

## GUIDELINE FOR KEY TERMINOLOGY

<b>Client:</b>
A company or a Person, who require modification to a facility (Retail unit / Residential unit / industrial plot ... etc). The facility may be either owned or leased.
<b>Developer:</b>
A company or a person who own a piece of land and develop/ construct a residential/ commercial building / group of buildings, in which modification works are to be carried out.
<b>Landlord:</b>
A company or a person who is the owner of the facility (Retail unit / Residential unit/ Industrial plot etc) in which modification works are to be carried out.
<b>Drawings/Documents:</b>
<b>Floor Plan:</b>
A scaled and dimensioned drawing showing arrangement of the rooms, spaces and other physical features on one level of a structure specifying the walls, the columns, the restrooms, pantries, windows and doors, service riser/shaft, electrical outlets....etc. Floor plans should be provided for both the existing layout and the proposed layout. All changes to be clouded.
<b>Elevation:</b>
A scaled and dimensioned drawing with heights, showing one side view of the internal layout indicating the walls, the windows and doors....etc and the details of the materials/finishes used.
<b>Section:</b>
A scaled and dimensioned drawing cutting through the structure showing the interior details such as wall thickness, ceiling heights and indicating the materials used for the wall, windows and doors, ceiling and the floor.
<b>Utilities Layout plan:</b>
A scaled and dimensioned drawing showing the arrangement of utilities such as Fire Systems, Electricity, plumbing, HVAC, LPG & telecommunication within the floor levels. Layout plan should be provided for both the existing utilities layout and the proposed layout. All changes to be clouded.
<b>Design calculations:</b>
A document containing the design brief mentioning the proposed loadings, the design assumptions and the detail structural design calculations as per the standard code of practice to substantiate the adequacy of the members to perform safely. Also included should be the calculations related to the parking, area, garbage and sanitation, where applicable.
For racking systems, data sheet of the members to substantiate the adequacy for the proposed loading and an undertaking letter from the consultant / supplier should be part of the submission.
<b>Minor Modifications:</b>
<b>Internal Wall Finishes/Painting:</b>
Any final finish over the existing wall using decorative materials such as tile, stone, wall paper, wooden veneers, painting....etc.

<b>Furnishings:</b>
Any movable pieces of furniture that are placed within an area to be modified.
<b>Low height partitions:</b>
Dry wall partitions that are commonly used for constructing interior walls using panels made of gypsum plaster, glass, aluminium or similar. These partitions are at least 300mm lower than the false ceiling height.
<b>Flooring:</b>
Term used for an additional surface cover that is either permanent or removable over the existing structural slab and includes materials such as ceramic tiles, wood flooring, stone, terrazzo, vinyl, carpets and various seamless chemical floor coatings.
<b>Replacing existing windows and doors (in dry walls):</b>
Replacing of internal doors and windows that are located in existing dry walls, without changing the geometry of the opening / frame.
<b>Major Modifications:</b>
<b>Landscaping:</b>
Any activity that modifies the visible features of an area of land in order to achieve aesthetic and environmental outcomes. This includes both soft landscaping such as planting trees, grass, hedges etc with associated irrigation works and also, hard landscaping works that includes paving, water features, swimming pools, gazebos.. etc.
<b>Gypsum false ceiling:</b>
A ceiling that is made of panels of gypsum board or plastered with gypsum.
<b>Full-height partitions:</b>
Full-height partitions those which are used for constructing interior walls using panels made of gypsum plaster, glass, aluminium or similar. These partitions are flush with the false ceiling or up to the slab above.
<b>Tile false ceiling:</b>
A secondary ceiling that is suspended from the main structural ceiling and is easily accessible. This consists of a grid work of metal channels suspended on wires from the overhead structure. Light weight tiles are simply dropped into the grid. These tiles can be from a variety of materials such as wood, plastic and mineral fibers.
<b>Mezzanine:</b>
An intermediate floor (half or full mezzanine), that is between main floors of a building and therefore typically not counted among the overall floors of a building. It maybe having a low ceiling and may project in the form of a balcony.
<b>Machinery &amp; Equipment Installation:</b>
The placement of machinery and equipment within a structure. Fixing details and foundations details to be provided, if any or an undertaking letter to be provided by the supplier stating that no fixing details are necessary.

