



Kent Vale

House Rules

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**Information and regulations are correct at the time of printing. Campus Life (Housing Services) reserves the right to vary terms, conditions, and guidelines as and when it deems appropriate without any prior notice.*

A1. GENERAL RULES AND REGULATIONS

Residents are encouraged to foster the spirit of good neighbourliness through the following:

1. Ensure that all sound-generating equipment is not set to a volume which may cause disturbance or annoyance to other residents.
2. Keep noise levels to a minimum after 10.00pm.
3. Inform the school bus captains ferrying children to refrain from tooting the horn within Kent Vale unless necessary. The Management reserves the right to refuse entry of vehicles into Kent Vale for non-compliance. Passengers are to be ready for pickup so as not to create congestion at the Arrival Plaza. Drivers should not wait with the engine running near the residential blocks.
4. Guests are advised to register all vehicles at the Kent Vale Security Post. Residents are to register their vehicle IU number with the Kent Vale Front Desk and always display the car decal for access through the resident lane.
5. Permit member of staff from the Management to enter your apartment (except in an emergency when no notice is required) to execute any works, perform any duties or enforce any by-laws in connection with the apartment when reasonable notice is given or when an appointment is made to visit your apartment.
6. Please comply with the Rules and Regulations governing Kent Vale which may, at the discretion of the Management, vary from time to time. Residents will be notified either via email or the notice boards stationed at each block.

For security and emergency contact purposes, all family members and domestic helper(s) residing in the apartment must be registered at Kent Vale Front Desk. Please bring along identification documentation (NRIC, FIN or passport) to facilitate the registration process. Alternatively, residents may email housing.kv@nus.edu.sg with copies of the identification document attached.

7. Facilities in Kent Vale and their respective opening hours are as follows. Please note that capacity for the facilities is subject to prevailing government advisory.

S/N	Facility Name	Opening Hours	Location	Capacity (subject to changes)
1	Basketball Court	9.00 am to 9.00 pm daily	Near to Blk D	N.A.
2	BBQ Pits*	<i>1st session:</i> 10.00 am to 3.30 pm <i>2nd session:</i> 4.30 pm to 10.00 pm	In Front of Blk C	N.A.
3	Children's Playground	N.A.	Next to Blk C	N.A.
4	Squash Courts x 2*	7.00 am to 10.00 pm daily	Level 1, Geranium Block	2 per squash court
5	Swimming Pools	5.00 am to 10.00 pm daily	Level 3, The Verandah & In Front of Blk C	N.A.
6	Fitness Centre (Gym)	5.00 am to 12.00 am daily	Level 1, The Verandah	N.A.
7	Communal Hall*	9.00 am to 10.00 pm daily**	Level 2, Geranium Block	100
8	Reading Room	6.00 am to 10.00 pm daily	Level 1, The Verandah	5
9	The Studio* (Dance Studio)	8.00 am to 10.00 pm daily**	Level 1, The Verandah	15

* Booking is required (please refer to [Section A4](#) for more information).

** Kindly approach Kent Vale Front Desk for applicable booking charges.

We seek the cooperation of residents to **REFRAIN** from the following:

- Conduct illegal, private businesses or commercial activities in the apartment.
- Sublet the apartment. The Management reserves the right to evict residents found violating this rule.
- Excessive storage of items in the apartment.
- Create excessive noise or engage in offensive conduct which may interfere with the peaceful environment of the estate or common areas.
- Exercise or conduct physical activities in the apartment that will cause undue disturbances to your neighbours, especially to the residents living in the apartment below.
- Dispose rubbish/litter/cigarette butts out of windows, doors or balconies.
- Please place and secure refuse in suitable plastic bags (for hygiene purposes) before disposing them down the chute.
- Store or use any explosives or highly inflammable material of any nature in the apartment.
- Hang laundry, bedding or other articles in an unsightly manner, visible from the exterior, e.g. balcony railing, thereby affecting the aesthetics of the building.
- Place or store bicycles, tricycles, riding toys, roller skates/skateboards, personal belongings/furniture in the common areas, corridor, stairway, lobby, or lift that may obstruct the common areas in the estate. The Management reserves the right to remove any obstructing items left in the common areas.
- Damage common property or creating noise nuisance at the common areas.
- The use/ride bicycles, tricycles, children's riding toys, roller skates/skateboards and the like in the common walkway and corridor areas.
- Place potted plants or any other objects on balconies and window ledges in a manner which may pose a safety hazard to other residents. In addition, plants should not be inappropriately placed causing obstruction and clutter to the corridor.

- Engage in sports at common areas which will damage/deface the common property and cause any inconvenience or annoyance to other residents.
- Remove or damage furniture, furnishings or fire-fighting equipment comprising part of the common property.
- Damage the grass areas, flower beds, garden, trees, footpaths, drains or any part of the building by vehicles, machines or tools or objects of any description.
- Keep any pet(s) within the common areas including lifts, passages, lobbies, swimming pools etc. which may cause nuisance or annoyance to others. Residents must remove and/or clean the excrement of their pet(s) from the common areas.
- Organise BBQ parties at the balcony/terrace area or any other common areas other than the designated BBQ area for fire safety reasons. Please refer to Appendix C for information regarding fire safety at Kent Vale.
- Hold any private function(s) at the common areas without prior written approval from the Management. Functions should always be held at the appropriate and approved venues.

A2. MAINTENANCE RESPONSIBILITIES

1. Maintenance is the shared responsibility between the Management and residents at Kent Vale. Please refer to details listed at [Appendix A](#).
2. Due care should be exercised by residents when using furniture, lighting fixtures, built-in fittings, household appliances etc. provided by the Management. Improper or careless usage of any item, including damage to the kitchen cabinet top by chopping food directly on the surface or scratching the dining tabletop, may result in the resident being billed for the replacement of the damaged item(s).
3. Residents are to maintain the condition of the apartment and to report any maintenance issues via [SHMS Portal](#). The Management will not be liable for any damages, injury or losses because of the non-reporting of maintenance issues.
4. In instances where residents are deemed to have exercised insufficient care to preserve the good condition of items provided and property, member(s) of staff from the Management is authorised to enter the unit concerned at any reasonable time to carry out necessary repair, rectification or reinstatement work. All costs incurred for such work will be billed to the resident concerned.
5. Member(s) of staff from the Management may also enter any units concerned to carry out maintenance or repair work at any time should the units above or below are affected.

A3. WORK REQUESTS, FEEDBACK AND ENQUIRIES

1. Should you require maintenance support that falls within the purview of the Management, please report it via the [SHMS portal](#). Please submit all other enquires/feedback through [NUService Hub](#).
2. To better serve all residents at Kent Vale, emergency standby services are also available after office hours. Residents should report maintenance issues via the 24-hour Housing Hotline at 6601 7878 (24 hours). However, should the technical faults reported fall within purview of the residents' responsibilities as spelt out in [Appendix A](#), the resident will be liable for repair charges.
3. Please note that sufficient time should be given for works to be done as contractors would need to be activated. In general, urgent work will be attended to within 1 working day and normal work within 3 working days. A schedule will be shared with the resident if more time is required due to either works of complex nature or the requisition of spare parts.

