LEAK

Should you suspect a gas leak, please take the following steps:

1. Turn off the main gas supply immediately. **(See appendix photo 6 & 7)**
2. Open the door and windows of your apartment to facilitate ventilation.
3. Do not switch on / off any electrical appliances, or use the telephone / door bell as these may cause a spark.
4. Report the problem to the Management and the relevant gas company immediately.



(Appendix photo 6)



(Appendix photo 7)

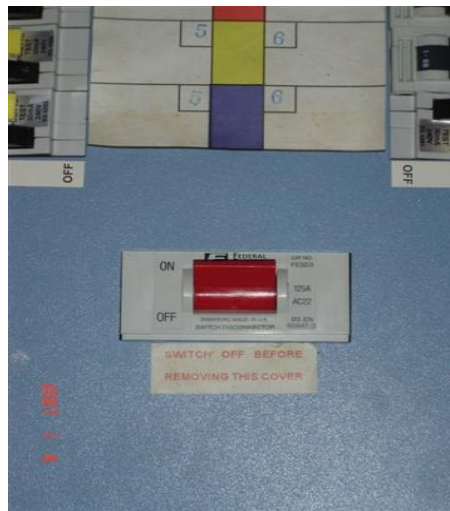
POWER FAILURE

Should you discover any power failure, please take the following steps:

- 1 Notify the Management immediately.
- 2 Stay calm in your apartment and wait for further assistance from Management. If who illumination is used, be sure that it is properly attended.
- 3 Should you wish to leave your apartment, secure all doors and windows and ensure that appliances are turned off.
- 4 Familiarize yourself with the location of the main electricity switch in case of emergencies whenever it needs to be shut off. **(See appendix photo 8 & 9)**



(Appendix photo 8)



(Appendix photo 9)

FLOODING

In respect of a flood, please take the following procedures:-

Should you discover any water leakage within your apartment, inform the Management immediately. Shut off the main water valve if possible.

(Appendix photo 10 & 11)

- 1 If the water is in the vicinity of your apartment, take precautions to safeguard your belongings.
- 2 Close nearby doors to prevent further spillage.
- 3 Secure or take away all your valuables and important documents within your apartment.
- 4 Water must be kept away from the lifts



(Appendix photo 10)



(Appendix photo 11)

TYPHOON

In the event of a typhoon, notices will be placed as to which signal is hoisted in the following locations:-

- 1 Ground floor lobbies of both towers.
- 2 Displays inside passenger lifts.

Please take the following precautions:-

- 1 Make sure that all windows are properly secured.
- 2 Remove or secure all objects susceptible to damage.
- 3 Should any damage or abnormality occur, inform the Management, who will assist immediately.

● Theft, Burglary & Other Accidents

Should you see any suspicious person within or loitering around the property:-

- 1 Inform the Management immediately.
- 2 Should you witness any such incidents, please inform the police and Management immediately of the location of the incident.
- 3 Stay calm and remain at the scene pending the arrival of the police for investigation.
- 4 Report the incident in detail to the police.