



CORPORATE CENTER

CONDOMINIUM CORPORATION

Managed by: *Century Properties Management Inc.*
3/F, #139 Valero St., Salcedo Village, Makati City
Tel No. 8893-6183/ Fax No. 8812-0521

BUILDING OPERATIONS AND MANGEMENT	POLICIES & PROCEDURES	November 25, 2022
PROPERTY MANAGEMENT OFFICE		139CCCC
FIT-OUT/ RENOVATION GUIDELINES		

INTRODUCTION

The Unit Renovation/Fit-Out Guidelines for 139 CORPORATE CENTER CONDOMINIUM CORPORATION has been developed for the purpose of ensuring that all new works in the units are carried out in a manner responsive to the base building design, and to provide a uniform set of standards to be followed by all Unit Owners /Tenants and their contractors. These guidelines will also identify the overall intentions of the Condominium Corporation with regards to new installations within the existing construction.

Specifically, these guidelines will serve the following purposes:

- To provide reference for both the Condominium Corporation and the Unit Owner /Tenant with respect to basic installations provided for in the project.
- To provide basic reference with respect to the quality of material to be used for the unit space development.
- To provide basic guidelines with respect to design, installation and workmanship standards for the unit space development.



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SYNOPSIS

RETAIL UNIT OWNERS/TENANTS will be referred to units owned situated at the 139 Corporate Center Condominium Corporation – Property Management Office with landline number 893-6183.

The Unit Owner /Tenant’s contractor has to comply with the following requirements before any construction could be allowed to start:

1. Submission of a Construction Cash Bond and Comprehensive General Liability (CGL) Insurance Coverage Policy including CARI (Contractors All Risk Insurance) prior to start of construction.
2. Securing of a Building Permit from the City of Makati Local Building Office.
3. Submission of unit 139 Corporate Center Condominium Corporation - PMO fit-out pre-con requirements and construction drawings/plans.
4. Payment of Plans Review, Construction Monitoring & Supervision Fee will be paid at the Accounting Department of the PMO at the 3rd floor 139 Corporate Center Condominium Corporation.
5. Securing of Road Parking Permit at Makati Central Association Inc., (if needed). Administrative Office subject to their Policies and Procedures.

Above mentioned requirements are to be coordinated with and submitted to the Property Managements Office (PMO).

All plans to be submitted to the Property Managements Office (PMO) must have the signature and seal of a Professional Electrical Engineer (PEE), Professional Mechanical Engineer (PME), Registered Sanitary Engineer, Registered Civil Engineer and Registered Architect or whichever is applicable.



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PRE-CONSTRUCTION PHASE

1. The Unit Owner shall inform Property Management Office via email or formal letter for the intention of fit-out/ renovation.
2. The Tenant or Unit Concessionaires (if unit is leased) must present approved leased contract or written authorization from the Unit Owner prior to any construction, renovation, and /or alteration within the lease premises.
3. The Unit Owner /Tenant /Contractor must submit the following:
 - i) project scope of works & schedule chart (all discipline)
 - ii) bill of materials and
 - iii) TEN (10) complete sets of construction drawings (size of plans: 20" x 30" blue print) are for "Building Permit Purposes", and specifications of the following for CPME Engineering & Technical Service Division's review and shall stamp it for "For Building Permit Purposes", in order for the City Building Office to issue the permit.

All Plans to Scale in Metric (1:100)

- a. Unit lay-out /partition plan/perspective drawing view
- b. Electrical plan & Load Computation
- c. Mechanical plan (air-conditioning, exhaust system, etc)
- d. Sanitary & Plumbing plan
- e. Communication plan /telephone lay-out
- f. Design analysis to support intent shown on plan – Engineering Design Analysis/computations duly signed and sealed by a PRC Licensed Structural Engineer, Professional Mechanical Engineer (PME) or Professional Electrical Engineer (PEE) to support major Structural Mechanical and Electrical loads shown in the plans.
- g. Interior décor





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- h. Fire protection equipment plan (smoke detectors, sprinklers, etc.)
 - i. Authorized signatory and contractor's information sheet
 - j. Any other plan/document that may be applicable
4. To ensure that all new works at the units are carried out in a manner responsive to the base building system design, the Development Corporation has tapped the services of CENTURY PROPERTIES MANAGEMENT INCORPORATION (CPMI) through its ENGINEERING AND TECHNICAL SERVICES DIVISION (ETSD) to render the evaluation of plans and set the standards in accordance with the design specifications and workmanship requirements.
- A. Schedule of receiving and releasing plans
 - B. Plans received after 3.00pm shall be considered as received the following day.
 - C. Processing and evaluation period shall be within seven to ten (7-10) working days.
5. The Unit Owner/Tenant/Contractor is required to pay the following professional fees to the accounting office of the PMO, at the 3rd floor 139 Corporate Center Condominium Corporation , from Mondays – Fridays, 9am-3pm only:

