



# VINARES (RESIDENTIAL) UNIT DESIGN MODIFICATION AND RENOVATION GUIDELINE

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**Approved by:**

Management Board

### Record of revisions

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## 1. Purpose

This document is intended to communicate the standards and guidelines to be followed by the Vinares customers who want to bring modifications to the approved design of residential apartments, in Vinares – Lot 20507, 20508, 20509. All modifications should be made as per the approved unit drawing applied to this guideline.

## 2. Scope

*Applicable to all relevant residential units at Vinares.*

This guideline relates any form of design modification and renovation that the customer may intend to make within their apartment. The 2<sup>nd</sup> floor Deluxe Apartments will be provided with terrace modification details for access and shading purposes. This guideline highlights all types of work(s) identified as modifications by HDC.

## 3. Terms & Definitions

<b>Key terms</b>	<b>Definitions</b>
Drawings	The drawing document, that should be submitted to HDC for design approval and/or modification reference.
Out-Swing Window	The window has a hinge on one side, allowing it to crack open in an outwardly direction for ventilation.
Parapet wall	A low protective barrier that is an extension of the wall at the edge of a structure, such as a roof, balcony, terrace, walkway, or bridge.
Concrete sill	Horizontal bed of the mortar which is usually as wide as the wall provided below door openings.
Drilling	Process of penetrating through a surface using a drilling tool.
Water-proofing Membrane	A layer of water-tight material that lies on the surface to prevent water from leaking or damaging.
Non-combustible materials	Materials that will not ignite, burn or release flammable vapours, when exposed to fire or heat.
HDC	Housing Development Corporation

#### 4. References

*Not Applicable.*

#### 5. General

- 5.1** Customer is advised to check the given dimensions on site if required.
- 5.2** Any physical development works should be carried on site, after the modification approval only.  
(If otherwise informed in the Vinares - Apartment Modification Request Form)
- 5.3** Customers can request for modification approvals through the portal (<https://my.hdc.mv/>).
- 5.4** Customer should acquire design approval from relevant authorities if the proposed modification alters the approved design, prior to applying for modification. The customer should then submit the approved design document when applying for such modifications.
- 5.5** Structural components of the building should not be damaged or altered in any way during the modification works.
- 5.6** The customer should be responsible for any damages occurred to the property and/or its users during the installation process.
- 5.7** Prior approval should be obtained from HDC (Facilities Management) for any kind of work, renovation and modification needed within the apartment.
- 5.7.1** Customers can find 'Vinares - Apartment Modification Request Form' from the customer portal or Urbano website.
- 5.7.2** Modification form must be applied by the owner or power of attorney of the apartment.
- 5.7.3** Once submitted, HDC Facilities Management team will survey the apartment with the owner and provide technical assistance as required prior to approval.

- 5.7.4** Applicant can identify the type of modification that he/she wishes to be brought by marking the checkboxes in the form. (Refer to Vinares - Apartment Modification Request Form)
- 5.8** HDC will only provide approvals and monitoring of modifications carried out by the customer within the apartment.
- 5.9** Customers are prohibited from painting on the external walls and altering the exterior facade of the apartment unit.
- 5.10** Partitioning any area within the apartment by either using timber or masonry walls to create additional rooms or space is strictly prohibited.
- 5.11** Demolishing the existing walls between apartments or rooms are strictly prohibited. (**\* This is subject to approval on an individual basis.**)
- 5.12** Customer will be held responsible for any structural damages incurred within the course of modification work.
- 5.13** All kind of waste material must be disposed using sack bags only (goani) and any liquid or chemical shall be properly sealed before using the lift and be handled in a heedful manner.
- 5.14** PPR pipes must be used for any kind of plumbing modification works.
- 5.15** Facilities Management team can be contacted via hotline (1516) or the call centre between 8:00AM and 6:00PM if customer require any technical assistance or further inquiries.
- 5.16** The type of work and its details mentioned in this guideline are all identified as modifications. Modifications must be applied for and approval must be obtained before the commencement of any work.
- 5.17** Apartments should be made accessible to HDC upon request for maintenance purposes including fire system and alarms.