4. For feedback on security issues or acts of criminal intent, please contact Campus Security at 6874 1616 (24 hours).
5. Residents having neighbourly disputes may consider resolving the issues through the help of the Community Mediation Centre (CMC), a department under the Ministry of Law. CMC provides community mediation services to cultivate a more harmonious, civil and gracious society. It aims to provide a neutral platform to resolve relational, community and social disputes amicably without resorting to litigation. Kindly refer to the [CMC website](#) for more information.

A4. USE OF RECREATION FACILITIES

1. The recreational/communal facilities are open to all residents during operating hours. The Fitness Centre is reserved solely for residents and their authorised immediate family members. Residents must always be present with their guests to ensure that they comply with all the rules and regulations. Facility booking is reserved mainly for residents who are residing at Kent Vale. Bookings can be placed [here](#) using your NUSNET User ID & Password to log in.
2. Bookings are on a first-come-first-served basis. Residents are encouraged not to book frivolously so as not to deprive others from using the facilities.
3. Residents and their guests must abide by all the rules and regulations when utilising the facilities. Each facility is governed by a set of rules which are clearly stated on the website above.
4. Residents must inform the Kent Vale Front Desk (Tel: 6601 7878) at least two (2) working days in advance if they wish to process the cancellation of any bookings made earlier.
5. Residents will be held responsible for any damage, caused by either themselves or their guests, to the facilities. Any existing damage to the facility or equipment is to be reported to the 24-hour Housing Hotline at 6601 7878.
6. The Communal Hall and Studio are available for use, subject to the prevailing rates. Please contact Kent Vale Front Desk for the current rates. Residents are kindly requested to observe the following guidelines when booking facilities:
 - a) Provide a minimum of 2 working days' notice prior to the intended use.
 - b) Reservations for facility usage can be made up to 2 months in advance.

The room can be used only for the duration specified in the reservation. Additional charges will be applicable if the usage extends beyond the reserved time.

Housing Services is unable to provide refunds for cancelled reservations. Residents are welcome to apply the payment towards another rescheduled booking.

To secure a reservation and confirm the use of the facility, payment must be made in advance at Kent Vale Front Desk during operating hours. The operating hours are:

Monday – Friday: 8:30 am - 5:30 pm
Saturday, Sunday & Public Holidays: Closed

Residents must maintain the venue's cleanliness and ensure the tables and chairs are returned to their original positions to prevent incurring additional cleaning fees, which may amount to \$300.

A5. CHILDREN'S PLAYGROUNDS

1. Children under 12 years old are not permitted at the playgrounds unless accompanied by an adult.
2. The Management shall not assume responsibility for any loss or damage to personal property, injury or death arising from the use of the playground and equipment.

A6. FITNESS CENTRE

1. Operating hours are from 5.00 am to 12.00 am.
2. Children aged 15 years old and below are not permitted to use the fitness centre.
3. Residents between 16 and 17 years old should be accompanied and supervised by an adult.
4. The Management shall not assume responsibility for any loss or damage to any personal property, injury or death arising from the use of the fitness centre equipment.

A7. SWIMMING POOL(S)

GENERAL RULES AND REGULATIONS

1. Operating hours are from 5.00 am to 10.00 pm (except during pool maintenance).
2. The swimming pool is for the exclusive use of residents and their guests. Guests must always be accompanied by a resident.
3. Children aged 12 years old and below and/or any non-competent swimmers are not permitted to use the pool unless accompanied by an adult.
4. For health and safety reasons,
 - a) Any person using the pool must shower before entering the pool. A person with a bandage, open wound, infectious illness will not be allowed to use the pool(s). Spitting, spouting, nose blowing and the like shall not be permitted in the pool(s).
 - b) Ball sports, frisbee playing, roller skating, bicycle riding, skateboarding, "horse playing", running and other similar activities are not allowed in the pool area.
 - c) Diving, noisy, rough or dangerous play will not be permitted in the pools and surrounding area.
 - d) No food or beverage shall be permitted in the pool(s).
 - e) Do not tamper with the grating covers.
 - f) Do not stay in the pool during lightning/thunderstorm.
 - g) Do not bring glassware into the pool or around the poolside.
 - h) No pets are allowed in the pool(s) or the pool vicinity.
5. Swimming equipment that may cause annoyance to other pool users such as snorkeling equipment, surfboards, large floats, flippers, toys, etc. are not allowed.
6. Poolside furniture should not be removed from the pool area. Misuse of poolside furniture is strictly prohibited. Deck chairs and other poolside furniture may not be reserved. Persons vacating the pool area must remove all their belongings.
7. Swimmers must be in proper swimming attire (T-shirt and shorts are not allowed) when using the pool. The Management may prohibit any person who, in the opinion of the management, is inappropriately dressed from using the pool.
8. Footwear is not allowed within 1 metre from the pool's edge.

9. Swimming instructors must be registered with the Kent Vale Front Desk before conducting coaching lessons.
10. Residents shall be responsible for their own safety as there will be no lifeguard on duty.
11. No functions are allowed at the poolside.
12. Personal items stored overnight in the locker will be removed without notice.
13. The Management reserves the right to refuse anyone from using the pool.
14. While the Management will take every precaution to ensure the safety of persons using the pools, it cannot assume responsibility for any loss or damage to any personal property, injury or death arising from carelessness or negligence on the part of the person(s) concerned or arising from failure to abide by the rules.

A8. PETS

1. Livestock or other animals are not allowed or be kept in any part of the apartment. This is apart from dogs, cats and other small household pets, not exceeding a reasonable number, which may be kept by residents in their respective apartments. Residents who are planning to have a dog or a cat are encouraged to keep only one pet in each apartment. Please note the following:

Apartment type	Pets
Standard	Allowed list of <u>PETS</u> approved by <u>AVA</u>
Serviced	Not allowed

2. Residents who wish to keep a pet in Kent Vale must meet the following requirements:
 - a. Only dogs as defined by the Agri-food and Veterinary Authority of Singapore (AVA) are allowed. You may check on the allowable dog breeds [here](#).
 - b. Dogs of a breed classified as dangerous or potentially dangerous or fierce [{Breeds of dogs listed in the Second Schedule of the Animals and Birds \(Dog Licensing and Control\) Rules by AVA}](#) are not allowed in the apartment, in particular, Pit Bull and Rottweiler. If in doubt, please visit the [AVA website](#).
 - c. To register the pet(s) via the [Pet Application form](#). A confirmation email will be sent to you upon approval.

