

SOP – Fairways Commercial Plazas, DRGCC

1. **Introduction:** DRGCC commercial area comprises of 147 x Plazas of 8, 10 & 15 Marla size constructed in 203 x Kanals of area surrounded by Golf Course and Phase-VI main boulevard. The commercial includes all business activities required for residents. Commercial plazas are constructed in 10 x blocks having 9, 12, 16 & 18 x Plazas per block. Inorder to streamline the procedure for building modifications and maint of CP following will serve as standard operating procedure (SOP).
2. **Building Modifications:** CPs are constructed uniformly by DRGCC however modifications required for different businesses are allowed as per following parameters.
 - a. **Parameters of Modifications in CP**
 - (1) Dry wall (wood, glass, gypsum etc.) for internal partition.
 - (2) Wet Work (brick work, concreting etc.) for internal partition.
 - (3) Extension of existing lift upto roof top (Max height of machine room should not be more than 9' from top roof floor level).
 - (4) Construction of additional/ dump lift in CP light well (Max height of machine room should not be more than 9' from top roof floor level).
 - (5) Development of roof top as sitting place in case of restaurant is allowed as per layout plan attached as Anx-A.
 - (6) Any change in façade (color, structural etc.) is not allowed except windows.
 - (7) Any change in Verandah area like colour & granite etc. are not allowed. Civil works maint of Verandah area shall remain with DRGCC inorder to retain the uniformity of commercial area.
 - (8) Any sort of construction and placement of anything is not allowed on Mumty roof.
 - (9) For installation of Solar Panel max height of system should not be more than 9' from top roof floor level.
 - (10) For installation of allowable decorative lights, written request alongwith sketch will be forwarded to S&F Centre. List alongwith pics of allowable & not allowable decorative lights is attached as Anx-B.

- b. **Procedure for applying building modifications:** Commercial plaza owner will apply for approval of desired modifications to Manager S&F office with following;
- (1). Bank draft of nonrefundable amount as processing fee in favour of DRGCC as under;
 - (a) 08 Marla CP Rs.16,000/ floor
 - (b) 10 Marla CP Rs.20,000/ floor
 - (c) 15 Marla CP Rs.35,000/ floor
 - (2). Bank draft of refundable amount Rs.150,000/- as security in favour of DRGCC.
 - (3). 1 x Original on tracing cloth and 7 x Copies of complete modified drawings on ammonia sheet depicting following internal works dully vetted by DHA approved architect.
 - (a) Drawings / Plans.
 - (b) Structure Stability in case of wet works.
 - (c) Fire safety as per DHA bylaws attached as Anx-C.
 - (d) MEP (Mechanical, Electrical & Plumbing), as per DHA bylaws.
 - (4). After vetting Manager S&F shall forward the drawings to CEO, DRGCC for approval.
 - (5). On approval of drawings 3 x copies will be returned to CP owner for execution.
 - (6). Restaurant opening in CP requires special care being prone to fire hazard hence essentially require following;
 - (a) CP owner / tenant will submit certificate for use of LPG cylinders from OGRA approved supplier company to S&F office before installation of LPG cylinder.
 - (b) DRGCC S&F staff will carry out fire safety inspections of restaurant on 1st January, 1st May and 1st September every year.
 - (c) DRGCC S&F staff will carry out spot checks regarding installation of grease traps in restaurant kitchens.

3. **Maint Aspects**

a. **CP Owner's Responsibility**

- (1) Maint of CP is responsibility of CP Owner i.e. internal sewerage, electric work, water supply & decoration works.
- (2) Preservance of CP Verandah as constructed by DRGCC i.e. modification/ installation of any additional item or change of any item from DRGCC standard construction is strictly not allowed except entrance door.
- (3) For replacement of window broken glass/ installation of new window glasses, only tampered glasses are allowed to be fixed.
- (4) Cleaning of Roof Top to be ensured by CP Owners as incase of storm rubbish thrown on roof tops get spread in complete commercial area.
- (5) All CP owners will install standby Generator for lift operation.
- (6) Ensuring disposal of garbage to specified bins placed at garbage disposal points.
- (7) DRGCC fire safety supervisor will inspect fire safety equipment/ installation on 1st Jan, 1st May and 1st Sep every year.
- (8) All CP owners responsible of installation of additional generator through proper structural capacity checking on roof top & endorsed by DHA approved structural engineer.