<b>Paving:</b>
A technique of providing a hard surface for roads, parking lots and surfacing over ground by laying tiles, bricks and other materials.
<b>Racking System:</b>
A material handling storage aid system designed to store materials. The racking may vary from prefabricated light members to heavy structural steel depending on the requirement.
<b>Adding &amp; removing windows and doors (in block walls) :</b>
Adding and removal of internal doors and windows that are located in block walls, without disturbing the main structure of the building by maintaining standard sill heights, lintel heights....etc.
<b>Fire fighting system (fire detection and fighting):</b>
All works related to the pumps, piping, fittings, fixtures, valves, gauges, detectors, hose reels, fixed or movable equipment associated with the fire detection, protection and suppression system designed, installed and maintained in accordance with the relevant and applicable NFPA codes.
<b>Staircase:</b>
This is a structure designed to bridge a vertical distance between floors by dividing it into smaller vertical distances, called steps. Stairways may be straight, round, or may consist of two or more straight pieces connected at angles. Special stairways may include escalators and ladders.
<b>Ramps:</b>
A structure made to bridge between two different levels with a proper slope that maybe for pedestrians, people with special needs, vehicles and services...etc.
<b>Plumbing:</b>
Plumbing refers to a system of pipes and fixtures installed in a building for the distribution of potable water and the removal of waterborne wastes. This includes the piping, fixtures, manholes, grease traps and other apparatus associated with sanitary/sewage or drainage system.
<b>GSM towers:</b>
Towers used to mount the antenna or similar devise for communication purposes. Transmission devises may also be mounted on an existing tall building. This includes monopole pipe, antenna, machine/equipment associated with Global System for Mobile Communications.
<b>Electrical:</b>
All type of works related to power cables, wiring, switches, relays and other equipment associated with receiving and distribution of electricity.
<b>HVAC:</b>
All type of works related to the pipes, ducting, diffusers, machine, equipment and other apparatus or system associated with Heating, Ventilation and Air Conditioning of the facility designed, installed and maintained in accordance with the relevant and applicable ASHRAE codes.

<b>LPG:</b>
All types of works related to the piping, fittings, fixtures, valves, gauges, associated with storage, distribution, emergency shut off, leak detection and fire protection system for liquefied Petroleum Gas cylinders.
<b>Kitchen ducting:</b>
All types of works related to the hood, filters, ducting, fan, machine, equipment and other apparatus or system associated with extraction of kitchen fumes, odor, heat and smoke.
<b>Adding and removing block wall:</b>
Block wall is added on to existing building / a part of the building to divide the existing area in to more rooms/ partitioned areas to suit the usage of the rooms. Removal of block wall from the existing layout is to add more area to the existing room or to change the existing layout completely or partially to suit the proposed usage of the area. The following items are to be considered while removing the walls: <ul style="list-style-type: none"> <li>No Structural/ load bearing walls are removed.</li> <li>Existing services in the wall are properly terminated prior to demolition of walls.</li> </ul>
<b>Others:</b>
<b>Tents:</b>
A temporary structure consisting of sheets of fabric or other material draped over or attached to a frame of poles or a supporting rope. Small tents are often free-standing or attached to the ground, while larger tents have a structural frame, foundation....etc.
<b>Kiosks:</b>
An independent temporary structure or a small unit placed inside a building or in an open space which may include but not be limited to retail and information services.
<b>Stages:</b>
An elevated temporary structure created either for an event or entertainment purposes with additional seating arrangements for the observers.
<b>Partition outlets:</b>
A segregated area within a building with partitions around the perimeter and may be used for the purposes including but not limited to display/retail/education.
<b>Mobile units:</b>
A small temporary, independent, movable structure that is placed inside buildings or in open spaces for the purpose of retail or information.
<b>Outdoor Dining:</b>
An open dining area in a natural environment adjacent to a food establishment, which is located outside in an area, designated for the purpose by the developer. This area is provided with removable furniture (with or without shade), planters and should not affect the pedestrian movement.
<b>Vacating Premises:</b>

The term refers to moving out of a leased unit upon end of lease period. The terms and conditions of the owner of the premises as per the lease agreement are fulfilled while vacating the premises.

**Other Modification Activity:**

**Coring of slab for services:**

Any cut-out in structural floor slabs shall be checked and approved by a competent engineer. 'As Built' Drawings shall be obtained from the Business unit and verified that no pre-stress tendons are cut or affected due to the cut-outs. The no and size of cut-outs shall be kept to minimal.

**EHS CRITERIA MATRIX FOR COC FOR FIT OUT / RENOVATION WORKS**

Applicable for Shops, Restaurants, Villas, Residential Buildings, Commercial Buildings, Offices, Warehouses, Labour Camps & other Buildings and to be obtained prior to start of the works.

Sr. No.	Description	COC Required (Yes / No)
1	Misc. Minor Modification (e.g. Cubical partitions, fixing / replacing light fixtures, fixing carpets etc.)	No
2	Placing / fixing of small sign boards	No
3	Work involving fixing of readymade units / items	No
4	Villa landscaping	No
5	Structural Modifications / Demolition / Refurbishment / External cleaning of buildings	Yes
6	Work involving fixing of hoardings / big sign boards	Yes
7	Commercial units (size > 80 Sq. mtrs)	Yes
8	Renovation of any structure identified above	Yes
9	Renovation of Mezzanine floor of any type	Yes
10	Work involving Hot works	Yes
11	Maintenance on Fragile roof / Warehouse roof	Yes
12	Work in a Confined Space	Yes
13	Work at Height (above 2.0 mtrs height)	Yes
14	Work involving use of Mechanical Plants & Cranes, Cradles etc.	Yes
15	Work carried out over deep water	Yes
16	Addition / en-routing, existing/new underground or buried services & landscaping	Yes
17	Widening / resurfacing of asphalt / concrete roads	Yes
18	Construction of boundary wall / fencing	Yes

Note: Please refer to the following Trakhees codes for further details:

- Blue code: Building regulations and design guidelines
- Turquoise code: Regulations and design provision for people with disability.
- EHS regulations - [www.ehss.ae](http://www.ehss.ae)