

BUILDING INTERIOR GUIDELINES & REQUIREMENT IN GIFT CITY



Gujarat International Finance Tec-City Company Limited (GIFTCL)

**EPS, Building No. 49A, Block 49,
Zone-04, Gyan Marg, GIFT City,
Gandhinagar, Gujarat, Pin-382355**

Board Line: 079 – 30018300/332

DOCUMENT CONTROL

<u>Document Title</u>	<u>Building Interior Guidelines & Requirement in GIFT City</u>
<u>Document No</u>	<u>GIFT/PLA/BP/004</u>
<u>Date of Issue</u>	<u>01.11.2020</u>
<u>Version</u>	<u>v4</u>

REVISION HISTORY

<u>Revision No</u>	<u>Issuance Period</u>	<u>Change Narrative</u>
<u>v1</u>	<u>Nov'13</u>	Interior Design Permission Process in GIFT
<u>v2</u>	<u>Jul'15</u>	Insertion of Applicability Section in the Document Omission of GIFT Accredited Consultant Certified Drawing in submission
<u>v3</u>	<u>Dec'15</u>	Discontinuation of Formal Interior Approval Process Addition of Undertaking for Commencement of Interior Work Omission of Building Information Model from submission List.
<u>v4</u>	<u>Nov'20</u>	Restructuring of Document Insertion of Fire Prevention & Handling Elaborate Restriction on Structural Modification Annexation of EHS Guidelines during Execution

APPROVAL

<u>Stages</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
<u>Prepared By</u>			
<u>Reviewed By</u>			
<u>Recommended By</u>			
<u>Approved By</u>			

TABLE OF CONTENTS

S.No	Contents	Page No.
1.0	Introduction	4
1.1	Commencement of Interior	4
1.2	Scope	4
1.3	Definition	5
2.0	Building Interior Requirement	6
2.1	Prescriptive Requirement	6
2.1.1	Existing Facility	6
2.1.2	Fire Prevention & Handling	7
2.1.3	Resource Conservation	7
2.1.4	Building Services	8
2.1.5	Execution of Work	8
2.2	Prerogative Requirement	9
3.0	Procedural Requirement	11
3.1	Procedure for intimation	11
3.2	Monitoring and control:	11
3.3	Submission requirement	11
3.3.1	Drawing requirement	11
3.3.2	Document requirement	12
Appendices		13
1	Format of Intimation for Commencement of Interior Works (Form No. IP - A - 01)	14
2	Format of Undertaking for Commencement of interior works (Form No. IP - A - 02)	15
3	Format of No Objection Certificate for proposed interior works (Form No. IP - A - 03)	16
Annexures		17
1	Annexure 1: EHS Guideline for Interior Works	18
2	Annexure 2: References for Green Building Norms	20

1.0 Introduction

Gujarat International Finance Tec - City Company Limited (GIFTCL) (a 100% subsidiary of Gujarat Urban Development Company Limited), is developing a global financial services hub, known as GIFT City at Taluka and District, Gandhinagar Gujarat, for catering to India's large financial services potential by offering global firms a world-class infrastructure and facilities. GIFT City is being developed as green-field Smart City. GIFT Urban Development Authority regulates the development in GIFT City through GIFT Development Plan and GIFT Development Control Regulation (GDCR). Building Permission is accorded by Development Committee of GIFT UDA.

1.1. Commencement of Interior

GIFTCL management gives high importance to safety and security of its citizens not only in the public areas of the city but also inside the buildings.

GIFTCL intends to grant some flexibility for individual creativity and expression for interiors of buildings so long as it is within building norms. GIFTCL desires to guide the elements enhancing the visual quality of the interior and exterior spaces of the buildings, thereby adding a degree of visual uniformity. At the same time no compromise is permitted on fire prevention and life safety as well as building safety. GIFT DCRs is prepared keeping building development as focus without detailing on requirement for interiors of the buildings.