- d. Residents must ensure that they observe AVA licensing requirements stipulated in AVA's website, and obtain a copy of the dog license from the AVA and submit it together with their "Pets Application" form.
- 3. Residents with pet(s) shall observe the following rules within Kent Vale:
 - a. Pets must always be leashed in the common areas at all times.
 - b. Pets shall not be allowed in recreational areas and into common facilities under any circumstances.
 - c. The person (Resident, Guest, Domestic helpers etc.) walking the pet shall clean up the excrement of the pets left in the common areas. They are encouraged to walk the pet outside Kent Vale.
 - d. Residents shall be responsible for the cost of repairing and cleaning of areas damaged or soiled by their pets.
 - e. Do not allow pets to drink water from or swim in the swimming and/or reflection pool.
- 4. The Management reserves the right to immediately and permanently have the pet removed from the premise should the animal become a nuisance and disrupt the harmony of the estate.
- 5. The resident will be solely responsible for all acts of the pet on the premises and shall indemnify and keep indemnified the Management from and against all actions, proceedings, damages, costs, losses and expenses of any nature whatsoever, in conjunction with any loss of life, personal injury and/or damage to property caused by the pet.

A9. BICYCLES

- 1. Residents should register their bicycles at Kent Vale Front Desk. An identification tag, to be attached to the bicycle, will be issued upon registration.
- 2. Residents are to ensure that bicycles are parked at the racks provided throughout the estate, well-maintained, and properly locked.
- 3. Bicycles are parked at residents' own risk. The Management will not be liable for any loss or damage to bicycles parked at the bicycle racks.
- 4. Bicycles found left in poor or in non-working condition will be disposed of at the discretion of the Management.

A10. HOME INSURANCE

1. Insurance coverage applies only to the existing structure of Kent Vale, together with the furniture and fittings provided by the Management.
2. Residents staying at Kent Vale are strongly advised to purchase individual plans to insure personal belongings and items in the apartments for coverage against loss due to fire, Acts of God or personal liability etc.
3. Please check with your insurance agent for additional coverage options.

B1. MOVING IN PROCEDURES

1. Residents are requested to do an inventory check personally upon moving into the apartment. Any discrepancies should be reported to the Management within seven (7) working days; otherwise, the Management will assume that each apartment is handed over in a satisfactory condition. Residents will be held responsible for any subsequent loss or damage.
2. The Management will provide a list of the standard key and furniture/lighting fixtures/household appliances, etc. list. Please approach our staff if any of these items are not provided.
3. All keys issued are original keys and all original keys must be returned upon vacating the apartment at the end of rental tenure. No duplicate keys will be accepted. Should any original key(s) be lost, the entire lock set(s) will be replaced and the cost incurred for the replacement set(s) will be charged, according to prevailing term contract rate.
4. Please feel free to contact the Kent Vale Front Desk at 6601 7878 for assistance should you have further queries.
5. The following sections contain information for the application of some additional items/services that you may require.

B2. UTILITIES AND GAS SUPPLY

1. **Residents must transfer ownership of the utilities account ten (10) days prior to moving into the apartment.**
2. The Management reserves the right to terminate the supply of utilities to the apartment should the account not be transferred within the stipulated time frame. Resumption of utilities will be at the onus of the resident. Any outstanding payments/arrears recorded effective from the actual move-in to the date of transfer will be recovered via the resident's monthly payroll.
3. Generally, an initial deposit of S\$500 is required upon opening of the account by the utility vendor SP Services. You may visit:
<https://openaccount.spgroup.com.sg/#/open-account/residential/>

B3. APPLICATION FOR RESIDENTIAL TELEPHONE SERVICES

1. There are two (2) residential telephone service providers in Singapore, namely, SingTel and StarHub. Please visit the respective websites to check the phone subscription packages. To subscribe, please contact the relevant service provider directly.
 - a) [SingTel's website](#)
 - b) [StarHub's website](#)
2. Please note that the service provider will require a copy of the resident's employment pass, passport, signed copy of your allocation letter (as proof of billing address) and/or a deposit. Do check with the service provider for the deposit amount required.
3. The Management reserves the right to bill **serviced apartment** residents any charges incurred for any overseas phone calls to the relevant party.

B4. APPLICATION FOR CABLE TV SERVICES

1. There are two (2) cable TV service providers in Singapore, namely, SingTel and StarHub. Please visit the respective websites to check their cable TV subscription packages. To subscribe, please contact the relevant service provider directly.
 - a) [SingTel's website](#)
 - b) [StarHub's website](#)
2. Please note that the service provider will require a copy of the resident's employment pass, passport, signed copy of your allocation letter (as proof of billing address) and/or a deposit. Please check with the service provider regarding the amount of deposit.

B5. APPLICATION FOR INTERNET SERVICE

1. Internet at Kent Vale

There are three (3) main internet service providers (ISP) in Singapore, namely, M1, SingTel and StarHub. Please visit the respective websites to check their internet subscription packages. To subscribe, please contact the relevant service provider directly.

- a) [M1's website](#)
- b) [SingTel's website](#)
- c) [StarHub's website](#)

Please note that the service provider will require a copy of the resident's employment pass, passport, signed copy of your allocation letter (as proof of billing address) and/or a deposit. Do check with the service provider for the deposit amount required.

2. Internet at Kent Vale 2

- a) Residents who choose to use the complimentary NUS network at Kent Vale 2 may purchase your router(s) from any retailer. Thereafter, residents are to **contact NUS IT Care to whitelist the router for use at Kent Vale 2.** Please email IT Care at itcare@nus.edu.sg and include the following:

- i. the MAC Address of your router
 - ii. the apartment number and indicating that you are staying in KV2

- b) Each KV2 apartment is equipped with NUS network.

Should the Wi-Fi connection be missing or lost, please contact **NUS IT at Tel: 6516 2080** during office hours or email itcare@nus.edu.sg for assistance. This is only applicable for routers connected to the NUS network.

- c) Subscribed Internet Services with ISP

Residents should contact their respective ISP provider or support center for assistance regarding any Wi-Fi connectivity issues .

B6. APPLICATION FOR CAR PARK /ACCESS

1. Access to Kent Vale is regulated by the Electronic Parking System (EPS). Only approved vehicles will be allowed direct access via the resident lane.
2. Residents are required to complete an application form, which will be sent via email, for a car decal. Details to be submitted through the form include residential address, contact number, and email address. A copy of the Vehicle/LTA Log Card(s) indicating residential address in Kent Vale and relevant documentation as proof of ownership of the vehicle(s) is also required.
3. Vehicles parking overnight or inappropriately at Kent Vale without the official decal may be wheel-clamped.
4. The Rules and Regulations governing the application for the car decal can be found in [Appendix B](#).
5. The applicant will be informed of the application status via a confirmation email.