b. **DRGCC's Responsibility**

- (1) Civil works maint of Verandah infront of CP.
- (2) Upkeep & maint of svc areas, Pyaza, Common areas & roads.
- (3) Traffic Signage.
- (4) External Painting.
- (5) Maint & Upkeep of Commercial Area.
- (6) External Sewerage.
- (7) External Water Supply.
- (8) Maint of infrastructure of complete commercial area

4. **Adm Aspects**

- a. During execution of work all construction material/ waste should remain confined within CP.
- b. During execution of work, no damage will be ensured to adjacent CPs.
- c. Operational CP will ensure no damage to material/ building of adjacent CPs.
- d. Lift well & stair case alongwith 4' access corridors from basement to roof top will be considered as common area during rent agreement by CP owner i.e. stairs & lift will remain accessible by all floor holders.
- e. Timing of construction will be from first light to last light.
- f. CP Owner will be responsible for obtaining security passes for entrance of employed labour, from Manager Security FCP.
- g. During inspection or imposition of fine, CP Owner/ Tenant to ensure the cooperative behavior of their staff with DRGCC staff.
- h. CP owner/ tenant shall be responsible for conduct of their employees.

5. **Completion of Work**

- a. After execution of the modifications, the CP owner will notify to Manager S&F that works are completed as per approved drawings.
- b. After inspection S&F Office will process the release of refundable security.
- c. In event of any damage to DRGCC services and non-clearance of site, DRGCC will engage 3rd party to rectify and remove debris/ construction waste and amount will be deducted out of deposited Security Money and if amount is more than Security Money then excess amount will be billed to CP owner
- d. Approved modified drawings and designs will be forwarded to BC branch DHA Lahore for record by Manager S&F.

6. **Violations**


- a. Non-installation of grease trap/ req number of grease traps Rs.25,000.
- b. Penalty for damage to DRGCC infrastructure/ services Rs.25,000 plus repair cost of damage.
- c. Fine for unauth/ illegal construction Rs. 50,000 plus regulation (if req).
- d. Fine for throwing waste/ debris other than specified places Rs.10,000.
- e. Disconnection of water connection for nonpayment of maint charges after issuance of 3 x notices.
- f. Restoration of disconnected water connection after payment of defaulted amount Rs.25,000.
- g. On observation of non-operational OHWT float switch, fine of Rs.10,000/- will be imposed to CP owner.
- h. All CP owners will install standby Generator for lift operation otherwise on observation by DRGCC, fine amounting to Rs.25,000/- will be imposed to CP Owner.
- j. Cleaning of Roof Top to be ensured by CP Owners as incase of storm rubbish thrown on roof tops get spread in complete commercial area. On observation by DRGCC Staff Rs.25,000/- fine will be imposed on CP owner.
- k. Rs.25,000/- will be fine for installation of decorative lights other than allowable alongwith removal of lights.
- l. Washing of walkways and corner sittings is not allowed. On observation fine of Rs.25,000/- will be imposed.
- m. Intentional damage to DRGCC infrastructure/ green will be dealt by imposing fine of Rs.50,000/- plus rectification cost of damage.
- n In addition to above, any violation to this SOP if observed by DRGCC, fine of Rs.25,000/- will be imposed e.g. providing water connection to adjacent CP where water supply is disconnected by DRGCC.