This document will help users / occupants wishing to carry out interior works in their offices, workplaces, shops, retail areas and even residential flats. This document will help to navigate the procedural aspect of interior design and execution works for creating an efficient and safe indoor environment.

1.2 Scope

These document are only for the interior modifications / changes proposed by the occupant in offices, workplaces, shops, retail areas, etc. which do not amount to 'development' as defined in Gujarat Town Planning and Urban Development Act, 1976 and in GIFT DCRs. The interior works not involving any change of use, structural changes and/or changes in light/ventilation, sizes of rooms shall be done as per these guidelines.

The interior works/internal change/modification without increase in BUA but involving structural modification, changes in room dimensions, room areas, toilet dimensions, duct dimensions, changes in natural light, ventilation arrangements, entrance/exit location, parking location etc. will need development permission from GIFT UDA.

1.3 Definitions

Addition and/or alteration- means a change from one type of occupancy to another, or a structural change, such as addition to the area or height or the removal of part of building or a change to the structure, such as the construction or cutting into or removal of any wall or part of a wall, partition, column, beam, joist, floor including a mezzanine floor or other support, or a change to or closing of any required means of ingress or egress, or a change to fixtures or equipment, as provided in these Regulations. The addition to any existing structure may be permitted if it is structurally safe.

Applicant – means Developer/Co-Developer, lessee or sub-lessee/occupier/ tenant of the premises, who applies to initiate the process for commencement of the interior works of the premises in GIFT city.

BUA- Built Up Area which is approved by GIFT UDA.

CA- Carpet Area which is mentioned in the registered transfer deed/lease deed/approved as-built drawings of Occupancy Certificate

Clear height- means the vertical distance measured from the finished floor surface to the finished ceiling/false ceiling. Where the finished ceiling/false ceiling is not provided the soffit of the beams, joists or tie beams shall determine the upper point for measurement.

DCS- District cooling system

EHS- Environmental Health and Safety

GIFTCL - Gujarat International Finance Tec-City Company Limited and its officers.

GIFT UDA – GIFT Urban Development Authority appointed by Government of Gujarat under section 22 of Gujarat Town Planning and Urban Development Act, 1976 by its notification dated 15 March 2012.

GTPUD ACT - Gujarat Town Planning and Urban Development Act, 1976

HVAC- Heating Ventilation & Air Condition

IBMS- Intelligent Building Management System

NBC – National Building Code 2016 as amended from time to time.

NOC- No Objection Certificate

O & M- Operation and Maintenance

SQM- Used for referring square meters

Occupant – the person who has occupancy in a Building or Structure as a tenant or owner

Developer - the person who is legally empowered to construct or to execute work on a building or structure, or where no person is empowered, the Leaseholder of the building or structure

2.0 Building Interior Requirement

This section elaborates the requisite aspects to be adhered in Prescriptive Requirement followed by encouraged aspects relating to nonstructural design in Prerogative Requirement and unify attributes to be ascertain in General Requirement.

2.1 Prescriptive Requirement

It propounds the elemental action in Building, Services, measures for Improving Resource Efficiency and ensuring Fire & Life Safety during coarse of intended works and thereafter.

2.1.1 Existing Facility

Interior Design shall uphold the functional compatibility of Structural, Architectural and Multi Use aspects of Building

a. Structural Compatibility:

- Occupant shall refer the approved Structural DBR & Drawings for considered loadings before finalizing the Interior layout
- Occupant should ensure the verification of the proposed material loading Prior to Submission of Interior layout design.
- Occupant should submit list of considered material with weight in Interior layout.
- No Alteration of the existing structural elements, façade material/ decoration of the building is permissible
- Occupant should take care the structural elements of existing building during the Interior work

b. Architectural Compatibility:

- The architect/interior designer must ensure complete coordination between interior and exterior designs for the best interest of the user and the function of the space.
- The articulation of interior space should be such that it'll provide maximum daylight condition, will not obstruct the existing windows for sufficient ventilation.
- The façade signage on exterior of the building is not allowed

c. Common Area:

- Construction within "Common Area" of the building is not permissible. All functional and habitable interior spaces should be designed without any interference in "Common Area" like – corridors, passages, staircases, lift lobby, refuge areas, escape routes etc.
- In common areas no permanent or temporary installations, erections, storage, use shall be permitted.

