

Office Fit Out Guidelines

1. Objective

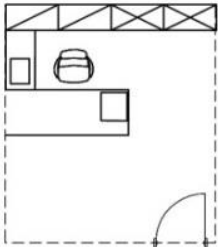
- 1.1. The purpose of this guideline is to create a strong brand identity throughout all premises owned by SATS and its subsidiaries. This is achieved through ensuring uniform look and feel to all the various office spaces.
- 1.2. These fit out guidelines shall be strictly complied with for all premises owned by SATS and its subsidiaries.
- 1.3. This guideline is not compulsory for Joint Ventures, associates and affiliates where SATS Ltd do not hold controlling stakes in the company.

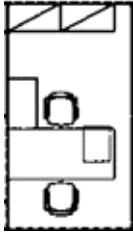
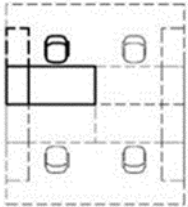
2. General Office Guidelines


2.1. Generally there are 4 types of workstations in a general office:

- Senior Vice Presidents and above
- Managers to Vice Presidents
- Administration Officers and General Staff
- Hot Desks

2.2. The specifications of the workstation are defined in the table below:

Grade	Dimension of Space	Space Specifications
Senior Vice Presidents and above	3600mm x 4200mm 	<ul style="list-style-type: none"> • Walls shall be full height dry wall complete with 80kg/m³ rockwool • Transfer air duct and booster fan according to Engineer's design • Standalone air-conditioning c/w dedicated air-conditioning controller. <ul style="list-style-type: none"> ○ Where 24/7 chilled water is available, fan coil unit shall be linked to central air-conditioning system. ○ Where 24/7 chilled water is not available, direct expansion units can be used. • 900mm double glazed glass with frosted film with selected patterns: • Timber door with select Woodgrain MDF complete with 80kg/m³ rockwool, drop sill. • 1 no. 400mmW x 500mmL x 600mmH mobile pedestal • 1 no. 800mmW x 2400mmL x 750mmH table complete with

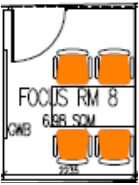
			<p>modesty panel, cable organizer and 300mmW x 100mmD flip up complete with with nylon brush.</p> <ul style="list-style-type: none"> • 1 no. 500mmW x 900mmL x 750mmH side table • 2 nos. of low cabinets 400mmW x 900mmL x 750mmH • 1 no. full height cabinet 400mmW x 900mmL x 1800mmH • 1 no. full height coat cabinet 400mmW x 900mmL x 1800mmH (option to change to regular full height cabinet if coat cabinet is not required) • High back mesh chair with lower lumbar support • 2 nos. mid back mesh visitor chair (similar to the chair used by AOs/general staff)
Managers to Vice Presidents	3600mm 2100mm	x	 <ul style="list-style-type: none"> • 1200mmH partition complete with select fabric and mid race way • 1 no. 750mmW x 1800mmL x 750mmH table complete with cable management system complete with modesty panel, cable organizer and 300mmW x 100mmD flip up complete with with nylon brush. • 1 no. 400mmW x 500mmL x 600mmH mobile pedestal • 1 no. of open low cabinet 400mmW x 900mmL x 750mmH • 2 nos. low cabinets 400mmW x 900mmL x 750mmH • 1 no. Mid back mesh chair • 1 no. mid back visitor chair (similar to the chair used by AOs/general staff)
Administration Officers/ General Staffs	1800mm 2100mm	x	 <ul style="list-style-type: none"> • 1 no. 400mmW x 500mmL x 600mmH mobile pedestal • 1 no. 750mmW x 1800mmL x 750mmH table complete with cable management system complete with modesty panel, cable organizer and 300mmW x 100mmD flip up complete with with nylon brush. • 1 no. of mobile caddy 400mmW x 900mmL x 600mmH • 1 no. mid back mesh chair
Hot Desks	1800mm 2100mm	x	<ul style="list-style-type: none"> • 1 no. 750mmW x 1800mmL x 750mmH table complete with cable management system complete with modesty panel, cable organizer and 300mmW x 100mmD flip up complete with with nylon brush.

