

**FORM FO-1**

<b>PEMOHONAN FIT OUT</b>			
<b>FIT OUT WORKS APPLICATION (MAJOR WORK)</b>			
<b>A - Keterangan Pemohon (Applicant's Detail)</b>			
Status Pemohon ( <i>Applicant Status</i> )	<input type="checkbox"/> Pemilik ( <i>Unit Owner</i> )		<input type="checkbox"/> Penyewa ( <i>Tenant</i> )
Unit No.	Name Pemilik ( <i>Unit Owner's Name</i> )	Luasan ( <i>Area</i> )	
Nama Pemohon ( <i>Applicant's Name</i> )	Alamat Pemohon ( <i>Applicant's Address</i> )		
Person-In-Charge Nama ( <i>Name</i> )	HP No.	Office	Fax No
No. KTP ( <i>Identification No.</i> )	Email Address		
<b>B - Keterangan Main Kontraktor (Main Contractor's Detail)</b>			
Main Kontraktor ( <i>Main Contractor</i> )	Alamat ( <i>Address</i> )		
Person-In-Charge Nama ( <i>Name</i> )	HP No.	Office	Fax No
No. KTP ( <i>Identification No.</i> )	Email Address		
<b>C - Keterangan Perencana (Consultant Detail)</b>			
Design/Architectural Consultant	Person In Charge	Contact No.	
Structural Consultant	Person In Charge	Contact No.	
MEP Consultant	Person In Charge	Contact No.	
Other	Person In Charge	Contact No.	
<b>D - Keterangan Sub Kontraktor (Sub Contractor's Detail)</b>			
ACMV Contractor	Person In Charge	Contact No.	
Electrical Contractor	Person In Charge	Contact No.	
Fire Protection Contractor	Person In Charge	Contact No.	
Plumbing & Sanitary Contractor	Person In Charge	Contact No.	
<b>E- Jadwal Pekerjaan (Work Period)</b>			
Tanggal Mulai ( <i>Commencement Date</i> )	Tanggal Selesai ( <i>Completion Date</i> )	Jenis Pekerjaan ( <i>Scope of Work</i> )	
Jam Mulai ( <i>Starting Time</i> )	Jam Selesai ( <i>Finish Time</i> )		

Checklist Gambar dan Dokumen (*Drawing & Document Checklist*)

Sno	Keterangan ( <i>Description</i> )	Sudah diajukan (Submitted)	Belum diajukan (Not Submitted)	Tidak dibutuhkan (Not Applicable)
1.	<b>Appointment Letter</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Work Schedule</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>Insurance Cover Note/Policy</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Fitting Out Deposit</b>	<input type="checkbox"/>	Rp.	
5.	<b>Workers list with Contact Details</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>Architectural Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<b>Shop Front Artist Impression (For Retail Shop Only)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<b>Material Board</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<b>Hoarding Design</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<b>Internal Layout Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<b>Reflected Ceiling Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<b>Electrical Installation (lighting/power/telephone)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<b>Fire fighting &amp; alarm Installation Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<b>Air Conditioning &amp; Ventilation Installation Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	<b>Plumbing &amp; Sanitary Installation Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	<b>Public Address System Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	<b>Material Data Sheet</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	<b>Signage</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	<b>Indoor Air Quality Management Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kami sudah membaca dan memahami semua peraturan dan tata tertib yang tertera di paduan fit out dan akan mematuhi.

***We have read and will undertake to comply with all the requirement stated in the fit out guidelines.***

TTD dan Stamp Perusahaan Pemohon ( <i>Signature and Company Stamp of Occupant</i> )	Nama & Jabatan <i>(Name &amp; Designation)</i>	Tanggal ( <i>Date</i> )
TTD dan Stamp Perusahaan Kontraktor ( <i>Signature and Company Stamp of Main Contractor</i> )	Nama & Jabatan <i>(Name &amp; Designation)</i>	Tanggal ( <i>Date</i> )
<b>Pengelola (Building Management)</b>		
Checked, Verified and Cleared By Fit-Out Dept	Checked Verified and Cleared by Engineering Dept	
Name, Designation Signature & Date	Name, Designation, Signature & Date	Approved by General Manager
Comment:		