2.1.2 Fire Prevention & Handling:

- Firefighting within the interior space should be as per NBC 2016, Gujarat fire prevention and Life safety regulation, relevant IS codes and subsequent revisions in relevant codes and regulations.
- Third-party administrator Fire-Audit should be conducted by approved Fire and life safety consultant for the premises. The report shall be submitted to PA&E Department, GIFTCL upon completion of commencement of interior works.
- The applicant shall assure that Regular third-party fire- audit is being conducted for entire building by the developer.
- The applicants shall have copy of valid fire NOC of the building and approved floor layouts of the relevant floor/s.
- Firefighting arrangements in common areas as provisioned and approved by Fire authorities should not be altered/modified/changed in anyways without prior approval of competent Fire authority and GIFT UDA.
- The finishing materials used for various surfaces & décor shall be such that it shall not generate toxic smokes/fumes. Necessary guidance shall be adopted from NBC 2016 Part 4, Sec 3.4.11.
- Fire detection & alarm system and Fire Protection system shall not be closed or isolated.
- Usage of naked flames of any kind shall be discouraged. If extremely necessary, Hot Work Permit, fire watch with necessary first aid firefighting equipment shall be provided during the fitout activities. LPG cylinders shall not be permitted inside the campus. DA Cylinders are preferable only with flash back arrestor & backflow preventor.
- Waste, combustible materials (Such as Vinyl materials, packing material, saw dust etc.) shall be removed on daily basis.
- Quantity of any solvent, paints, thinner etc shall not exceed 40 litres at any given time in the premises. Any excess quantity shall be stored in logistic area/away from building.
- Emergency contact details shall be displayed at prominent locations at site.
- Emergency escape route shall be marked & ensured that it is not blocked during the activities.
- No materials shall be stored in refuge area.
- All temporary electrical circuits must include residual current device, Earth leakage circuit breaker or ground fault circuit interrupter at source.
- Fire door inside the area should not be blocked by furniture, equipment etc & fire door shall not be locked.

2.1.3 Resource Conservation

All Interior Works for the Buildings shall be compliant with National/Internationally recognized Green Norms as per **Annexure-II** for at least following elements:

a. Water Efficiency

- Water Use Reduction by application of water efficient fixtures, fittings.
- Fixtures for showers, toilet flushing, and drinking shall be of low flow either by use of aerators or pressure reducing devices or sensor-based control.
- All sanitary provisions must be made as per retirements in relevant codes, NBC and standards.

b. Energy and Atmosphere

- Optimizing Energy Performance through efficiency in energy related systems
 - i. HVAC
 - ii. Lighting and day lighting controls

c. Materials and Resources

- As far as possible all the materials used for interior works should be fire resistant. The use of combustible materials like natural wood, plywood, fiber, particle boards shall be avoided. The materials like glass, steel, aluminum etc. should be used.
- It is recommended to use low – emitting adhesives, sealants, paints, coatings, flooring systems, composite wood and furniture.

2.1.4 Building Services

- Distribution system network should be compatible with existing facilities / network.
- Distribution system network should be compatible with fire and life safety code of NBC
- All the additional services including HVAC, fire alarm, public address, access control, lighting, etc. as necessary must be integrated with the building's Integrated Building Management System (IBMS).