B7. ACCESS CARD AND LOCKOUT FEES

1. The Access Card is required to gain entry to the following locations:
 - a) Swimming pools
 - b) Rear Gate
 - c) Fitness center
 - d) Reading room
 - e) The Studio
2. Access cards shall be issued, free of charge, to residents and their immediate family members residing in Kent Vale for their personal use upon application. The following table shows the entitlement for each apartment type:

Type of Apartment	Access Cards to be Issued
1-Bedroom	2
2-Bedroom	3
3-Bedroom	3

Residents who require additional access cards should make a request to the Management. The following table shows the maximum access card entitlement for each apartment type:

Type of Apartment	Maximum Number of Access Cards Which Can be Issued
1-Bedroom	2
2-Bedroom	3
3-Bedroom	5

3. Should there be any lost/damaged/non-returned access card, a penalty fee of S\$25 (payment by credit card) will be charged for each lost/damage/non-returned access card which is payable at the Kent Vale Front Desk during office hours before check-out.
4. **For residents who have forgotten their keys or access cards and require assistance to access their apartment, lock out fees will apply for each request to open the doors by Management staff or security personnel.**

B8. GUIDELINES AND APPLICATION FOR MINOR WORK

1. Repair, minor work, alteration or extension work may only be carried out by the resident at his/her own expense subjected to the prior written consent of the Management and approval from the relevant authorities. Such works shall also comply with the following conditions:
 - a) No hacking of walls, beams, slabs, columns or structural members.
 - b) No relocation of the common water and sanitary system.
 - c) No re-wiring of the common electrical system.
 - d) No alterations to or relocation of the windows.
 - e) No alterations to or relocation of the balconies, doors or doorways.
 - f) No raising of the floor level or increase to the total floor load.
 - g) No installation of sunshades or awnings of any design or shape without prior written approval.
 - h) No installation of any permanent or retractable clothes hanger.
2. Grilles at Kent Vale 1
 - a) May be installed for the doors and windows.
 - b) Must be of aluminum material.
 - c) Must be white or metallic silver powder coated.
 - d) Must be of approved design i.e. square pattern.

3. Grilles at Kent Vale 2

Only “invisible grilles” may be installed for the windows. Please note the following technical specification for the invisible grille:

- Type of Grille: Vertical mode
- Grille Gap: 2 to 3 inches
- Material used: High tension standard steel metallic cable with clear PVC layer

4. Insect screens (only grey-colour shade) may be installed for the windows.

5. Non-reflective solar films may be installed on the window panels. The resultant light transmittance for all windows must be at least 40%.

6. All grilles, insect screens and solar films must be installed within the apartment. Residents shall not carry out any installation which may affect the external façade of the building without the prior written permission of the Management. Please refer to Section B8 for Guidelines and Application for minor works.

Terms and Conditions for Minor Work:

1. Application Procedure

1.1 Residents must complete the [Application for Minor Work](#) form at least two (2) weeks before the actual date of minor work or installation. The resident and/or his contractor shall furnish the Management with details of the minor work before commencing. The details should include accompanying plans, diagrams, and a work schedule listing the delivery of materials and the particulars of employees performing the work.

1.2 A confirmation email will be sent to indicate the application status.

1.3 Should any part of the apartment and/or common area is damaged due to negligence either on the part of the contractor or the resident during the work process, residents will be liable for the cost of repairs.

1.4 The resident and his contractor shall also undertake to indemnify the Management against any legal proceedings or suits arising from such work regardless of the negligent party involved. The minor or installation work permitted by the Management shall be subject to an undertaking signed by the resident that he/she shall be fully responsible for any damage, injury or death arising from such work.

2. Type of Work

2.1 The resident's contractor and its listed subcontractors can only carry out works that have been approved.

2.2 Residents shall not alter any parts of the existing apartment without the prior written approval of the Management. The Management will serve seven (7) days written notice to the resident concerned to reinstate the apartment to its original state. All costs and expenses incurred for the demolition or removal shall be borne by the resident, who shall fully indemnify the Management against all costs and expenses, loss or damage in relation to the works and legal costs incurred by the Management.

2.3 Residents shall not carry out any work which may affect the external facade of the building without the prior written approval of the Management. These include windows, balcony, terrace, compartments for air-con condensing units, common areas, open areas and all other visible parts of the building which constitute or form part of the external appearance of the building.

2.4 Residents shall not install or erect any external awnings, shades, screens, pet netting or any other structure on the common properties.

3. Permitted Working Hours

3.1 All work is strictly to be carried out during the following times:

a) Monday to Friday	-	9.00am to 5.00pm
b) Saturday	-	9.00am to 1.00pm
c) Sunday and Public Holiday	-	Strictly no work allowed

4. Security

4.1 All contractor and sub-contractor workers engaged by the resident are to report and exchange access passes at the Kent Vale Security Guard House, for identification purposes, to be granted entry into Kent Vale to carry out the approved work.

4.2 The resident shall be solely responsible for the conduct and behaviour of the workers and those of the subcontractors within the premises of Kent Vale.

4.3 No workers are allowed to loiter on the premises other than the given address to carry out the aforementioned works. Smoking is also strictly prohibited.

4.4 All workers are to be properly attired at all times.

4.5 Any worker found misbehaving, displaying acts of aggression or refusing to comply with security or safety procedures, will be requested to leave the premise and barred from entry.

5. Vehicles

5.1 Contractors are permitted to park (limited to 1 vehicle per contractor, parking lots are subject to availability) at designated areas.

6. Lift

6.1 The resident must take the necessary precaution to avoid scratching/damaging the lift walls, flooring and individual lobbies when transporting building materials to and from the apartment. Protective materials are to be provided by the movers or contractors.

6.2 When using the lifts for delivery and transportation of all construction materials, debris, furniture, and fittings, the contractor and the workers must take precautions to ensure protective measures are in place to avoid damaging or overloading the lift.

6.3 The onus is on the resident's appointed delivery vendor/contractor to assess if the item delivered can fit into the lift during the delivery process. Residents are advised to work with their delivery contractor for any additional/customised delivery arrangement as any additional charges are to be borne by the resident.

6.4 No heavy machinery is allowed in the lift.

7. Cleanliness

7.1 The resident must upkeep the general cleanliness of the common areas used by the workers of his contractors and/or sub-contractors. Any dirtied parts of the common areas are to be reinstated to an acceptable standard as determined by the Management.

7.2 No debris is allowed to be placed along the common areas.

7.3 No storage space will be provided on-site. All articles/materials must be stored within the resident's apartment.

7.4 All debris must be removed from the common areas upon completion of work at the end of each day.

7.5 The disposal of building debris down the rubbish chute is prohibited.

8. Damage

8.1 Any damage to the common property during the minor work must be rectified by the contractors, subject to acceptance by the Management. Failing which, the Management will rectify the damage and bill the cost of such work to the resident.

9. Indemnity

9.1 The resident and/or his contractors will be liable for and must indemnify the Management against all liability, loss, claim, or proceedings arising out of or during the execution of the work.

10. Water/Power Supply

10.1 Contractors are not permitted to tap the water and electricity supply from the common areas.

11. Others

11.1 The resident must always grant an authorised staff member from the Management access to the apartment to facilitate the inspection of minor work done. This is to ensure that only authorised work is being carried out.