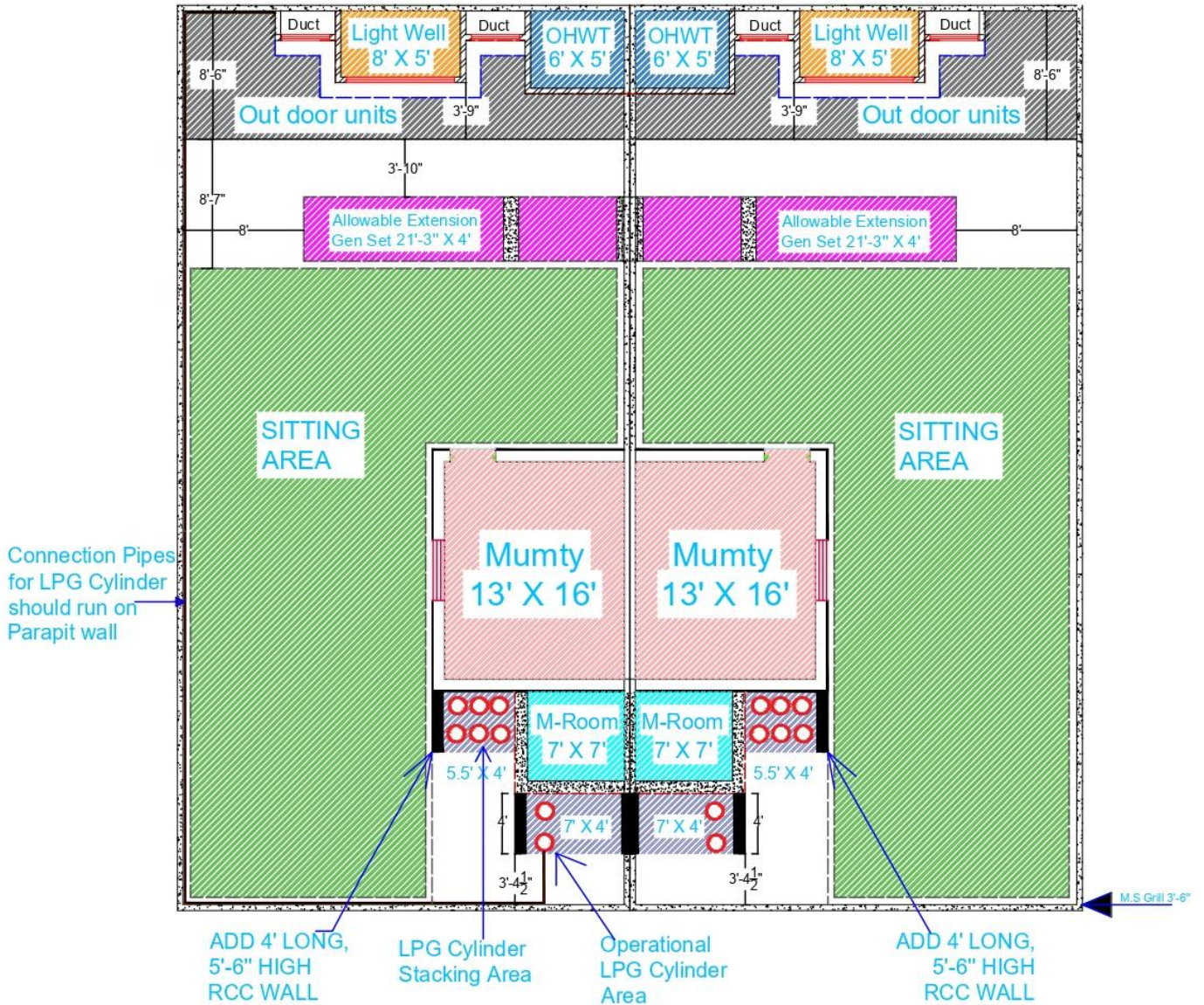
7. Procedure for Imposing Fine and its Deposit

- a. On observation by S&F staff, fine on following specimen will be imposed.
- b. 3 x copies of format will be as under;
 1. 1 x copy for CP owner / tenant.
 2. 1 x copy for S&F record.
 3. 1 x copy for Manager Fin, DRGCC.
- c. Imposed fine will be deposited in undermentioned DRGCC accounts within 7 x days and transfer slip will be forwarded to Incharge Supervisor FCP for onward submission to account branch, DRGCC.
- d. **In case of failure in depositing imposed fine within 7 x days than DRGCC will resort to disconnection of water supply after issuing final notice of 7 x days. Water supply will remain disconnected until deposit of fine.**

| Bank Name | Account # | IBAN # | Bank Address | Swift Code |
|-----------|------------------|-----------------------------|--|------------|
| MIB | 1691001549460001 | PK 86 MCIB 1691001549460001 | Multan Road Branch, Lahore | MCIBPKKI |
| UBL | 12000060 | PK08 UNIL 01121927120000060 | Chowk Lalik Jan Br Ph-2, DHA, Lahore | UNILPKKA |
| Askari | 0271650510118 | PK20ASCM0000271650510118 | 324 Z block Br Ph-3, DHA Lahore | ASCMPPKA |

Fine Slip

| | | |
|--|-------------------------|---|
| DEFENCE RAYA | <u>FINE SLIP</u> |  |
| Date _____ | | Receipt No. _____ |
| Plaza No. _____ | | |
| Name: _____ | | |
| <u>Description:</u> _____ _____ _____ | | |
| Mobile # _____ | | |
| Fine Amount Rs. _____ | | |
| Incharge Supervisor FCP: _____ | | |
| Manager S& F (FCP) _____ | | |