Plans Review Fee	Php 20,000.00 per Unit <u>(Payable to Century Properties Management Inc.)</u>
Monitoring & Supervision Fee	Php 5, 000.00 per month <u>(Payable to 139 Corporate Center Condominium Corporation)</u>
Construction Bond	Php 50,000.00 per unit <u>(Payable to 139 Corporate Center Condominium Corporation)</u>

to be posted either by the CONTRACTORS or by the UNIT OWNER/ TENANT.



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Note : Construction Bond will be refunded one (1) month after issuance of COC (Certificate of Completion) by the PMO and CPMI ETSD. Full amount will be refunded provided however, that no violation or damage to property have been committed/realized by the contractor or its workers during the renovation/fit-out period. Net amount of deduction shall thereby be given after all violation penalties had been applied therefrom.

6. Once the plans were approved, all plans with technical specifications will be stamped and signed by the CPMI- ETSD. One (1) complete set will be retained by ETSD and One (1) complete set will be retained by PMO Engineering for monitoring purposes in order to ensure that the approved plans are strictly followed by the contractor. The rest shall be returned to the Unit Owner/Tenant/Contractor for construction compliance purposes.
7. The Unit Owner/Tenant shall secure at their own responsibility and expense, additional plans, building permit and all other related permits and fees as may be required by the City Government of Makati
8. The Unit Owner/Tenant shall submit to the PMO one (1) original photocopy of the Building Permit and all statutory permits including a complete set of all plans, duly signed by the City Building Officials prior to PMO's preparation for the NTP (Notice to Proceed). The Lessor (if unit is leased) shall also be furnished the same.
9. The Contractor shall deposit with the Property Managements Office (PMO) **Construction Bond amounting to PESOS: FIFTY THOUSAND PESOS (PHP 50,000.00)**, as the aforesaid amount shall answer for violations of any guidelines, specifications & requirements, deviation from approved plans or any damage to property specially on the common areas and facilities during the fit-out duration. Dated checks or Managers check shall be payable to 139 CORPORATE CENTER CONDOMINIUM CORPORATION.
10. A separate check for Monitoring Fee good for thirty (30) days, amounting to PESOS:





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FIVE THOUSAND (Php 5,000.00) shall be paid prior to review of plans, payable to 139 CORPORATE CENTER CONDOMINIUM CORPORATION. If the project went beyond 30 days, same fee applies on the next month.

The Contractor shall likewise secure a Contractors General Liability (CGLI) Insurance Coverage to cover accidental bodily injury or illness to and damage to properties of their parties with a Gross liability clause that makes the CLIENT a co-insured party in the policy insofar as third party liability is concerned, but carries a rider that expands coverage of third parties eligible for a claim to include the 139 CORPORATE CENTER CONDOMINIUM CORPORATION, its constituents and employees, tenants, and tenant’s employees. The face value of the policy shall have a combined single limit equivalent to One Hundred Percent (100%) of total project cost.

The insurance company shall be subject to the PMO’s acceptance. The Contractor shall also submit the official receipt showing payment of premiums has been made in full. The CGLI shall be claimable in demand.

11. When all of the pre-requisites have been satisfactorily complied with, the Engineering Manager shall issue a “Notice to Proceed” stipulating all necessary Scope of Works, provisions and limitations, duly approved by the Building Manager indicating that the Unit Owner /Tenant may now proceed with the construction.
12. Work permit and Gate Pass should be signed by the Unit Owner, Authorized Representative, Authorized Contractor or Tenant three (3) days prior to actual delivery/pull out or fit-out schedule and then submitted to PMO for approval.
13. The same shall only be valid for two (2) weeks. But can be renewed every week thereafter.
13. Delivery of Construction Materials





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- a) Delivery of construction materials shall only be from Monday – Friday, 7:00PM to 6AM and Saturday from 9:00 AM to 5:00 PM (No deliveries on Sundays and Holidays);
- b) Sand, gravel, cement and the like shall be delivered in sacks;
- c) The merchant shall secure a Work/Access Permit prior to delivery;
- d) All deliveries shall be brought immediately to the construction site;
- e) Deliveries shall not be received by the building guard or any of the building personnel. An assigned representative of the Merchant shall be present to receive the deliveries.