11.2 The Management reserves the right to reject any application or revoke any permit granted at its absolute discretion. The Management shall not be liable for any costs or damages arising from the rejection of the application or revocation of the permit.

11.3 Precautions should be taken against damaging the concealed electrical wiring, sanitary piping and floor slabs.

11.4 Residents must ensure that works to be carried out will not, in any way, affect the structure of the building or common property nor cause any nuisance to other residents.

11.5 All minor work should be confined to the boundaries of the apartment unit. Contractors shall not conduct any form of hacking works to the superstructure, concrete flooring, especially, that of the bathrooms where waterproofing is provided, or any structural element of the building without the prior written consent of the Management.

11.6 Heavy-duty hacker/concrete breaker shall not be allowed for the purpose of carrying out any minor work.

B9. MOVERS BULK DELIVERY/HOUSE MOVERS

Bulk deliveries and house moving should be carried out during the following hours:

Monday to Saturday: 9am to 6pm

Sunday and Public holiday: 10am to 5pm

For house movers moving in/out of Kent Vale estate

1. Residents must complete the [Application for House Movers](#) form at least two (2) working days before the date of move.
2. There is no deposit required from either the movers or resident. However, should there be any damage to the common property because of negligence on the part of the contractor or the resident, charges would be imposed by the Management.
3. Trucks/containers involved in the bulk delivery must not be more than 20 feet long. Containers are only allowed to be placed at designated spots, for a maximum of three (3) days, for unloading purposes.
4. All contractors and their workers are to report to the Kent Vale Security Post for the exchange of access passes which must be displayed at all times. The security personnel reserve the right to refuse entry of any personnel for purposes which cannot be verified. Security personnel have the right to question any person in the estate found without an identification pass.
5. Workmen carrying out deliveries/removals should use only designated lifts and staircases so as not to inconvenience residents. Packing and crate materials must be disposed of and removed from the estate by the resident on the same day in which the items are brought in.
6. Unwanted items, materials, debris etc. should not be left in the corridors, lift lobbies, fire escape staircases or any other common areas in the building. The management reserves the right to remove these items without notice and the cost of removal will be charged to either the resident or movers concerned.
7. The resident shall be solely responsible for the conduct and behaviour of the contractor's workers and those of the subcontractors.

Exclusions and limitations of liability

Should you decide to have insurance coverage over certain items during the move, kindly work with the mover directly. Do note that insurance premium shall be borne by your good self and paid directly to the mover/insurance company.

You are strongly encouraged to request that the movers sign the [Kent Vale Indemnity Form – House Movers](#) so that the movers would be liable for any damages caused by the move.

B10. REQUEST FOR CHANGE OF APARTMENT

1. Change of apartment is not permitted within Kent Vale except for medical exigencies or expansion in family size. Residents may submit a change of apartment request to the Allocation team housing.alloc@nus.edu.sg, detailing the reason(s) for the need to change apartment with supporting document(s) attached.
2. The request will be subject to the Management's approval and only successful applicants will have a viewing session arranged. Prevailing rental at time of move shall apply to the new apartment.

C1. PRE-MOVING OUT PROCEDURES

1. Before moving out of the apartment, please email to housing.kv@nus.edu.sg at least thirty (30) days in advance to arrange for an inventory check. All vacating residents must be fully aware of the moving out procedures & responsibilities.
2. The apartment must be reinstated according to the condition in which it was first handed over to the resident. All rectification & replacement costs for the defects found in the apartment and misplacement of items stated in the Inventory List will be duly billed to the resident.
3. To facilitate prompt inventory checking out procedures, please ensure the following before vacating the apartment:
 - a) All personal possessions/hired appliances are removed. The Management will not bear any responsibility for the loss of items/belongings once keys are returned upon vacating the unit. The original set of keys and access cards are to be returned upon check-out. In the event of the misplacement of keys/access cards, the Management
 - b) reserves the right to bill the charges according to the prevailing term contractual rates for the replacement costs to the relevant party.
 - c) All personal items are to be cleared when vacating the apartment. All items left behind will be disposed of. The Management reserves the right to bill the relevant party any disposal and/or cleaning charges incurred.

C2. TERMINATION OF UTILITIES/SERVICES

1. Residents are to ensure that all services subscribed are terminated before moving out:
 - a) **Do not need to terminate the utility services** (i.e. water, electricity & gas supplies) upon moving out. The Management will transfer the utilities account when you vacate the apartment.
 - b) Internet, cable television and telephone – Please consult respective service provider(s) for termination procedures.

C3. REINSTATEMENT WORKS

Residents are required to reinstate the apartment to its original condition upon vacating the apartment. The Management reserves the right to do the necessary reinstatement work with all costs borne by the resident concerned should any of the above procedures not be complied with.

C4. RETURNING OF ORIGINAL KEYS & ACCESS CARDS AND FINAL CHECK OUT

1. Please ensure the following:
 - a) All original sets of keys and access cards issued are to be returned upon check-out.
 - b) Occupancy fees will cease only when all original sets of keys and access cards are returned to Kent Vale Front Desk.
2. Please email any enquiries or clarifications to Kent Vale Front Desk at housing.kv@nus.edu.sg.

D1. PAYMENT PROCEDURES

1. The mode of rental payment varies based on the duration of stay in Kent Vale.
 - a) For stay of two months or more and when resident is on NUS active payroll, rental would be automatically deducted monthly from resident's salary/honorarium. When necessary, residents would be required to make cheque/credit card payment for the last two (2) months of stay in advance during the penultimate month of the lease.
 - b) For stays of two months or more and when resident is NOT in receipt of salary or honorarium from NUS, resident is required to settle the first two months of rental prior to check-in via cheque/credit card at Kent Vale Front Desk during office hours.
Rental for subsequent month(s) would have to be paid on the first day of the month. Should the check-in or first day of the month falls on non-office hours, resident would have to make payment at the next working day, failing which the Management reserves the right to impose late charges (admin charge of S\$100 and late payment interest of 1% per month) on the resident.
 - c) For stays of less than two months, residents are required to settle the full rental payment prior to check-in via cheque/credit card at Kent Vale Front Desk during office hours. Should the check-in occur during non- office hours, resident would have to make payment on the next working day, failing which the Management reserves the right to impose late charges (admin charge of S\$100 and late payment interest of 1% per month) on the resident.
2. The Management reserves the right to re-possess the apartment should the resident fail to settle payment for rental after three weekly reminders.
3. An allocation letter detailing duration, rental amount and mode of payment shall be emailed to the authorised resident of the apartment after check-in.
4. Statement/invoice relating to the occupancy expenses will be issued upon request.
5. Please note that the rental is reviewed periodically and subject to change at the discretion of the University.
6. Venue for cheque/credit card payment at Kent Vale:
Kent Vale Front Desk, The Verandah

Opening Hours:

Monday to Friday: 8.30 am to 5.30 pm
Saturday, Sunday and Public Holiday: Closed

7. For any queries regarding payroll matters, please contact:

Salaries Section

Office of Financial Services
Tel: 6516 2417 or 6516 2418 or 6516 5875
Email: ofnpay@nus.edu.sg

8. For enquiries on billings, please email to Finance Department for Kent Vale at kvfinance@nus.edu.sg.

D2. BUS SERVICES SERVING KENT VALE AND NUS

1. All internal shuttle bus services are free of charge. Details and maps of the internal bus shuttle routes are available at this [web link](#).
2. For information on getting around Singapore via public bus transportation, please refer to this [web page](#).