		<ul style="list-style-type: none"> 2 nos. of mid back mesh chairs used by AOs/General Staff
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- 2.3. Each workstation shall minimally have 2 nos. of 13A sockets and 1 no. of network point. BUs may decide to add additional points to support their business need.
- 2.4. Walls of general office shall either be fully white, grey (pantone: XXX), white with 15mm grey (pantone: XXX) rings or grey (pantone: XXX) with 15mm white rings. The design of the rings shall comply with Branding's Visual Identity for the SATS Rings (Ref: SATS Group Brand Guideline A.2.7)
- 2.5. For material list, please refer to Appendix A of this document.

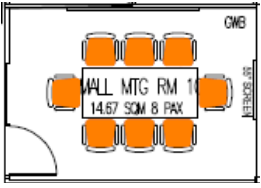
3. Focus Room/Phone Booths Guidelines

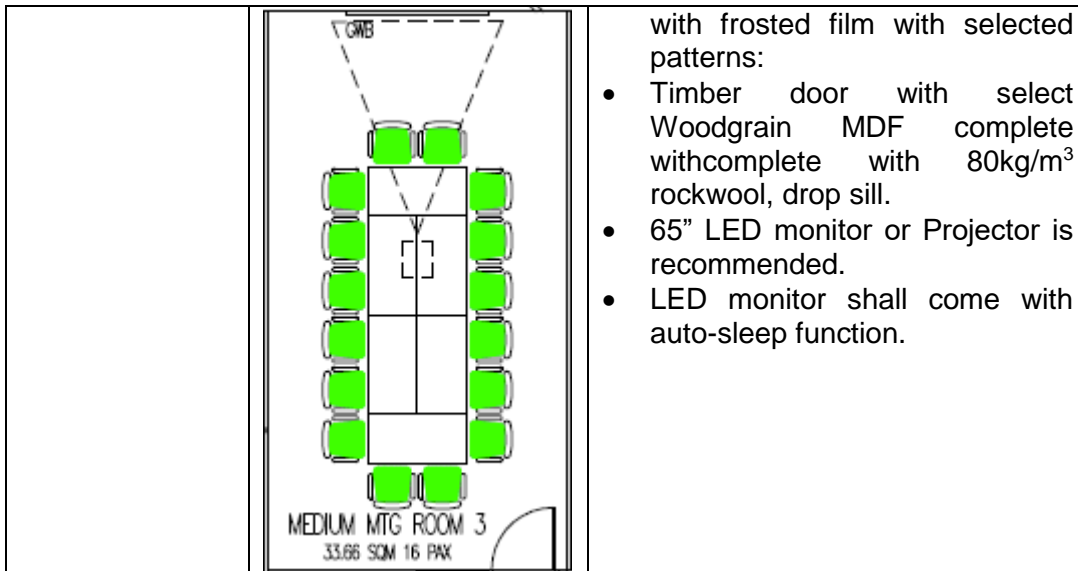
- 3.1. In an open office environment, the purpose of the Focus Room/Phone Booths is to facilitate noisy discussions or conference phone calls or loud phone discussions without disturbing one's neighbor.
- 3.2. The Focus Room/Phone Booths shall contain a Service Outlet Box (SOB) with 4 nos. of 13A sockets and 1 no. of network point.

Type of Room	Dimension of Space	Space Specifications
Focus Room/Phone Booths	3600mm x 2100mm 	<ul style="list-style-type: none"> Walls shall be full height dry wall complete with 80kg/m³ rockwool Transfer air duct and booster fan according to Engineer's design 900mm double glazed glass with frosted film with selected patterns: Timber door with select Woodgrain MDF complete with 80kg/m³ rockwool, drop sill. 1 no. table 750mmW x 1600mmL x 750mmH 4 nos. of mid back mesh chairs used by AOs/General Staff 1 no. writing surface