14. Pull-out of Excess Materials/Construction Debris

- a) The schedule of pull-out of all construction debris, excess materials and equipment which will no longer be used is the same as the Delivery Schedule. Likewise, a Gate Pass shall be signed the same and secured from the PMO one (1) day prior to actual activity.
- b) Construction debris must be hauled out of the building every night by the contractor. Failure to do so, will mean, a violation and corresponding penalties and charges shall be applied and deducted from bond thereafter.

15. Restrictions

- a) One (1) Unit - 10 lbs. capacity HCFC 236 FA portable fire extinguisher (green tank) shall be provided by the Merchant for every 11.40 feet radius of his leased space.
- b) An extinguisher shall be provided and a fire watch assigned for welding operations. A separate Hot Works Permit for welding works shall be secured
 - a. from the PMO. **This Hot Works Permit shall be secured daily.**
- c) Contractors must observe Lock out Tag out (LOTO) for all hot works activity.
- d) Smoking is strictly prohibited within the construction site.
- e) Cooking is strictly prohibited within the construction site.
- f) Water supply and distribution facilities for firefighting purposes shall be provided and maintained in the construction site in accordance with the Local Fire Code.





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16. The Contractors shall follow the Sanitation rules and guidelines in the designated common toilet provided to the Contractors. Contractor must clean the designated common toilet before leaving the premise.
17. The Contactor shall all time practice the use of Personal Protective Equipment (PPE) during the construction period.
18. Only odorless or water-based paints are allowed. Lacquer-based polyurethane thinner, and enamel paints are not allowed for utilization or storage within the unit.
19. Only low, or non-volatile organic compound (VOC) sealants, paints, board adhesives and materials are allowed to be used in the building premises. (Technical brochures shall be attached to the specification sheet of the project.) Regular contact cement is also not allowed. Suggest use multi-bond alternative.

STRUCTURAL REQUIREMENTS

1. Partitions within the unit space area shall be limited to gypsum board partitions. Except for those provided for the comfort rooms, no CHB partitions shall be allowed within the areas.
2. All structural chipping works shall be subject to Property Management's Office (PM O) approval. No welded connections shall be allowed on structural reinforcement especially for the structural vertical elements such as columns and shear walls.
3. Coring and chipping of existing walls, flooring and structural members are not allowed.

STRUCTURAL PLANS

Structural plans to be submitted for review by CPMI should be duly signed and sealed by



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the Accredited & Certified Structural / Registered Civil Engineer. No work shall start without the recommending approval of CPMI-ETSD and final approval of the Building Manager.
ARCHITECTURAL REQUIREMENTS AND RESTRICTIONS

1. Specification and Bill of Materials;
2. Vicinity Map, key plans and main entrance interior perspective;
3. Unit layout/partition plan, elevations and sections;
4. Reflected ceiling plan;
5. Furniture layout;
6. Schedule of doors and windows;
7. Avoid anchorages and damages to existing wall and ceiling finishes, especially aluminum T-runner ceiling and window frames;
8. All carpets should be pre-treated – tested against fire. A Certificate of Fire Retardant and ASTM-662 (Standard Test Method – smoke density chamber test) and Certificate of Termite Treatment should be submitted to the Property Managements Office (PMO) before delivery;
8. All construction materials shall atleast have one (1) hour fire resistive rating in accordance with the Bureau of Fire Standards (A Certificate of Fire Retardant should be submitted to the PMO.);
9. No alteration of existing entrance doors to maintain uniformity with adjacent unit along the hallway. Should there’s a need to replace the existing door accessories these should conform strictly to the existing specifications in terms of design and color;





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10. All external windows shall in no way be altered and/or modified internally and externally. No drilling or attachments to the window shall be allowed;
11. Installation of aluminum/metal screen or security doors is prohibited;
13. Doors shall be closed at all times during construction and operation.

DRY WALLS

1. Interior partitions shall be made of non-combustible lightweight gypsum board material and shall terminate at the finished ceiling level. Plywood partitioning with wood nailers are combustible, therefore are not allowed. No partition shall be allowed to exceed the ceiling height except on extreme necessity, in which case detailed plans shall be submitted and approved by CPMI-ETSD;
2. Workmanship shall be of the same quality as the base building standard;
3. Anchoring method or partition on floor slab shall be submitted for approval.
4. For wall insulation, a non-combustible material must be used.

CEILING

1. Material shall be non-combustible, lightweight, sound absorbent and non-toxic. Wood or any combustible material shall not be allowed;
2. No ceiling support lines shall be connected to the existing sprinkler head devices and other utility lines.

FLOOR

Vinyl floor is provided leveled with existing elevator lobbies. Chipping, sealing



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ng. and boring of floor slabs shall be subject to the approval of the Property Management Office.