D3. TAXI CALL POINT

1. Booking a taxi in Kent Vale is made easy with the taxi call point. Simply dial 6454 2222 and key in any one of the designated location pins below.

<u>Pick-Up Points</u>	<u>Designated Location Pin</u>
Block A	11953
Block B	11954
Block C	11955
Block D	11956
Block E	11957
Block F	11958
Block G	12374
Block H	12375
Block I	12376

D4. MAPS OF NUS AND KENT VALE

You may wish to refer to the links for the location of NUS [campus](#) and [Kent Vale](#).

D5. LAUNDRY FACILITIES

Your apartment is furnished with a washing machine and dryer.

D6. HOUSEKEEPING SERVICES

There are no housekeeping services provided for standard apartments. However, the apartments will be cleaned prior to the check-in of its occupant(s). Housekeeping will be provided for serviced apartments according to the housekeeping schedule.

D7. POSTAL SERVICES

For a complete list of post offices in Singapore or to locate a post office near you, please visit [SingPost webpage](#).

D8. CRIME PREVENTION

1. Although Singapore is one of the safest cities in the world, the possibility of crime still exists. Crime prevention is a joint effort of the community.
2. Please ensure that the following precautions, though non-exhaustive, are taken.
 - a) Lock door(s) and windows of the apartment to restrict access from the exterior.
 - b) Lock the main door during the night.
 - c) Refrain from indicating name and address on key rings.
 - d) Place items of value in a secure location within the apartment.
 - e) Refrain from sharing keys with other people.
 - f) Identify people before opening the door. All repair and service personnel must have appropriate identification cards obtained from the Kent Vale Security Guard House.
 - g) In the event of a break-in, do not enter the apartment as it is deemed a crime scene. Inform a neighbour and call Kent Vale or Campus Security (Tel: 6776 8865 / 6874 1616). Refrain from touching anything in the apartment as it may contaminate evidence which may be vital to the investigations conducted by the Police.
 - h) Please contact Kent Vale Security immediately to report any suspicious person or vehicle within the Kent Vale premises. Where

possible, note down the vehicle registration number or a description of the person in question.

- i) Do not hide keys under mats, inside mailboxes or anywhere where they can be easily spotted or retrieved.
- j) Do not enter your apartment should you suspect that there is an intruder. Please contact Kent Vale Security immediately whilst keeping out of sight and at a safe distance from the apartment. Where possible note down the description of the person/persons involved.

D9. DENGUE PREVENTION

- 1. Misting or oiling is carried out weekly in Kent Vale as part of preventive measures against mosquito breeding.
- 2. All misting/oiling chemicals used in Singapore are approved by the World Health Organisation (WHO), in adherence to internationally recommended dosages and precautions. Hence, misting/oiling has negligible harmful side effects. However, caution should be taken to avoid direct contact wherever possible. Residents are advised to remove or wrap household items before misting/oiling is carried out. Please keep young children away from the grass/ground areas after misting/oiling to avoid chemical exposure.
- 3. Dengue fever prevention methods include the clearing of stagnant water from items such as potted plants, drain gutters, water pails/canisters. This will remove Aedes Mosquito breeding spots. Aedes mosquitoes are identified by the black and white stripes on their body.
- 4. For more information and prevention of the Dengue Fever, please refer to National Environment Agency's [dengue web page](#).

D10. SMOKING IN KENT VALE

- 1. NUS is a smoke-free Campus. As such, Kent Vale Estate is also designated as a smoke-free zone.
- 2. Residents who wish to quit smoking may enroll in smoking cessation clinics run by various health institutions in Singapore. You may refer to this [link](#) for service providers offering smoking cessation programmes.

D11. AMBULANCE SERVICE – EMERGENCY OR NON-EMERGENCY

1. The speedy arrival of an emergency ambulance could mean the difference between life and death for a seriously injured or ill person. When there is an emergency on hand, dial 995 for an ambulance. However, calling 995 for non-emergency situations could potentially divert resources away from emergency cases, which could cost lives.
2. For non-emergency cases, medical advice can be sought from a family doctor or a hospital. Alternatively, dial 1777 for an ambulance.
3. An emergency is an illness or injury which could potentially result in death or serious complications if not treated immediately. The following is a guide to cases classified as emergencies:
 - a) An unconsciousness person who cannot be roused or a drowsy person who is unresponsive
 - b) A person who is choking or having difficulty in breathing
 - c) Suffering from sudden or severe chest pain
 - d) The sudden or severe onset of abdominal pain that will not go away
 - e) Has dislocated joints or broken bones
 - f) Deep cuts or wounds with profuse bleeding
 - g) Head injuries followed by drowsiness, vomiting, bleeding (from the ears, nose or mouth) or unusual behaviour
 - h) Injuries to chest, abdomen, pelvis or spine (neck and backbone)
 - i) Fall from height
 - j) Poisoning e.g. inhalation of toxic gases or drug overdose resulting in unconsciousness and respiratory distress
 - k) Sustained crushed injuries
 - l) Onset of severe allergy or anaphylactic shock
 - m) Drowning
 - n) Serious burns and scalds with white or charred skin over a large area bigger than the size of a hand or covering the face
 - o) Any burn caused by electricity or lightning strike

D12. USEFUL TELEPHONE NUMBERS/WEBSITES

Maintenance (24 hours)	6601 7878
Campus Security (24 hours)	6874 1616
Fire/Ambulance (24 hours)	995
Lifeline NUS (for life threatening psychological emergencies)	6516 7777
Non-Emergency Ambulance Service (24 hours)	1777
Police (24 hours)	999
<u>University Health Centre</u>	
Kent Ridge Campus	6601 5035

D13. POINTS TO NOTE

1. All power sockets in Singapore provide a standard voltage of 220V/240V with a standard frequency of 50Hz. If you have equipment that runs on a higher voltage, please use an appropriate voltage adaptor.
2. The waste disposal hopper in Kent Vale apartment blocks is located in the vicinity of the lobby area on each floor.

For Serviced Apartments

- The complimentary breakfast provided to serviced apartment guests is non-transferable.
- Admin charges may be imposed for engaging a member of staff from Management for the purpose of opening apartment doors/access gate or for the loss / misplaced of card
- **Housekeeping/Servicing:**

For **short stays below 7 days**, your apartment will be serviced with linen changed daily.