2.1.5 Execution of Work:

Following elemental Environmental Health & Safety aspects shall be adhered during interior work :

a. Material storage and Support Activity

- An area to be earmarked to support storage, collection, handling, transport of material for interior work

- Area for activity in (a) to be decided as per availability and shall be in cognizance of GIFTCL
- Allotted area to be arranged in a manner to reduce impact on the surrounding environment. Measures to be followed as given in Annexure-1 of this guidelines.
- Hot Work viz. welding, cutting, brazing shall only carried out in the approved Area or any other intended work area as shown in plan. Dust Mitigation Guideline of GIFTCL to be followed.
- Arrangement to be made for upkeep of the Area as per given Environmental Health and Safety guideline for maintenance of workstation and support area as per guidelines given in **Annexure -1**.

b. Health & Safety

- Provision to be made for identification of Hazard and Risk associated for the worker engaged in in Interior work as per Annexure-1.
- Workers to be provided with facility such as Personal protective Equipment (PPEs), weather protection, Drinking water and Sanitation etc Details given in the guidelines given as per Annexure 1.
- Deployment of EHS officer at site is appreciable.
- Noise Control should be done within permissible level.
- Safety of laborers, occupants and other users of the building and its surrounding precinct should be maintained.
- Minimum disturbance to the existing occupants should be ensured during execution of interior works.
- Minimum exposure of building occupants to potentially hazardous particulates and chemical pollutants should be ensured.

c. Waste management

- The waste should be segregate at place (i.e. Dry waste, Wet waste & E-waste and Hazardous & Non-Hazardous waste) as per submitted Plan.
- Instead of sending waste to landfill explore options for waste to reuse or recycle in other projects. The record of the same shall be shared with GIFT CL periodically through EHS officer at site.
- The materials which should not recycle or reuse it should be sell to preferably GIFT CL approved vendors of scrap materials.

2.2 Prerogative Requirement

2.2.1 Furniture Layout:

Following shall be observed while preparing the layout of furniture.

- a. Designing with essential ergonomics and anthropometric dimensions
- b. Compact arrangement
- c. Flexibility for current use and future alterations
- d. Efficiency in terms of maximizing use of space

2.2.2 Non-structural systems :

Following shall be ensured in the interior design.

- a. Stability of false ceiling, partition walls
- b. Use of anti-skid materials for flooring.
- c. The clear height from the finished floor to soffit of false ceiling /ceiling must be minimum 2.75 M.

2.2.3 Horizontal & Vertical circulation system -

To achieve desired traveling distance from any part and corner of the layout to escape route i.e. stair / lift area.

2.3 General Requirement

2.3.1 Prohibitory Element

- a. No alteration in “*Common Areas*” of the constructed building shall be done. Entrances from the common areas must be considered as constructed.
- b. No violation of façade – structure / material / decoration etc shall be done.
- c. Construction of permanent interior components like internal walls, partition walls etc are not permissible to ensure flexible use of space at present and future.

2.3.2 Discretionary Element

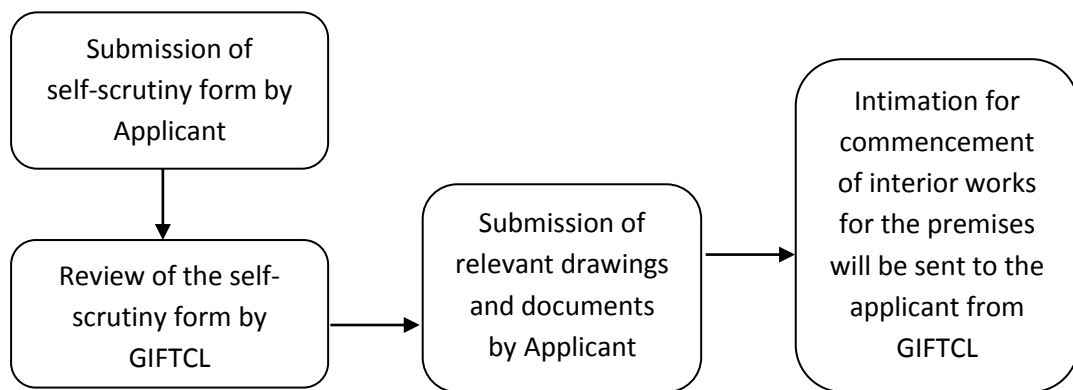
- a. Owner/Architect shall prepare and submit to GIFTCL one set of drawings as mentioned in point number 3.2 prior to the commencement of the interior work.
- b. Fire – resistant materials along with their fire – rating shall have to be adhered to by the applicant.
- c. The competent Authority has right to suggest changes, modifications in the interiors if so required to adhere to fire prevention and life safety of the occupants and the building in general