PLAN OF ROOF TOP

ALLOWABLE DECORATIVE LIGHTS

1. Fairy Lights are allowed



3. Step Lights are allowed



2. Planter Lights are allowed



4. Lights on wall of corner plaza for outdoor sitting allowed



Anx-B**NOT ALLOWABLE DECORATIVE LIGHTS**

1. Lights on MS Grill are not allowed



3. Lights on palm trees are not allowed



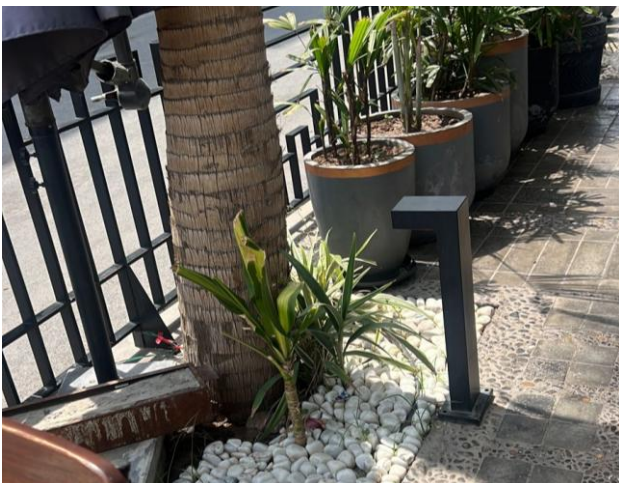
2. Open Lights are not allowed



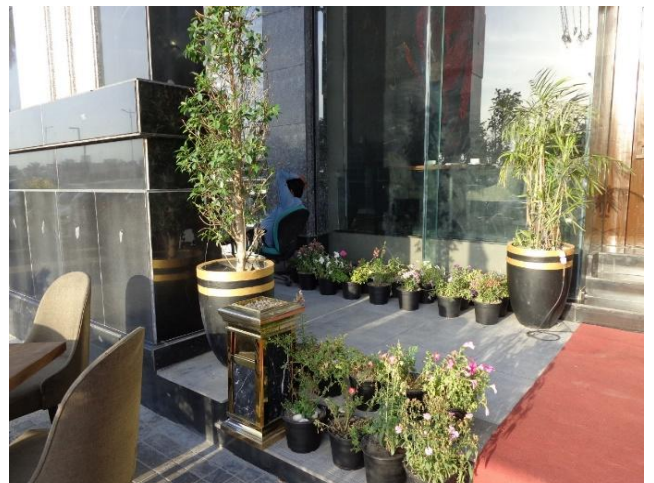
4. Installation of Lights at / in front of verandah are not allowed



5. Installation of Lights at sitting place of corner plaza not allowed



6. Placement of Planters in verandah are not allowed



FIRE SAFETY REQUIREMENTS FOR COMMERCIAL PLAZAS

| | |
|---|---|
| Installation of Smoke Detector | 08 per floor in hall / Open area |
| | 01 per floor in stair lobby |
| | At least 01 in each compartment |
| Installation of Emergency Exit light | Illuminated fluorescent on each floor (viewable from all corners) |
| Manual call point | 02 per floor / 01 in stair case |
| Fire Extinguishers (1) | 02 DCP 6 kg on each floor |
| Installation of heat Detector | At least 02 per Kitchen in commercial kitchens of restaurant bakeries Cafes and 01 per 150 Sft for additional space |
| | At least 01 per Kitchen in ordinary kitchen / pantry/ cooking area |
| Control panel Box | At ground floor |
| Fire extinguishers (2) | 02 CO₂ + 02 Wet Chemical in Commercial kitchens of restaurant/ bakeries/ Cafes |
| | 01 CO₂ + 01 Wet Chemical in ordinary kitchens / pantry / cooking area |
| | 02 CO₂ in Computer / laboratory room |
| | 02 CO₂ or 02 Halotron in electrical installation room |
| Electrical DB installation | Close to main entry / Exit at ground floor |
| Electrical Wiring for Fire Protection System | Must be run in separate conduits and Fire Resistant cable to be used |
| Mechanical Ventilation | For basements / Kitchen, duct open at roof top |
| Storage of Gas Cylinders | Fiber sheet, barricaded area at rooftop and not more than 36 Sft (6' x 6') |

IMPORTANT:

1. Installation of Fire Protection Equipment should be done using Fire resistant cable.
2. No wireless smoke/heat detectors should be installed. Smoke/heat detectors must all be connected to Fire Alarm Control Panel along with Fire Alarm Sounders and Manual Call Points.