

# Your Checklist For Reestablishing Office in Singapore

---



Moving from one rented office space in Singapore to another may need office [reinstatement works](#), which varies depending on the building. Overall, if your office lease agreement has a reinstatement provision, you are required by law to restore the rental office space to the condition in which you found it when you initially rented it. The office reinstatement requirement enters the picture as a result.

Before the office is outfitted, it is important to keep in mind the necessity for office reinstatement work as specified by the contract. This makes things simpler since the contractors are aware of which materials they should and shouldn't use.

In this regard, the design of the office space is also taken into account; this will manifest itself in areas of portioning, such as the construction of conference rooms or cabins for the management team, which results in the relocation of sprinkler systems, light fixtures, and air conditioning ducts. It is necessary to restore the workplace space to its prior condition.

Here is a helpful checklist you might utilize when it's necessary for you to adhere to your workplace reinstatement requirement:

### **Remove all the electrical parts.**

The removal of all electrical components, including junction boxes, switchovers, and distribution boxes that were introduced during the creation of your office space, should be the first item on a checklist for office restoration work. Everything must be put back in its original place, as required by the majority of office reinstatement regulations.

### **Remove all auxiliary plumbing parts**

You must have any plumbing installations removed if you installed any plumbing when you restarted your lease. You must pay close attention to this region while working on office restoration; else, you risk overlooking anything. Even if you contract out the office reinstatement work, be sure your agreement with your contractor specifies all of the areas that need to be handled.

### **All masonry and partition work will be removed.**

It is necessary to remove any wall or floor tiles put in during the lease and to restore the space in accordance with the office reinstatement requirement. To guarantee compliance with the office reinstatement requirement, further alterations such as partitions and artificial ceilings must also be taken down. Along with other fixtures that weren't initially in the office before the leasing time, all of the tenant's furnishings must be taken out.

### **Return to original positions of all lighting, air conditioner diffuser, and fire safety fittings**

All ceiling lights, air conditioner diffusers, and fire safety features that were moved because of a sub-divisional need during the tenancy must be put back in their original locations. The layout also takes into account the exit signs and fire extinguishers that were in the rented office space. These must all be completed in accordance with the requirements for office reinstatement.

### **Returning to the original colour of all the walls and ceilings**

You will also need to repaint the ceiling and all of the walls the same colour. Some landlords could want you to repaint it white so that everything is simpler for everyone. Before repainting, request the brand and colour code of the paint from the building maintenance staff to be safe. You must be certain which your landlord would prefer.

To prevent needless deductions from your security deposit, all of your office reinstatement work must be completed in accordance with the established office reinstatement requirements.

Establishing the necessary work and fulfilling the landlord's restoration expectation will be made easier by setting up an on-site conversation with the chosen reinstatement contractor and building management.