3.0 PROCEDURAL REQUIREMENT

3.1 Procedure for intimation:

Process for initiating the commencement of interior works in GIFT:

- Submission of online self-scrutiny form followed by intimation email to GIFTCL by the applicant.
- Review of the self-scrutiny form by GIFTCL and applicant to submit relevant drawings and documents to GIFTCL if the self-scrutiny is found satisfactory.
- Submission of all the required drawings and documents to GIFTCL by the applicant.
- Issuance of the intimation for commencement for interior works if submission is found satisfactory.



3.2 Monitoring and control:

- GIFTCL will conduct site visit at appropriate stages
- Upon completion of commencement of interior works, applicant will conduct fire Audit through approved Fire and life safety consultants.
- Applicant will submit the fire audit report to GIFTCL and intimate GIFTCL before occupying the premises.

3.3 Submission Requirement:

3.3.1 Drawing requirements:

One set of following drawings in appropriate scale, duly stamped and signed by applicant and registered architect shall be provided.

- Location plan** (in 1:200 scale):
 - Showing Premises location at floor level with the common areas like lifts, staircases, refuge areas, service areas, common toilets, etc.
- Interior Layout Plan** (in 1:100 scale):
 - Showing proposed fit out layout with nomenclature and sizes mentioned (in m/mm/sqm)
 - Showing level differences proposed in flooring if any

- c. False ceiling layout** (in 1:100 scale):
- Location of fire sprinklers, Smoke detectors and any other installations required (above and below false ceiling) as per relevant regulations.
 - Showing demarcation of proposed fittings and fixtures for other services
 - Indicating proposed false ceiling levels
- d. Sections** (in 1:100 scale):
- Minimum 2 sections showing clear heights available from finished floor to finished ceiling level,
 - Levels/ heights of proposed partitions, services above and below false ceiling
- e. Firefighting and emergency layout:**
- Showing evacuation plan with exit corridors and doorways, travel distance and exit route from any given point.
 - Showing location of fire extinguishers, signages, emergency lights, first aid kit and any other installations required as per relevant regulations.

3.3.2 Document requirements:

following documents shall be submitted:

- a. Intimation letter in standard format (Refer Form: IP-A-01)**
Duly stamped and signed by applicant on letter head
- b. Undertaking in standard format (Refer Form: IP-A-02)**
Duly stamped and signed by applicant on letter head
- c. NOC issued by the developer or the society (Refer Form: IP-A-03).**
Duly stamped and signed by developer/society on letter head
- d. Copy of valid Fire NOC of the building**
- e. Copy of online self-scrutiny form for commencement of interior works**
Duly stamped and signed by applicant on letter head

Note:

1. Link for the online self-scrutiny form:
[https://docs.google.com/forms/d/e/1FAIpQLSf0dQ-Uibxu0G0Hnhck6ErUqme4458gLnu2luCOnZnl_YJzKA/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSf0dQ-Uibxu0G0Hnhck6ErUqme4458gLnu2luCOnZnl_YJzKA/viewform?usp=sf_link)
2. Soft copy of the standard formats for drawings and documents will be shared by GIFTCL.

APPENDICS

Form no. IP-A-01

Intimation for commencement of interior works¹

(to be made on letterhead of the applicant)

To

HoD, PA&E,

Gujarat International Finance Tech-City Company Limited

EPS - Building no. 49A, Block 49, Zone 04, Gyan Marg, GIFT City,

Gandhinagar – 382355

Sir,

The occupancy certificate was granted for the following building by GIFT UDA as per GIFT Area Development Control Regulations letter no.____ Dt. _____.