For **long stays above 7 days**, your apartment will be serviced daily with linen changed twice a week (**except weekends and public holidays**) unless the '**DO NOT DISTURB**' sign is displayed or other arrangements made.

If you require any additional items, please contact **Front Desk at 6601 7878** (Press 2 for housing, then Press 1 for Kent Vale) from Mondays to Fridays, 9.00am to 5.30pm.

Appendix A

Guidelines for Shared Maintenance of Housing at Kent Vale Appendix A

Residents are required to ensure that the built-in fittings, furniture items and household appliances, etc. provided in the apartments are used with due care and well maintained.

Residents should maintain the appliances provided in apartments to keep them in optimal working condition. Appliances like built-in oven, microwave and air-conditioners should be operated on at least once a month to prevent the power from tripping after long periods of disuse.

All other items not specifically stated here will not be provided or maintained by the Management. Any addition and/or alteration works must be reinstated before residents vacate their apartments.

No removal of furniture or appliance(s) is allowed for furnished apartments.

Maintenance related issues will be attended to by the maintenance team within one (1) month from the date of residents' move-in. Thereafter, residents would be responsible for the maintenance cost as listed in Appendix A.

A) BUILDING ITEMS	KENT VALE MANAGEMENT	RESIDENT	REMARKS
1. Internal repainting	✓	-	Repainting is confined to white or cream colour and is done once in 5 years. Kindly put in a request to the Management at housing.kv@nus.edu.sg .
2. Internal security: grille for doors and windows, etc. and insect screens	-	✓	Before carrying out any installation, the resident must obtain permission from the Management. Please contact Kent Vale Front Desk for installation guidelines. Residents are responsible for any costs associated with the installation, maintenance, and, before vacating the apartment, removal of window grilles and insect screens. Installation of main door gates is not allowed.
	-	✓	Remove/dismantle grilles & insect screens.
3. Solar film on window (non-reflective)	-	✓	Non-reflective solar films may be installed at the window panels. The resultant light transmittance for all windows must be at least 40%.
	-	✓	Film and glue must be thoroughly removed when vacating the apartment, failing which the Management will impose reinstatement charges.
4. Flooring	✓	-	The Management will attend to polishing or waxing of parquet flooring only before residents move in. Thereafter, the resident will be responsible for the maintenance of the flooring.
5. Roof/ceiling	✓	-	Repair of leaking roof/ceiling will be attended to by the Management.

B) MECHANICAL AND PLUMBING ITEMS	KENT VALE MANAGEMENT	RESIDENT	REMARKS
1. Taps/grilles/bottle traps and related fittings	-	✓	Repair is to be arranged and paid for by the resident.
2. Flush system	-	✓	Repair is to be arranged and paid for by the resident.
3. Sanitary fittings/toilet seat broken/damaged / choke toilet bowl	-	✓	Repair is to be arranged and paid for by the resident.
4. Water heaters	✓	-	The Management will be responsible for the maintenance of any water heaters installed by the Management.
	-	✓	The resident will have to make his own arrangements for the installation of additional water heaters (other than those already provided) in the apartment. The cost of installation, maintenance and removal or reinstatement before vacating the apartment is borne by the resident.
5. Plumbing fixtures/accessories	-	✓	The resident will have to make his own arrangements for extra fixtures. The resident will bear the cost of installation, maintenance and removal or reinstatement before vacating the apartment.
6. (a) Pipes (concealed)	✓	-	The Management will be responsible for the maintenance of any pipes provided.
(b) Pipes (surface)	-	✓	The resident will have to make his own arrangements for additional pipes (other than those already provided). The resident will bear the cost of installation, maintenance and removal or reinstatement before vacating the apartment.
7. Manhole (External)	✓	-	Choked manholes will be attended to by the Management.
8. Floor/waste trap choke	-	✓	Internal floor/waste trap choke will be the responsibility of the resident.

C) ELECTRICAL ITEMS	KENT VALE MANAGEMENT	RESIDENT	REMARKS
1. Electrical wiring, power points	-	✓	The resident will have to make his own arrangements for a licensed electrician to install extra power/lighting points and relocate or convert existing points. The resident will bear the cost of installation, maintenance and removal or reinstatement before vacating the apartment.
2. Bulbs, basic fittings, and socket outlet/switches.	-	✓	Will be supplied by the Management only once, within 1 month of resident's moving in. Subsequent replacement and changing of bulbs, repair/replacement of light fittings, socket outlet, switches etc. will be paid for by the resident.
3. Ceiling fans	-	✓	The resident will have to make his own arrangements for the installation and repair of the fans. Prior approval is required for installation of fans. The resident will bear the cost of installation, maintenance and removal or reinstatement before vacating the apartment. Installation of ceiling fan in bedrooms are not allowed.
4. Doorbell	-	✓	Change / Replace Batteries

D) GENERAL ITEMS		KENT VALE MANAGEMENT	RESIDENT	REMARKS
1. Plants in the apartment	-		✓	<p>Residents are responsible for the upkeep of personal potted plants and ensuring that there is:</p> <p>a) No mosquito breeding. Please refer to NEA Dengue & Zika prevention website.</p> <p>b) No obstruction of passageway and entrance to essential services.</p> <p>Residents must bear the reinstatement cost arising from any staining of common property by flowerpots, etc.</p> <p>No potted plants should be placed in common areas.</p>
2. Flower beds in the apartment	-		✓	All soil and plants must be removed upon vacating the apartment.
3. Apartment keys	-		✓	Two (2) sets of original keys will be supplied by the Management. All original keys must be returned. If original locks are required to be replaced due to missing original keys, the resident will have to bear the cost. No duplication of keys is allowed.
4. Door fittings and hardware	-		✓	Will be supplied by the Management only once, within 1 month of resident's moving in. Subsequent replacement and changing of fittings, repair or replacement of knobs, handles, hinges and door closers etc. will be paid for by the resident.
5. Furniture	✓	-	✓	<p>Furniture supplied will be in accordance with items in the inventory list provided when residents move in. No additional furniture will be supplied other than items in the inventory list.</p> <p>Breakage or damage (except for fair wear and tear) will be charged to resident. Cushion covers will be provided by the Management only once when residents move in.</p>

D) GENERAL ITEMS	KENT VALE MANAGEMENT	RESIDENT	REMARKS
6. Household Appliances	✓	✓	<p>Due care should be exercised by residents when using household appliances provided by the Management.</p> <p>Improper or careless usage of any appliances may result in the resident being billed for the repair or replacement of the damaged item.</p> <p>Residents should maintain the appliances provided in apartments to keep them in optimal working condition. Appliances like built-in oven, microwave and air-conditioners should be operated at least once a month to prevent the power from tripping after long periods of disuse.</p> <p>The Management will only repair faulty supplied appliances due to wear and tear. Faulty appliances will only be replaced if they are beyond repair.</p> <p>No removal of appliance(s) is allowed.</p>
	✓	✓	Air-conditioning servicing is provided by the Management quarterly. Residents who refuse this maintenance servicing will be billed for the repair and/or replacement cost of the air-conditioning system should it be damaged or faulty due to the lack of servicing.
	-	✓	TV remote / AC remote faulty & lost.
	-	✓	Change/replacement of batteries will be provided by the Management only once within 1 month of moving in. Replacement of batteries will be at resident's cost.
7. Termites	✓	-	The Management will bear the cost of treatment of termites only.
8. Rats, insects e.g. bees, mosquitoes, ants (other than termites), house pests, etc.	-	✓	Treatment within the apartment is to be arranged and paid for by resident.
9. Curtains	-	✓	Will be provided by the Management only once for move in. Replacement of curtain will be at resident's cost.

