

Guidelines For Interior Modifications

The Pearl-Qatar Central Authority Directorate

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Introduction

Welcome to the TCAD (The Pearl-Qatar Central Authority Directorate) guidelines for Interior Modifications.

The attached documents will hereby set out the guidelines needed for all Owners who would like to carry out any works or modifications within their units. The documents will give a clear indication on the necessary requirements needed from the Owner in order to commence the works.

The measures and aim of this manual is to provide owners, clients, fit-out contractors & design consultants guidance on successfully working in residential properties of The Pearl Qatar.

It is absolutely imperative that all owners who are planning to carry out any works within their respective units fully read and understand the contents attached.

The health, safety and general welfare of our tenants and the general public remains our number one priority – which is why full compliance with the approval for Interior Modifications work procedure is so important.

TCAD will be the focal point for all applications and the staff will assist and provide support for all applications. Should you have any queries or questions, please feel free to consult with the TCAD consultant who will gladly assist you.

Project Code: _____
Parcel _____
Property type: _____
UNIT NO. _____



TCAD Ref No. _____
Date: _____

Ref:RMF VER3_15.04.12

RENOVATION / MODIFICATION APPLICATION FORM (to be filled by applicant)

PART A Residents Information-

Name: _____
(Unit Owner) _____ **PO BOX:** _____

Mob: _____ Tel: _____ Email: _____

PART B: Application Type

Renovation Type: Major: _____ Minor: _____

PART C: Application Details

Renovation/Modification Period

Starting Date _____ Expected completion Date _____

Security Bond & Review Fee

1. Security Deposit Fit-out: QAR	25,000	Receipt no. _____
2. Application Fee: QAR	250	Receipt no. _____
3. Technical Review Fee: QAR	2,000	Receipt no. _____

Supervised by/Contract Details

Consultant _____ Mob: _____ Email: _____

Contractor _____ Mob: _____ Email: _____

PART D Description of Renovation/Modification Works & Review

Particular Works to be done	Review	Approved / Remarks
Architectural:		
Civil / Structural:		
Electrical:		
Sanitary/Plumbing:		
Others:		

I/We, have read and understand the renovation / modification guidelines and agree to abide with the corresponding rules and regulation.

Applicant Signature _____ Date _____

PART E : APPROVALS (for internal use only)

Technical Approval: _____ Signed _____ Date _____

TCAD Director Approval _____ Signed _____ Date _____

- * Application form must be completed and submitted (soft & hard) copy to TCAD at least (2) weeks in advance, together with relevant plans/drawings in A3 paper size.
- * No works are allowed on Fridays and holidays. Work timing is from 9:00am to 4:00pm
- * A security fit-out deposit cheque will be required, this cheque will be returned upon successful completion of works and conditions are met.
- * Processing of access I.D Cards of workers will be done separately. Submit list of workers to TCAD office.
- * Secure gate pass for tools and equipment and TPOC Security.
- * No external changes are allowed



CONTRACTOR REGISTRATION FORM

I / We,, the appointed Contractor forof Unit no..... of Tower.....(PA.....), understand and hereby agree to abide by these 'Rules for Contractors Working at the Pearl Qatar Tower and Townhouses" and all other laws and rules pertaining to The Pearl-Qatar Tower and Townhouses during our work in the site.

Contractor Information Details:

Contractor/Registered Business Name:.....

Registered Office Address:.....

Office No.:.....Fax No.:.....Mobile No.:.....

Authorized Representative:.....

Representative Mobile No.:.....Email:.....

On-site Supervisor Name:..... Mobile No.:.....

Submit the following:

- List of Workers
- List of Tools and Equipment
- Photocopy of Worker's Labour Card and passport

Name.....Signed.....Date:/...../.....

TCAD Approval:

Note: only names and information listed above will be recognized and will be given access by TCAD.

Approved by:.....Signed.....Date:...../...../.....