Sr. No.		Details
1.	Building ID	
2.	Block Number	
3.	Office number/s, Floor Number/s	

I/We are the lease holder/licensee of ____ Sqm (____ Sqft) Carpet Area on ____ floor of the building ID.____. I/We intend to do the interior works for this area. I/We herewith submit the following drawings in accordance with the GIFT Guidelines for Interior Works, duly signed by me and Mr/Ms. _____(Name of Architect)_____, the Architect registered with Council of Architecture, having valid COA no:_____ who will supervise the execution. Also, submitting the Drawings/documents required as given below.

1. Location plan
2. Interior Layout
3. False ceiling layout
4. Sections
5. Firefighting and emergency layout
6. Undertaking for commencement of interior works (Form: IP-A-02)
7. NOC issued by the owner /the society (Form: IP-A-03)
8. Copy of valid fire NOC of the building
9. Copy of online self-scrutiny form for commencement of interior works

This is to intimate you that the interior work will commence as per the plans prepared based on guidelines and submitted to you herewith for the said area.

In case of breach of any of the condition laid above, competent authority reserves the right to take appropriate actions as per the law.

Stamp and Signature of Applicant:

Name of Applicant (In block letters):

Address, e-mail ID and contact number:

Date: _____

Place:

Form no. IP-A-02

Undertaking for commencement of interior works

(To be made on the letterhead of the applicant)

To,
The Competent Authority

Regarding : Premises no : _____, Floor no : _____ of _____ Building, Block _____,
Road - __, Zone __, GIFT City, Gandhinagar ("Premises")

Whereas we intend to undertake the interior works for the said Premises.

I _____ (Name of the applicant) _____ authorized signatory for _____ (Name of applicant's Organization) _____, do hereby agree that we will submit the Fire Audit report after completion of commencement of interior works for _____ (address of the premises) _____, according to the guidelines & conditions mentioned by GIFTCL. I will further assure that the building is having valid fire NOC and regular third-party fire audit is being conducted for the building by the developer.

We confirm that we shall undertake and complete the interior works in the said Premises as per the layout and drawings submitted by us prepared by Mr./Ms. _____ (Name of Architect) _____, the Architect registered with Council of Architecture, having valid COA no: _____ in conformity with the Guidelines For Interior Works in GIFT City and in compliance of the provisions of the Green Building Guidelines and National Building Code and applicable regulations related to fire prevention and life safety.

We further undertake that we shall indemnify and keep indemnified GIFTCL, from and against any claim, demand, actions, proceedings, losses, damages, costs, charges and expenses which GIFTCL may or may have to bear, pay or suffer, or any loss or damage caused to the life and property of GIFTCL or its group Companies and their employees, representatives or third party caused directly or indirectly as a result of non compliance of any of the undertaking as stated hereinabove, on our part.

Stamp and Signature of Applicant:

Name of Applicant (In block letters):

Address, e-mail ID and contact number:

Date:

Place:

Form no. IP-A-03

No Objection Certificate for proposed interior works

(To be made on the letterhead of the Developer/society)

To,
HoD, PA&E,
Gujarat International Finance Tech-City Company Limited
EPS - Building no. 49A, Block 49,
Zone 04, Gyan Marg, GIFT City,
Gandhinagar – 382355

We have executed transfer deed with M/S _____ (Name of applicant) _____ for _____ sqm of carpet area of unit number _____ on _____ floor of _____ Building at Block number _____ at GIFT city, Gandhinagar.

We confirm that the use of the said premises is as per the approved use of the building and there is no violation in transferring the said premises with respect to the condition(s) given in Occupancy Certificate issued to the said building and GIFT DCR. There is no alteration/ modification/ change is proposed in existing structural elements, façade, openings on external walls and common areas of the building.

We are well conversant with the Guidelines for Interior Works in GIFT City and proposed interior works are found in conformity with the same.

Further, we assure that the occupant will be acquainted about the available Environmental Health & Hygiene assets as well as encouraged to participate in Emergency Preparedness and Response Module viz. necessary rehearsals, evacuation drills, trainings conducted from time to time; at Floor, Building and City Level.