Appendix B

Rules and Regulations for Use of Kent Vale Car Park

Parking is available for vehicles registered to Kent Vale residents.

Access to Kent Vale is managed by the Electronic Parking System (EPS). Only approved vehicles may be allowed direct access via the resident lane.

7. Residents are required to complete the [Kent Vale Car Decal Application](#) form and submit a copy of the Vehicle/LTA Log Card(s) indicating residential address in Kent Vale and relevant documentation as proof of ownership of the vehicle(s). For temporary parking, residents must write in to housing.kv@nus.edu.sg to seek prior approval.
8. The Management and its staff will not at any time be liable, in contract, tort or otherwise, for any direct and/or indirect consequential damage of any nature suffered by the driver or owner or passenger of the vehicle (including without limitation any damage or loss to the vehicle, car transponder, accessories or contents). Vehicles are parked at the owners' risk. The Management accepts no responsibility for theft, damage or other misdemeanor to the vehicles.
9. Illegally or improperly parked vehicles may be wheel-clamped.
10. All rules and regulations are subject to change at the sole discretion of the Management.

Appendix C

House Rules on Fire Safety

Course of action to be taken by residents during a fire or fire alarm activation

In the event of FIRE:

1. Inform the security officer at Kent Vale Guard House Tel: **6776 8865** or Campus Security Tel: **6874 1616**. Concurrently, where possible, locate the nearest fire alarm panel to activate the fire alarm.
2. If a fire extinguisher is available in the immediate vicinity, attempt to extinguish any incipient fire without taking undue personal risk. Please note that there is a fire extinguisher in the vicinity of the lift lobby on every level of the apartment block.
3. The acronym PASS can be used to operate a fire extinguisher as follows:
 - P Pull the pin and squeeze the lever to discharge the extinguisher.
 - A Aim hose at the base of the fire. Stand at a safe distance away from the fire.
 - S Squeeze the handle fully to discharge the fire extinguisher.
 - S Sweep the hose from side to side.
4. Stop all work, shut down electrical equipment/heating appliances/machinery.
5. Alert your neighbours that there is a fire in the building.
6. Close all doors to rooms, escape staircase and corridors to contain the smoke and/or fire.
7. Proceed to the nearest exit and evacuate safely. Do not stop to collect personal belongings.
8. Do not use the lift in case of fire.
9. Proceed to the designated assembly area at the ground level open space.
 - ❖ Kent Vale 1 residents
Open carpark in front of KV1 swimming pool
 - ❖ Kent Vale 2 residents
Open field behind The Verandah.
 - ❖ Kent Vale 1 or 2 residents (During wet weather conditions ONLY)

Corridor area of The Verandah, in the event of wet weather conditions, for both.

10. Do not re-enter the building until permission is granted by the Security Officers on duty that it is safe to do so.

MAP OF FIRE ASSEMBLY AREA FOR KENT VALE

KENT VALE



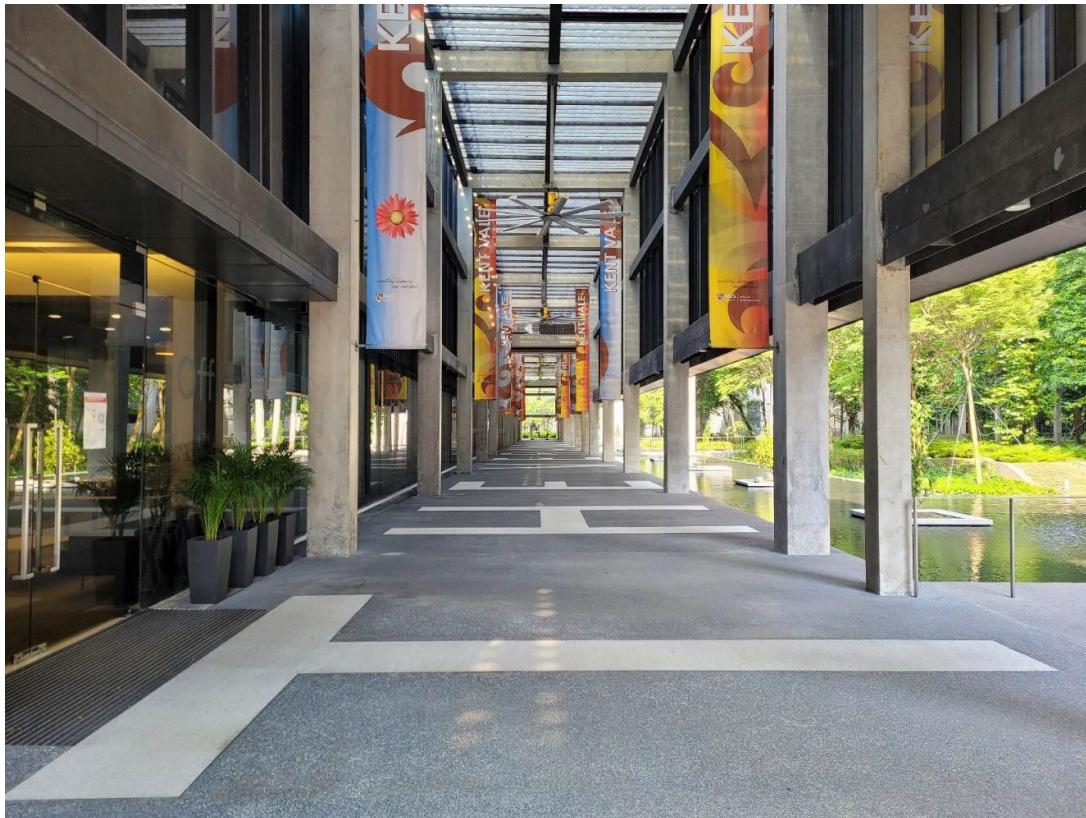
FIRE ASSEMBLY AREA FOR KENT VALE 1 RESIDENTS



FIRE ASSEMBLY AREA FOR KENT VALE 2 RESIDENTS



FIRE ASSEMBLY AREA DURING WET WEATHER CONDITIONS FOR KENT VALE 1 & 2 RESIDENTS



Kent Vale Faculty Housing, by:



121 Clementi Road #01-19 Singapore 129802

Tel: (65) 6601 7878

Website: <https://uci.nus.edu.sg/cl/hs>