**REQUEST FOR PERMIT TO PERFORM WORKS IN THE SHOPPING CENTRE CUP**

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| **Company name:**  |
| **Name, surname of the responsible person, tel.:**  |
| **Name, surname of the Contractor, Company:** |
| **Description of works:** |
| **Place of works:** |
| **Mark, if special works special performed:** | [ ]  welding [ ]  grinding (abrasion) [ ]  cutting  | [ ]  soldering [ ]  abrasive cutting[ ]  fire water supply |
| **Duration of works:**Start on \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ month, 20\_\_, at \_\_\_\_\_\_\_\_\_\_ o‘clock. End on \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_ month, 20\_\_, at \_\_\_\_\_\_\_\_\_\_ o‘clock. |
| **N.B. The works emitting noise, odor and dust can only be performed on I-VII from 22:00 until 10:00. Additional restrictions may be imposed. Payment for additional security on I-VII from 22:00 to 06:00.**  |
| **Resources required:**[ ]  light in the work area [ ]  water in the work area [ ]  fire extinguisher[ ]  security guard [ ]  cleaning  | [ ]  connect to a power source - \_\_\_\_\_\_\_\_\_ capacity[ ]  shut off the water supply in the work area[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **N.B. Lights in the shopping centre are turned off at 23:00.** |
| **Annexes:****Civil Liability Insurance** [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the insurance company name, policy no., the amount of insurance) add copy of the policy**Employee List**[ ]  Submitted on the other side of the Permit Form or as a separate appendix |
| **Name, surname, signature of the responsible person, date: :** |
| **Permission granted by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, surname, signature of the property management administrator) |

\**The request for permit shall be submitted for Administration‘s approval no later than 36 hours before the start of the planned works on working days, and no later than on Thursday, until 5.30 PM for works on weekends, by e-mails:* *info@cup.lt* *and* *ukis@cup.lt*

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| **List of contractor's employees (name, surname, position, telephone number):****The persons not included in the list of employees, will not be allowed to work.**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **MAIN GENERAL RULES OF THE CONTRACTORS‘ PROCEDURE**1. Repair/fit-out of premises can only be carried out after the submission of the project and receipt of prior written consent from the administration of Shopping Centre CUP. Therefore, before performing any repair/fit-out works in the premises, the tenants must: submit repair/fit-our projects and coordinate them with the SC CUP administration; submit a written request, in the required format, regarding the completion of the works and inform about the order of the works; to give the names of responsible persons and their contact details; inform about the contractors.2. The contractor must carry a valid work licence and, on request, provide the security staff with relevant information on the performed works.3. Access to the premises of the Shopping Centre through the entrances buyers is only possible during the open hours of the Shopping Centre.4. The only entrance to the SC Cup available from 22:00 until 08:00 is from Konstitucijos ave., through the Personnel Entrance (3rd floor, near the security post from the parking side).5. Loading/unloading operations can only be carried out at the designated places (ramps), otherwise the SC CUP administration must give their permission.6. The employees of cleaning, repair and other service companies are admitted to the premises of the Shopping Centre only on the basis of a pre-submitted and confirmed name-list of employees or with authorized magnetic pass cards.6. Tenants organise disposal of construction and food waste, and are responsible for properly recycling and disposing of their waste. For improper recycling, storing, or storing the waste in non-designated areas, the Administration of the SC CUP may impose penalties on the offender as stipulated in the Rules or the Rental Agreement.7. The goods are delivered and taken to the Tenant‘s premises only through the Shopping Centre‘s yard and ramp premises. It is strictly forbidden to deliver and transport goods through the entrances for buyers. It is also strictly forbidden to carry goods by the elevators for passengers.8. The work area must be kept clean, tidy and safe. Once the works have been finished, the work area must be cleaned. Smoking and drinking alcohol at the premises of the centre is prohibited.9. It is forbidden to block access to fire extinguishers, power distribution units and evacuation exits.10.. Without permission, it is strictly forbidden to connect, disconnect, disassemble or expand the energy networks, low voltage or other engineering networks of the Shopping Centre. |