We as developer have no objection in M/s _____ (Name of applicant) _____ carrying out interior works at the said premises within the policy laid down by _____ (developer/society) _____ and GIFTCL.

Stamp and Signature of Developer:

Name of Developer (In block letters):

Address, e-mail ID and contact number:

Date:

Place:

ANNEXURES

Annexure- 1

Environmental Health and Safety (EHS) Guideline for Interior Works

Interior works may possess EHS hazard, which require precautionary measures to support the efforts and initiatives that are instigated by the interior Occupant for achieving highest standards in EHS performance.

This guideline will cover the EHS measures in areas such as material handling, , waste management during interior work in commercial, Residential, Institutional Land uses. Precautionary measures are as below:

- Support Area is to be barricaded minimum 3 Meter or as adequate for site specific scenario, in case of outside Building Premises. Following should be clearly earmarked in workstation as well as in support area; as applicable:
 - Control Entry/ Exit
 - Packaging waste material storage area (Plastic, wood, rubber etc)
 - Material storage area
 - C&D waste storage area
 - Safety Signage, emergency contact details, measures for dust mitigation must be displayed
 - Housekeeping, cleanliness and maintenance of specified Influence Area (IA) zone
- Dumping of any type of construction waste in neighboring sites, landscaped area, and natural drains is strictly prohibited. It should be stored and disposed properly.
- Garbage generated from the interior site should not be dumped anywhere except the designated place by the Building Authority.
- Hazardous wastes such as waste oil, paints, solvents, wood preservatives, pesticides, adhesives and sealants shall be disposed to the authorized vendor
- Recyclable wastes such as plastics, glass fiber insulation, roofing etc shall be given to authorized vendor.
- It is the responsibility of the developer not to allow any of his employees to work in an unsafe condition, nor with unsafe equipment and shall take all necessary measures to prevent accidents.
- The occupier shall provide adequate and suitable Personal Protective Equipment's (PPE's) as per relevant IS Codes to all the workers. PPE's like safety helmet (IS 2925), safety shoes (puncture resistance), safety goggles, hand gloves (PVC type/rubber/cotton/leather) according to type of work, high visibility jacket, ear muffs etc. are mandatory at all sites. The report of appropriate arrangement shall be shared with GIFTCL through their safety officer before commencement of work.

- Hot work such as welding, Cutting, Brazing is restricted inside building and it may be allowed subject to mandatory availability of Hot work permit Fire Extinguisher (as per IS 15683) , Fire Blanket (as per IS 15381), Clear area from any combustible material; it is applicable for hot work involving cumbersome material to convey through any lifting device
- Project Occupant must identify and evaluate specific Hazards involve in the work and take proper mitigation measures.
- Safety Talk / Toolbox Talk are to be conducted daily for workmen to make them aware about the associated hazards and control measures
- Waste generated during interior work is required to be disposed off through Authorized Vendor.
- Noncompliance of EHS guidelines by the developer/Occupier/Agency/Actor will attract serious attention of the GIFTCL's Management and GIFTCL will be in position to exercise its authority. Security money or any appropriate mode of penalty as deem fit by Management shall be invoked in case of disobeying above measure
- In case of any emergency like fire, explosion, toxic gas release or any incident, immediate information is to be communicated to various helpline:
 - GIFT Fire Department at +91 7874101101
 - MEDICAL: 108
 - FIRE: 101
 - POLICE CONTROL ROOM : 100

Annexure-2

References for Green Building Norms

- It is recommended to follow Green Certification for Interior such as:
 - 1) IGBC (Indian Green Building Council)
 - 2) LEED (Leadership in Energy and Environment Design)
 - 3) GRIHA Council - Green Rating for Integrated Habitat Assessment
 - 4) BEE (Bureau of Energy Efficiency)
 - 5) GPSC (Green Products and Services Council of CII-Sohrabji Godrej) for Green product Certification)

- For Furniture, following Certified Products can be used:
 - 1) BIFMA (Business Institutional Furniture Manufacture's Association)
 - 2) Green Guard (Product Certified for Low chemical emissions)