File Ref: TCAD/CRF.forms.ver.1.0



Renovations & Modifications Services Fee List

(All Cheques made payable to "The Pearl-Qatar Central Authority Directorate)" No cash accepted

Service Type	Description	Amount
Security Fit Out Cheque Deposit	A Security Fit out Cheque Deposit is required to be paid prior to work commencement. This is to be returned approximately 21 days post work completion upon satisfaction of TCAD conditions as stated in the agreement.	QAR 25,000
RMF Form	Application for renovation/modification form to be completed by all clients.	QAR 250 (non-refundable)
Assesment Costs	TCAD Technical Team to assess all documentation given by Owner/Contractor.	QAR 2000 (non-refundable)
Assesment Costs	Special TCOM Technical Team to assess all documentation given by Owner/Contractor for all applications relating to additional construction, annex, majlis, additional floors/extensions or structural changes.	QAR 500 Per Hour (non-refundable)
First Extension	Application to extend works outside orginal application.	QAR 1000 (non-refundable)
Second Extension	Application for Second Extension	QAR 1500 (non-refundable)
Third Extension	Application for Third & subsequent extensions.	QAR 2000 (non-refundable)
I have read & fully understood the fees associated for the application of Modifications.		
Name:		
Sign:		
Date:		

The Pearl - Qatar Central Authority Directorate

GUIDELINES FOR INTERIOR MODIFICATIONS

[J U N E - 2 0 1 4]

Guidelines for Interior Renovation/Improvements

Why You Need to Make an Application:

The Pearl Qatar Central Authority Directorate "TCAD" Rules and Regulations require applications to be made and approved prior to the commencement of internal modifications to your property.

You **shall not** be required to make an application to TCAD if you are proposing the following:

1. Affixing pictures, paintings, mirrors, wall hangings and other decorations to walls, redecoration.
2. Replacing internal fixtures and/or fittings including handles, lights, cupboards, vanity units and basins where such works do not affect and do not require any modification to walls, floors or ceilings or any mechanical, electrical or plumbing modification.

Note: *it is encouraged to notify TCAD regarding the above mentioned works in order to secure Workers' pass before proceeding.*

Constraint

1. Unit re-modifications are limited only to the internal area of each individual unit.
2. All finishes in the external perimeter of the unit, should never be in anyways altered, changed or modified. (Main door along the hallway, windows and balcony areas, and block wall partitions to neighboring units).
3. Wet areas should not be relocated anywhere within the unit.
4. Re-routing of plumbing and drainage lines should be avoided and should only be confined with the wet area.
5. There should be no increase in the electrical load as per given allocated electrical load for each panels per unit.
6. Fire Alarms, Smoke Detectors and Fire Fighting sprinklers should be maintained at its present location without any changes.
7. The construction of additional buildings, majlis, extensions or annex to the current structure will require special clearance and all plans will be forwarded to the TCOM technical team for further verification and will be subject to additional fees.
8. The construction of additional floors or extensions to the current structure will require special clearance and all plans will be forwarded to the TCOM technical team for further verification and will be subject to additional fees.



Indemnity

For any property modification (whether required to be approved or not), please be advised that TCAD accepts no liability for any impact upon existing or proposed MEP caused by such modification.

TCAD will accept no claims against owner and or company under the Purchase Sales Agreement in respect of any defect in the property, whether structural or otherwise, arising as a consequence of modification works and, in carrying out modifications, the owner will be deemed to have indemnified TCAD, its associated entities, its agents, employees and successors against any claims, damage, injuries, loss (including loss of life) or liability as a direct or indirect consequence of modification works.

Insurance

Public Liability Insurance Policy to cover the liability to third party in respect of any injury or death and/or damage to property, real or personal, arising out of or in the course of or caused by the carrying out of the fitting-out / renovation work. The Policy shall include a cross-liability clause.

Requirements

1. A security deposit cheque is required to be paid prior to work commencement with the amount of QAR 25,000. This deposit is to be returned past work completion upon satisfaction of TCAD and the conditions below.
2. All plans are to be submitted through a registered consulting firm or private contractor, and the approved drawings and layouts are to be submitted to TCAD for approval.
3. The consultant is required to provide the approved design drawings to the renovation contractor, and a drawing register is to be logged and kept on site at all times during the construction phase for review by TCAD.
4. All works that require the constructions of additional buildings, floors, extensions to existing units or any structural changes will be subject to further verification by the TCOM technical team and additional fees will apply.

Utility Loadings

KAHRAMAA: All units are provided with an individual metering system.

