

A guide to the submission of “Permit Request for Use of Fire/ Works with Hazardous Materials”

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A guide to the submission of “Permit Request for Use of Fire/Works with Hazardous Materials”

Any installation/set-up work on the premises of Academyhills which we specifically deem to be dangerous and designate as dangerous work requires the submission of our “Permit Request for Use of Fire/Works with Hazardous Materials.”

If such work is conducted without prior submission, we may require you to halt the work. We will not bear any responsibility for the resulting delay or discontinuation in work.

We advise you to consult us (details of work/use of tools, etc) prior to beginning work.

Forum Group Academyhills section Mori Building Co., Ltd.

1 Applicable work for the prior submission of “Permit Request for Use of Fire/Works with Hazardous Materials”

- ① Work using tools/equipment which emit fire (sparks)/smoke or involve flammable substance (gas, etc.).
- ② Work using hazardous materials (flammable minerals, petroleum products, coating materials, preservative substance, etc.)
- ③ Work that may generate odor (including the residual odor of perfume/ deodorant).
- ④ Work with accompanying noise (over 75db) or vibration (likely to affect the neighboring spaces/stairs below).
- ⑤ Work that alters the main disaster prevention equipment (emergency guidance display, sprinklers, automatic fire alarms, smoke ventilation switchboard, emergency broadcasting system, etc.) of the building.
- ⑥ Other work for which Mori Building considers the submission of “Permit Request for Use of Fire/Works with Hazardous Materials” to be necessary.

2 Submission deadline for “Permit Request for Use of Fire/Works with Hazardous Materials”

The designated form must be filled and submitted by the organizer (or the agents of the organizer/builder) to the person in charge for arrangements at Academyhills more than one week prior to the date of such works.

●Prior Work Notification

This form can be downloaded from the Academyhills' website:

<https://forum.academyhills.com/roppongi/en/guide/download.html>

3 Precautions for flammable hazardous materials

- ① Please avoid using flammable hazardous materials and fire or substance that may react to the flammable hazardous materials in the same hall.
- ② In order to prevent the facility or your equipment from catching fire, be sure to implement sufficient protective covering and fire-prevention measures and evaluate the possible use of fire near the site before conducting work.
- ③ Please specify the storage location of hazardous materials in the remarks column in the Notice of Works to be Undertaken.

4 Other precautions

- Prior submission of "Permit Request for Use of Fire/Works with Hazardous Materials" is required for undertaking relevant work under any circumstances. In the case of work that arises and must be conducted on the same day, please consult the person in charge of facilities. Work can only be conducted after completing the application and receiving approval. We may have to reject certain applications depending on the circumstances.
- Even for approved work, please take the necessary safety precautions and take noise/vibration prevention measures before starting a work.
- During and after work, the organizer responsible (or the organizer's agent) must perform the necessary safety checks. (The same safety checks are necessary for work without the use of fire.)
- Regardless of approval, or use or non-use of fire/hazardous materials, we may request for an immediate halt of the work if complaints arise from the surrounding rooms or floors (especially downstairs) or when we consider the work to be inappropriate. Please take sufficient precautions against noise/vibration prevention measures such as the following when moving and setting up or installing equipment, machinery, etc.
 - ① Use of soundproof mats and protective covering.
 - ② Put equipment, etc. down gently on the floor. (Do not drop or throw.)
 - ③ Do not hit (hammering, etc) materials under construction in the direction of the floor.

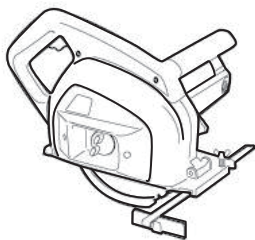
5 Reference

Use of following tools on the premises of Academyhills requires prior submission of the "Permit Request for Use of Fire/Works with Hazardous Materials."

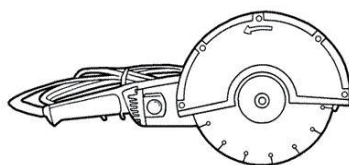
* The following is only a partial list and there are other tools requiring application.

* A typical example [related to cutting]: Wooden panel/wood building materials, etc.

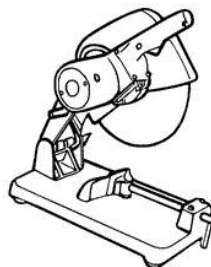
* Wooden materials are subject to application as smoke detectors could react to dust, etc.



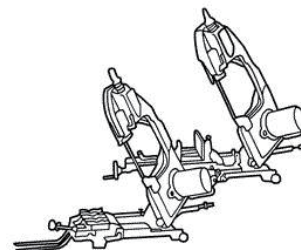
Iron/steel cutter



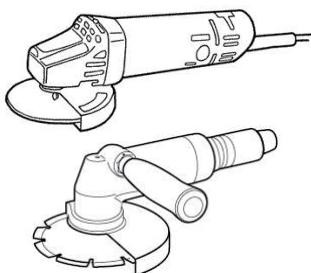
Electric cutter



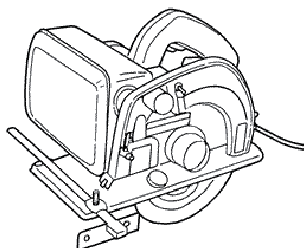
High-speed cutter



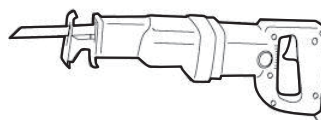
Handsaw



Baby sander
(and other sanders)



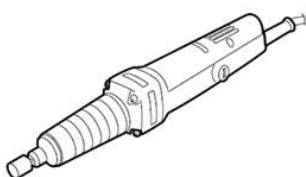
Small electric cutter



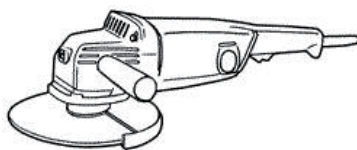
Reciprocating saw



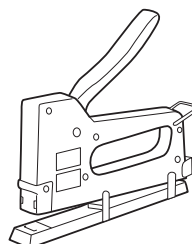
Impact wrench



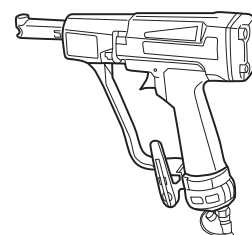
Hand grinder



Disk grinder



Tacker



Nail gun