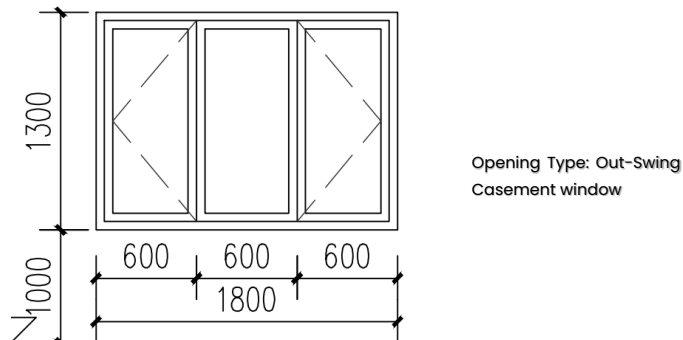
- 5.18** Customer should ensure that annual maintenance of fire extinguisher is carried out.
- 5.19** Customer should be responsible and rectify any issues that arise after the modification; such as water leaks and structural damage.
- 5.20** Modification works must be carried out from 8AM to 6PM. (Refer to Vinares Common Area Usage Guideline)

**6. Guideline Details**

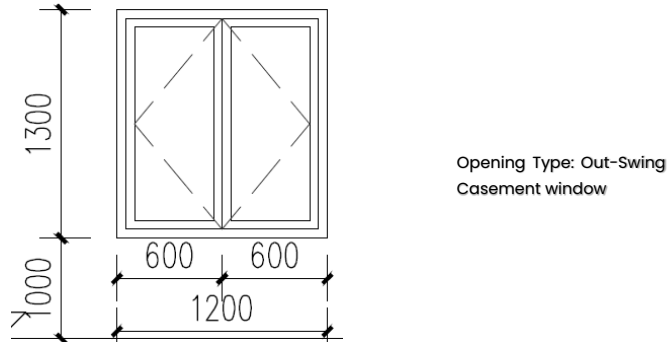
**6.1 Window Design**

The customer can change the window openings from in-swing to out-swing with the following conditions.

- 6.1.1** The framing material for windows shall be Aluminium with white powder-coated finish.
- 6.1.2** The window glass should be clear glass or equivalent, to allow maximum light and provide visibility to the outside surrounding and maintain uniformity on the exterior.
- 6.1.3** The window should be Out-Swing Casement Window (Should show on the specification or drawing)



**Figure 1:** Typical 3 Panel Window design and Measurements for Residential units



**Figure 3:** Typical 2 Panel Window design and Measurements for Residential units

**Note:** Measurements may differ on site.

### **Standard Dimensions**

**6.1.4** The dimensions should remain the same as the existing windows on site and the customer shall check the given dimensions on site if required.

**6.1.5** Under no circumstance, should the window sizes exceed or be smaller than the existing window opening.

### **Required Specification and Schedule**

**6.1.6** Product specifications must be submitted to HDC for review and approval.

- Measurements
- Panel (Glass Finish)
- Frame finish with grading
- Hinges
- Handle Type
- Window opening direction

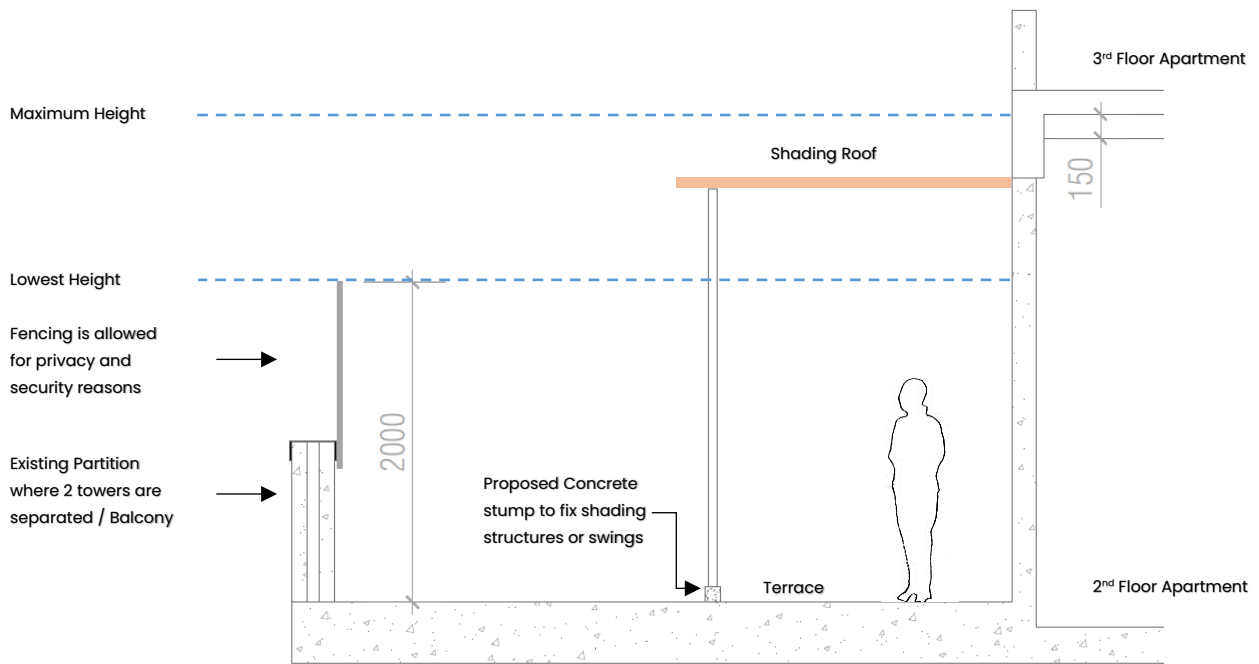
## **6.2 Terrace Modification (2<sup>nd</sup> Floor Deluxe Apartments)**

**6.2.1** Drilling directly on the existing terrace slab is strictly prohibited.

**6.2.2** If the customer requires any modification or to permanently fix any item on the slab (Eg; Shading structure or swing), a methodology can be proposed to HDC for approval.