An individual meter is registered under the unit owner's name and all electrical consumption pertaining to the premises will be billed by KHARAMAA to the unit owner. Electrical load of the unit does not include common area consumption.

The Owner is responsible for ensuring that any modifications does not have an advance impact upon unit's utility loadings or utility capacity and that the modifications can operate appropriately with the currently allocated utility supply inside the unit.

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Steps to Commence Work

1. Prior to the commencement of the internal modification, the unit owner must ensure that Master Community and TPOC charges are settled. Consequently TCAD will request for a clearance from the mentioned departments to proceed accordingly. In addition, Kahramaa meter should be transferred from UDC's ownership to the unit in question.
2. Unit Owner or his authorized representative must secure an approval from TCAD for the improvement and/or alteration of a unit prior to any modification.
3. Unit Owner or his authorized representative to fill up a form RMF with the amount of QR250 (Application for Renovation/modification), specifying date of modification/renovation and target date of completion in addition to specific details of the work to be done.
 - a. Upon submission of drawings the following guidelines should be followed:
 - i. All drawings/plans should be properly dated, labeled, name of owners and stamped consultant and/or contractor covering entire scope of work
 - ii. All drawings should be A0 Size (3 sets), soft (CAD). Hard copies properly bind, soft copies properly labeled.
 - iii. Drawings should be detailed with dimensions; changes requested should be clouded/highlighted. Number of plans, sections, and details will depend on type of requested works.
 - iv. Calculations (structural, MEP) shall be required as necessary depending on type of requested works.
 - v. A method statement, risk & hazard assessment related to the scope of works is to be provided to TCAD for approval prior to being issued a work permit to commence building works.
2. Upon receipt of the application with plans. TCAD will verify if all the required documents have been provided and the correct fees have been paid. The plans will be forwarded to the TCAD technical team for review; an assessment fee of QR2000 is also required prior to any application review.
 - a. Applications, documents verification and plans review will take 5 - 10 working days depending on work criteria.
 - b. TCAD will contact the Owner to inform them of the outcome of the application.
 - c. Unit owner/contractor can proceed with the modification/alterations in accordance with the approved plans only after receiving TCAD's approval.
 - d. In the event of works being rejected, the owner will be provided with the circumstances for the refused application. Should the owner/contractor require



additional information, they may arrange an appointment with the TCAD technical department for a formal discussion, TCAD will advise of the suitable times available.

- e. Should the TCAD technical team require additional information from the applications submitted, they will inform TCAD, TCAD will request the information needed from the contractor. Upon receipt of this information, TCAD will forward to TCAD technical team for continuation of application.
 - f. Should the owners/contractor require further information requested by the TCAD technical team, they may arrange an appointment with the TCAD technical department for a formal discussion, TCAD will advise of the suitable times available.
 - g. All requested appointments to be held in TCAD offices.
3. A Project Coordinator / liaison person (i.e., one coordinating the works) shall be appointed by the Owner and his name, contact number (i.e. telephone numbers) shall be given to TCAD Office for purpose of easy communication. The liaison person shall be responsible for coordinating the execution of the fitting-out / renovation works and shall ensure compliance to all instructions given by the TCAD Office from time-to-time. This will be the only contact for the Fit-Out Coordinator. No other persons and/or comments / correspondences from other persons will be entertained.

General Conditions for undertaking Renovations/Modifications

A. For Unit Owners /Contractors:

1. No modification shall be allowed unless a prior written consent and approval is secured by the unit owner/contractor.
2. Any modification that may be allowed must not violate any restrictions, or must not substantially interfere with or diminish the enjoyment and use by the other unit owners of their respective units and the common area. All cost of modification shall be for the exclusive account of the unit owner/contractor.
3. Any proposed modification/rectification of existing electrical, sanitary/plumbing works, sprinkler system, mechanical/air-conditioning provisions, exhaust and ventilation systems, doors shall be subject for review and approval of Tower designer/architect/engineer through TCAD and shall be done by the original contractors of the System and cost will be for the account of the unit owner subject to the approval of TCAD.
4. No modification will be allowed if it will endanger, alert or destroy the structural integrity, fire safety standards or the original aesthetical design on the exterior outline of the building. Alteration of the structural components of the building



such as but not limited to chiseling or chipping of beams, columns or load bearing is not allowed.