4. Meeting Room Guidelines

- 4.1. Meeting rooms shall be furnished with foldable, mobile furniture to facilitate reconfiguration of meeting rooms for other purposes.
- 4.2. Where there is a need for a conference room or function room, it is recommended the space be fitted out with movable partition walls which could be opened up where need arise. The movable partition walls shall have minimum rated sound transmission class of STC-42 for rooms where loud music is not expected to be played. For rooms where loud music is expected to be played, a minimum rated sound transmission class of STC-50 shall be used instead.
- 4.3. Where meetings are expected to overrun past normal air-conditioning operating hours, standalone air-conditioning with dedicated air-conditioning controller is recommended to be installed.
 - Where 24/7 chilled water is available and more cost effective, fan coil unit shall be linked to central air-conditioning system.
 - Where 24/7 chilled water is not available or expensive to acquire, direct expansion units can be used.
- 4.4. Where projection equipment is required, a LED monitor or projector could be used. The minimum rated lumens where little or no light will leak into the room, projectors or LED monitors with rated brightness of at least 2700 lumens is recommended. For rooms where external daylight is expected in the room with no reliable methods to dim the external daylight, projectors or LED monitors with rated brightness of at least 5000 lumens is recommended. The room shall be fitted with both HDMI and VGA cables.

Type of Room	Dimension of Space	Space Specifications
8 Persons Meeting Room	3600mm x 4200mm 	<ul style="list-style-type: none"> • Walls shall be full height dry wall complete with 80kg/m³ rockwool • Transfer air duct and booster fan according to Engineer's design • 900mm double glazed glass with frosted film with selected patterns: • Timber door with select Woodgrain MDF complete with 80kg/m³ rockwool, drop sill. • 55" LED monitor or Projector is recommended. • LED monitor shall come with auto-sleep function.
16 Persons Meeting Room	7200mm x 4200mm	<ul style="list-style-type: none"> • Walls shall be full height dry wall complete with 80kg/m³ rockwool • Transfer air duct and booster fan according to Engineer's design • 900mm double glazed glass



5. Nursing Room Guidelines

- 5.1. To create a conducive environment for mothers to work while pumping, all nursing rooms shall come with adequate sterilizing equipment, fridge and power points.
- 5.2. Each room shall come with a kitchen sink with the sign which reads "Strictly for Cleaning of Nursing Parts Only"
- 5.3. Depending on how many pumping stations there are in the nursing room, the rooms shall be minimally equipped with:
 - A fridge with freezer with a sign "Strictly for Storage of Milk Only" and "Mothers to Bring and Store Milk in Own Storage Containers"
 - Hot water dispenser
 - Each pumping station shall come equipped with:
 - 2 nos. 13 A socket which can accept direct 2 pin plugs without requiring plug keys
 - 1 no. Mid-back mesh chair
 - Modesty panel to separate each counter

6. Pantries

- 6.1. All pantries shall come equipped with:
 - Kitchen Sink
 - Hot/Cold/Room Temperature Water Dispensers complete with dedicated power point
 - 4 Nos. of 13 A socket to accommodate Halal/Non-Halal Toasters and Microwave Oven
 - 2 Nos. of 13 A socket to accommodate Halal/Non-Halal fridge with sign "All food stored shall be clear at the end of the day"

- 6.2. BUs shall have a free-will in deciding how their pantry will look like as long as it blends well with the rest of the office.

7. General Guidelines

- 7.1. Lighting provision in office shall be at least 500 lux and shall be uniformly distributed throughout the office. The BUs shall demand the contractor perform a lighting simulation to ensure minimum illuminance level is met.
- 7.2. All new offices shall be fitted with LED in lieu of conventional fluorescent lighting.
- 7.3. Each BUs shall submit the following updated as-built drawings to Property Management Department for record:
- Layout Drawing
 - Reflected Ceiling Plan
 - Electrical single lined drawings endorsed by a Licensed Electric Worker
 - Where full height partition are erected, an endorsed drawing by a Professional Engineer
 - Fire Safety Certificate where applicable
 - Endorsed drawing of structural elements by a Professional Engineer where applicable
- 7.4. Air-con balancing report shall be produced to ensure air conditioning is well distributed throughout the office area.
- 7.5. Where there are raised floors, service conduits shall be installed in 3600mm x 2100mm grids to facilitate easy reconfiguration of space in future.

8. Building Material Guidelines

- 8.1. All building materials used shall be asbestos-free.
- 8.2. Where environmentally friendly options are available, building materials used shall be made from recycled materials or sustainably farmed materials. Building materials used should be certified green by local authorities or any reputable certification organisations.
- 8.3. Where available, solvents or paints used shall be low in volatile organic compounds.

APPENDIX A – Schedule of Materials