

JMB MKH BOULEVARD

Management Office, 2nd Floor, MKH Boulevard,
 Jalan Bukit, 43000 Kajang, Selangor.

Tel No. : 03 - 8740 8898 Email : mkhboulevard.mngt@gmail.com

APPOINTED CONTRACTOR'S/WORKERS RECORD FORM FOR MOVING IN/OUT & RENOVATION WORKS

Date: _____

MAIN CONTRACTOR'S DATA:

Name of Contractor: _____ I/C No.: _____

Company Name: _____ Designation: _____

Tel No.: (O) _____ (H) _____ (H/P) _____

UNIT No: _____

DESCRIPTION OF WORK: _____

DURATION DATE: From _____ to _____

Name list of co-workers deployed on site.

NO	NAME	NRIC No.	REMARKS
1.			
2.			
3.			
4.			

Note:

- Owner/tenant must submit application form to the management for approval at least one (1) day earlier. Working hours & moving in/out time :
Residential & Commercial
 Monday – Friday : 9.15 a.m. – 5.00 p.m.
 Saturday : 9.15 a.m. – 1.00 p.m.
 *Sunday and Public Holiday including eves of public: NO works allowed
- All contractor's personnel must report and register at the guard house before entering into the compound of MKH Boulevard.
- Only the Bomba/Sevice lift located at basement is allowed to carry out moving in/out activities and only 1 ton lorry with maximum 2.1 Meter is allowed into the car park basement.
- All workers must wear identification tags provided by the Management at all times at the main guard house while in the compound of the building.
- The In-House Officers or any management staffs reserve the right to ask any of the above personnel to leave the building if they are found in breach of any rules & regulations set by the Management
- The House Rules of MKH Boulevard will apply.

I, _____ hereby understand and will abide to all of the above.

Signature: _____ Date: _____

FOR MANAGEMENT OFFICE USE ONLY

Permitted By Management Office: _____ Date: _____