5. The unit owner is fully responsible, at their expense, for the rectification of any common use facilities damaged, soiled or defaced by modification works.
6. Upon approval of the construction plans, the unit owner or his contractor will be required to pay/deposit:
 - : The unit owner or his contractor will be required to deposit a refundable security deposit of QAR 25,000 to be returned after work completion.

2. Extensions

Contract time extensions are based on the ability to demonstrate that delays have occurred in the construction schedule affecting project completion date. All time extension should be based on delays beyond the Contractor's control, many of them as part of change order requests. Time extension requests are normally specified in contract's provision and requesting time extensions should be made following all steps and documentation under the contract guideline. Any modification that requires work extension shall be subject for review and approval through TCAD.

When requesting time extensions, certain steps must be followed and the following must be provided:

- a. New or extra work not included in the original scope of contract.
- b. Indicate specific issues causing delays.
- c. Indicate the actions the contractor has taken to avoid or minimize future delays.
- d. Exact amount of time being requested.

For each extension, the unit owner will be required to pay a work extension fee, please see table below for Fees applicable for extensions:

1st Extension QAR1000	2nd Extension QAR1500	3rd Extension QAR2000
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(It is absolutely imperative TCAD are informed of any proposed work extensions as failure to Notify will result in suspension of works, TCAD will carry out regular inspections).



1. The unit owner or contractors are responsible to notify TCAD for a work extension.
2. The below conditions shall prohibit TCAD from releasing the cheque back to the owner:
 - i. Water flooding of unit due to negligence of contractors and their workers.
 - ii. Dumping of construction debris or waste materials including from the external areas of their unit and the Common Use Facilities.
 - iii. Non-compliance with the plans submitted by the unit owner.
 - iv. If workers or contractors are found smoking, drinking alcoholic beverages, using illegal drugs and/or performing immoral acts within the building premises including inside the unit(s) being renovated.
 - v. Contractor's and their staff residing within the unit during the period of the modification works.
3. TCAD shall have the right to impose any reasonable Additional regulations governing the conduct of the fit-out works, as he may deem necessary under the circumstances.

(Owner is requested to rectify these damages (if found) or else the amount is deducted from the deposit cheque).

B. For Unit Owners Designer/Engineer/Architect:

1. The designer shall use as basis the As-built drawings for the unit. As-built drawings include architectural floor plans, plumbing, mechanical, electrical lighting, power layout and sprinkler plans.
2. Diagrams and mechanical/sanitary plan, Electrical load should not exceed the designed capacity for the unit. Other details that TCAD will deem necessary for clear understanding of the plans should likewise be provided.

C. For Workers /Contractors

Before any construction work is started, the Contractor will be required to:

1. Make sure that TCAD has approved the plan at hand before implementation.
2. All works associated with the proposed modifications are to be limited to the hours between 9am to 4pm Sunday to Thursday inclusive. No work permitted on Friday and Saturday, religious or other public holidays.



3. A complete list of workers, including worker's Labor cards, photocopy of their passport has to be submitted and presented to TCAD after the approval of the proposed works. All workers should be provided with identification cards. No worker will be allowed entry to the Tower unless accredited by TCAD.
4. "NO ID-NO ENTRY", shall be the policy of the Tower.
5. All workers are required to be in work clothes/uniform when inside the Tower and shall not be allowed to loiter without shoes or shirts. The contractor's employees must wear uniform T-shirts bearing the contractor's name, long pants, safety shoes, and all necessary safety gears. Sandos, short pants, sandals or slippers and the like are prohibited.
6. Construction workers are prohibited from smoking while inside the Tower premises, most especially at the unit being modified. Strict compliance with this fire safety aspect shall be sole responsibility of the contractor of the unit.
7. If welding of metal is necessary, the contractor should request for fire alarm isolation as a safety precaution, in addition to providing a fire extinguisher which should be placed at the work area at all times.
8. No flame of any size will be allowed inside the unit. Cooking in any form is not allowed.
9. In order to preserve the finishes of hallways and common areas, the use of steel wheel or roller will be strictly prohibited. Transport of heavier loads should be coordinated with TPOC.
10. Trash bins or bags should be made available by the contractor. Cleaning the work area after every working day will be mandatory. Trash and construction debris should be taken out every day properly wrapped in plastic bags. No disposal of construction debris and garbage will be allowed inside the premises.
11. The Contractor is obliged to keep the common area adjacent to their work areas such as hallways and lobbies clean of any dirt or waste materials resulting from construction work or brought in by workers or delivery personnel. No refuse will be allowed to accumulate in the Premises or in the Common Areas. The Owner shall ensure that its contractors remove all waste and rubbish from the Premises at the end of each work day and general cleaning of any debris should be made upon completion of the fit-out works, regular inspections will be carried out by TCAD representatives. TPOC will inspect the areas before a refund of the Fit-Out Deposit is made. Any debris found in the Premises shall be removed by the contractor at the Owners own cost. Failure to comply will result in TCAD to outsource labor and back charged to the Owner.



