

**MEMO**

SCOPE OF WORK - REFURBISHMENT OF TLTB OFFICE KOROVOU

Confidential

1. **DEMOLITION**
* **Demolish existing wall at the back of the existing office and make good to create more office space**

**2. NEW FILING ROOM**

* **Construct new filing room at the back office**
* **Make new filing cabinets/shelves to suit room space**

**3. NEW CONFERENCE ROOM**

* **Construct new conference room beside filing room (back office)**
* **Make new board room table to match space**
* **Supply board room chairs**

**4. TEAM LEADER OFFICE**

* **Construct new team leader room beside the kitchen**
* **Make new workstations and filing cabinets**
* **Supply office chairs**

**5. EXISTING TOILET AND KITCHEN**

* **Allow to tidy up and make good existing toilets and kitchen area**
* **Make good floor and wall tiles**

**6. FLOOR AND WALL FINISHES (REFURBISHES AREA)**

* **New Floor Finishes**
* **Allow for new painting**

**7. SERVICES (REFURBISHMENT AREA)**

* **Electrical work for new layout**
* **Data and cabling for new layout**
* **Mechanical services for new layout**

**Site inspection is mandatory**