- 6.2.3** For security and privacy precautions, customers may fix fencing on parapet wall which is lower than 2m so that when the fencing is installed on the balcony, the total height of the partition including the balcony and the fencing will reach up to 2m in total. (Refer to Figure 4)
- 6.2.4** For 2nd Floor Deluxe apartments, a maximum area of 50% can be shaded for each unit from their respective terrace. (Refer to HDC Podium Level Coverage Guideline)
- 6.2.5** Shade/ Roof provided at 2nd Floor Deluxe apartments should be lightweight structure.
- 6.2.6** Refer to Figure 4 for details.



**Figure 4:** Typical Shading and Fencing requirement diagram for 2<sup>nd</sup> Floor Apartments

### 6.3 Creating access to the Terrace

Customers are allowed to create door access to their respective terraces. (Refer to figure 5)

- 6.3.1** Customers should refer to the Access Plan (Figure 5) for reference with access points.
- 6.3.2** Any access to the terrace other than the locations provided by HDC should be communicated via detailed drawings for approval.
- 6.3.3** The customer should relocate any electric wires or lines that run through the proposed access wall to another wall.
- 6.3.4** The proposed door to the terrace should be installed on a concrete sill, not less than 50mm from the terrace finished floor level in order to prevent water ingress into the apartment.



**Figure 5:** Access points for Residential Apartments



**Figure 6:** Typical Apartment types and Floor area with Terrace provision for Residential Apartments

## 6.4 **Flooring and Tiling**

This section refers to all types of flooring and wall tiling:

**6.4.1** Water proofing membrane should be applied before laying tiles on toilets and balconies.

- Waterproofing membrane should be upturned or applied against the walls up to **300mm**.
- Must maintain a proper floor slope and thickness.

**6.4.2** Removal of existing floor/wall tiles:

- Usage of hammer drill is strictly prohibited.
- Concrete chisel must be used for any demolition of flooring/wall tiling.
- Angle grinder can be used to cross cut the surface in order for the chisel to be used efficiently.

**6.4.3** Technical assistance of HDC must be referred to before commencing any work that requires any demolition or removal of screed.

**6.4.4** Customer should be cautious of damaging service lines laid within the screed.

**6.4.5** HDC will provide drawings, detailing the location of service lines.

**6.4.6** Total thickness of floor finishes and screed must not exceed **50mm**.

## **6.5** **Walls**

**6.5.1** All existing reinforced concrete (RC) structures is prohibited from being tampered with in any shape or form within the course of modification work. This includes:

- Load bearing walls (Shear Walls).
- Beams & Columns.
- Slab/Floor slab.

**6.5.2** Professional Engineer (PE) or experienced local supervisor should be present on site if any demolition is being carried out. (Customer must obtain prior approval from HDC for such demolitions.)

**6.5.3** Relocating any door or window openings is strictly prohibited.

**6.5.4** If any steel bars are discovered during the course of demolition, work is to be halted immediately and HDC should be informed.

**6.5.5** Creating any sort of window or void on exterior walls is prohibited.

**6.5.6** Total thickness of the wall finishes including plaster must not exceed **25mm**.

## 6.6 **Carpentry**

### 6.6.1 Installation of false ceilings:

- 6.6.1.1 Non-combustible materials must be used for the false ceilings, cornices, pelmet and other decorative panels.
- 6.6.1.2 Any type of gas pipes is prohibited from being enclosed within the false ceilings.
- 6.6.1.3 Power-driven nails, screws or bolts of 8mm diameter and 25mm in length must be used for fixing the false ceilings to the underside of RC slab/beam/RC wall.
- 6.6.1.4 Any type of nails, screws or bolts exceeding the above-mentioned measurement is prohibited from being used.
- 6.6.1.5 Customer are responsible for the removal and reinstatement of the false ceilings, cornices, pelmet and other decorative panels for inspection and maintenance upon request by HDC.
- 6.6.1.6 An accessible opening of minimum measurement of 350mm x 350mm must be provided for false ceilings.
- 6.6.1.7 Fire smoke/heat detectors which are installed on the existing ceiling must be relocated to the new ceiling with the assistance of MNDF approved contractor.