12. Storage of construction materials will be allowed only in the areas to be occupied and not in any common areas. Standard precautions should take place when storing highly flammable materials such as paints, thinners, etc.
13. Any and all damages to the Tower caused by the contractor or his workers must be immediately repaired by the owner in a condition satisfactory to TCAD. Otherwise TCAD will undertake the repair and all cost will be back charged to the unit owner concerned and deducted from the cash deposit deposited to TCAD.
14. Anyone caught vandalizing or writing graffiti on any of Tower properties will be banned from entering the Tower premises.
15. Sleeping in any common area of the unit is not allowed at any time. Overnight stay or sleeping in the unit is strictly prohibited.
16. TCAD and TPOC shall send inspectors to the construction site regularly to inspect and verify contractors are complying with the approved submitted plans. If they are found to be in violation of the approved submitted plans, any variations or in breach of the Rules and Regulations, TCAD shall take the necessary action, impose penalties or suspend the on-going improvement works. The contractor shall likewise assume responsibility for any damages that may be caused to any person or property for such violation.
17. Only authorized workers are allowed to enter the renovated unit.
18. Contractors/workers shall observe all rules and regulations on fire prevention and such other rules that may be promulgated by TCAD.
19. Fire alarm/smoke detectors must be covered only during painting works (spray painting); dusting and etc. contractors must coordinate with TPOC for the proper handling of smoke detectors/fire alarm system.
20. Workers are only allowed to use the service elevator or as designated by TCAD. Any contractor caught using the passenger elevator will be suspended or barred from entering the premises.
21. Security Services. In the event the unit owner decided to hire, solicit, engage the services of a private security guard or watchman agency for its own purpose it shall only hire and engage the service of a reputable agency accepted to and subject to prior written approval of TCAD. It is desirable that the security agency being used by TCAD is considered for the mutual protection and cooperative security of the Tower.
- 22. TCAD should be notified in writing within 7 working days upon the completion of all works.**



23. Final Inspection shall be conducted by the representative of the TCAD Technical team, TPOC together with the contractor / owner's representative. Any violation or damage should be rectified or repaired within a period of ten (10) days from discovery thereof by the said representative. If no action is taken by the unit owner, TCAD shall do the necessary repair /replacement and supervision works; the cost of which shall be deducted from the fit-out / deposit fund.

24. In case of deviation from the approved unit improvement plans, the corresponding Penalty (amount of which shall be assessed based on the extent of correction job to be undertaken) shall be applied against the account and to be deducted from the Posted security fit-out deposit.

25. After completion of alteration, TCAD must be informed in writing within seven (7) working days and by submitting the original receipt of the fit-out security deposit. Processing of refund will be made once all the aforementioned applicable conditions Have been satisfied, the total amount of security deposit cheque will be returned in full if:
 - No deviation/s from approved unit improvement plans.
 - TPOC approval and NOC on any damages caused in common areas.
 - No violations/ on house rules and regulations and established restrictions.
 - Final inspection of TCAD technical team.

26. The deposit amount will be refunded two (2) weeks from the date of the confirmation from the engineer that alterations have been completed as per the modification guide and found no unauthorized alterations.

Client Name:

Sign:

Date:

Contacts

For any enquiries please contact:
 TCAD Customer Care Modifications Department.
 The Pearl –Qatar Central Authority Directorate.
 Tel: 4495-3573