## 6.7 **Kitchen Renovations**

- 6.7.1 Kitchen hood cannot be relocated and the hood pipe must be laid out through the opening provided in the kitchen.
- 6.7.2 Kitchen counter can be removed or fully demolished, and a new counter can be installed at the same location by the customer.

## **6.8 Electrical**

- 6.8.1** All wiring shall be done by Utility Regulatory Authority (URA) certified electrician.
- 6.8.2** Customer should adhere to the rules and regulation established by STELCO.
- 6.8.3** Customer should acquire the wire testing approval from STELCO if any modification is brought.
- 6.8.4** Wires should be inserted into a pipe and then embedded in a wall (flexible conduit pipe for walls and hard conduit pipe for floors).
- 6.8.5** Drawings of all electrical modification requests must be submitted to HDC for approval.
- 6.8.6** After any type of electrical system alteration, the defect liability period for the electrical component will come to an end immediately.

## **6.9 Security**

- 6.9.1** Access control systems/smart locks installation for apartments are allowed and must be fixed on the door frame by the customer.
- 6.9.2** CCTV camera installation must be requested with drawings attached with installation specification included.

## **6.10 Bathrooms**

- 6.10.1** Removal and application of bathroom tiles and/or screed:
  - 6.10.1.1** Ensure that the slope is towards the floor drain to prevent water stagnation.
  - 6.10.1.2** Grouting should be free of any gaps to prevent water from seeping through.
  - 6.10.1.3** Proper waterproofing layer must be laid before the screeding works in order to avoid any leakages to the apartment below.

### 6.10.2 Pipelines:

**6.10.2.1** PPR pipes is to be used for any changes to pipelines.

**6.10.2.2** Future damages to pipelines after modification must be rectified by the customer.

**6.10.2.3** Re-laying pipeline modification requests must be submitted with a drawing attached, drawing must detail the pipeline layout and methodology of installation.

**6.10.3** The defects liability period for the plumbing component will end immediately after any form of bathroom renovation or alteration to the plumbing lines.

## 6.11 **AC Installation**

**6.11.1** All units are handed over with pre-installed Air Conditioners. However, if a customer wants to replace the AC, it can be done with the necessary approvals.

**6.11.2** Installation of AC outdoor units at any location other than specified by HDC is strictly prohibited except for 2<sup>nd</sup> floor deluxe apartments.

**6.11.3** HDC will provide further technical advice upon customers' request.

**6.11.4** Customer must ensure that AC drain pipe is capped properly if relocating indoor units.

**6.11.5** Customer must ensure public safety and other necessary precautions during installation of the AC.

## 6.12 **Drawing Requirements**

6.12.1 Proposed Floor Plans

6.12.2 Demolition plan (if there are any demolitions proposed)

6.12.3 Detail Drawings

6.12.4 Electrical, Power layout (If relocating the existing electrical wires or adding more sockets)

6.12.5 Plumbing layout

6.12.6 Window /Door schedule (Specify materials, colour, dimensions)

6.12.7 Material / Product specifications

## 6.13 **Building Logistics**

Guidelines for transporting/carrying building materials and waste to and from apartments within the building are as follows:

6.13.1 Lift should not be overloaded while carrying any materials for renovations work.

6.13.2 All lift interiors will be boarded up by wood panels for protection during the renovation period.

6.13.3 Customer must inform management office prior to carrying construction materials, in order for the building management team to install protection panels.

6.13.4 Lifts must be cleaned thoroughly after using it to carry construction materials and it should be ensured that no debris has fallen to the lift door railings.

6.13.5 For more information regarding the building logistics and garbage disposal please refer to the Vinares Common Area Usage Guideline.



#### **6.14 Responsibility for Safety**

In an effort to provide a baseline for minimum safety requirements, the following shall apply to all contractors hired by the customer when performing work on any construction or building renovation site:

**6.14.1** Supervisors (contractor) are responsible for the health and safety of the individuals working under their direction.

**6.14.2** Employees (contractor) must adhere to all general health regulations and safety guidelines.

**6.14.3** Any and all renovation work must be conducted in an orderly fashion and free from disturbances to other apartments.

#### **6.15 Contractor**

**6.15.1** The modifications mentioned in this guideline should be done by assigning a contractor.

**6.15.2** The contractor details should be provided in the modification form.

### **7. Review**

A review period of 1 year (Annually) or as required will be practiced during which HDC shall review the contents of the guideline for its relevance, accuracy and fitness for the purpose of maintaining the residential apartments.

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## 8. Disclaimer

HDC reserves the right to evaluate and impose conditions not covered in these guidelines in response to specific design or usage depending on merit. HDC reserves the right to modify or withdraw any part of this guideline and to make such other and further changes as deemed necessary for the operation of the property.

## 9. Annexures

*No Annexures attached.*