ARCHITECTURAL PLANS

Architectural plans to be submitted for review by CPMI-ETSD should be duly signed and sealed by a Registered Architect. No work shall start without the recommending approval of C PMI-ETSD / Building Engineer and final approval of the Property Manager.

ELECTRICAL REQUIREMENTS AND RESTRICTIONS

Each unit is provided with Pull box with wires for exact size of wires/ phase 1ø 230Volts or 3ø 400Volts - please see single line riser diagram

1. The Electrical Plan should show the following items:
 - i) Existing Stub-out for main power supply, smoke detector, telephone line, Voice & Data line, CATV and entry phone;
 - ii) Proposed layout for relocation of Item 1 to include circuiting and switching
2. Provide circuit load schedule for the lighting and power panel indicating connected load, size of wires conduits and required protection.
3. All electrical devices shall be the same as the existing or approved equivalent.
 - i) Receptacle outlet - duplex universal type, horizontal plug-in, white plate, rate 15 Amperes, 250 V;
 - ii) Lighting fixture - LED lights highly recommended (low power factor ballast is not allowed)
 - iii) Wires - THHN Insulation, Phelps Dodge or equivalent, rated 600 V;
 - iv) Conduit - Galvanized Rigid Steel Conduit or Intermediate Metallic Conduit
 - a. Feeder - Rigid Steel Conduit (RSC)
 - b. Branch - Rigid Steel Conduit (RSC)





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c. Auxiliary - Electrical Metallic Tubing Pipe

5. Minimum size of wire is 3.5 mm² THHN;
7. Ceiling Conduit roughing-in shall be directly fastened on the concrete slab adequately supported in the entire conduit length. Metallic Flexible conduit shall be used for conduit extension to ceiling fixtures. Punch-thru slab installation is not allowed;
8. For retail or multi units, all electrical installations shall be balanced three (3) - Phase electrical system for branch circuit for receptacle and lighting outlet and other power loads.
 - i) All circuit breakers shall be compatible and coordinated with the building electrical protection system. Circuit breakers shall be bolt-on type, manufactured by "ABB", "GE" or approved equivalent; Wiring shall be multiplexed and three-wire system.

ELECTRICAL PLANS

Electrical plans to be submitted for review by CPMI-ETSD should be duly signed and sealed by a Professional Electrical Engineer (PEE). No work shall start without the recommending approval of CPMI-ETSD / Building Engineer and final approval of the Building Manager.

INSTALLATION REQUIREMENTS

1. All electrical works shall be done in strict accordance with the Philippine Electrical Code, Part I and II Latest Edition, the Laws and Ordinance of the Local Code enforcing authorities and the requirements of the local power and telephone companies;
2. OHAS (Operational Health and Safety Standards) requirement

A minimum of 500 – 1,000 lux shall be provided where discrimination of fine details is involved under conditions of a fair degree of contrasts or bookkeeping, accounting or



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drafting, stenographic work or typing or other prolonged close office desk work.

A minimum of 300 lux shall be provided where close discrimination of details is essential such as for medium bench and machine work, medium inspection, fine testing, flour grading, leather finishing and weaving cotton goods or light colored cloth/goods or for office desk work with intermittent reading and writing for filing and mail sorting.

3. The unit owner shall secure all permits and pay all fees required for the work and shall furnish the Property Managements Office (PMO) the final certificates of electrical inspection and approval from proper government authorities for complete work;
4. Electrical works shall be thoroughly coordinated with other trades involved in the construction. All work shall be carefully laid out in advance, with architectural and structural features of construction taken into full consideration;
5. The unit owner shall not bore holes, cut openings or dismantle any portion of the permanent building construction without the written approval of CPMI-ETSD and PMO;
6. The unit owner shall submit the manufacturer's name, type and rating of all equipment and materials to be used in the construction for the review and approval of CPMI-ETSD prior to installation;
7. Allowable design load for the provision of water heaters in each unit is 30 Amperes;
8. The unit owner shall prepare and submit to CPMI-ETSD & PMO one (1) set as-built blue print drawings 20"x30" signed and sealed by the Professional Electrical Engineer (PEE) reference and for future re-wiring, maintenance and identification.
9. No alterations to the electrical loads shall be reformed unless the plans and calculations are duly signed and approved by the CPMI-ETSD.
10. Electrical loads of the unit shall not exceed the capacity of the main circuit breaker.





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MECHANICAL REQUIREMENTS AND RESTRICTIONS

Each unit shows provision for window or for some units, split-type air-conditioning and actual location of sprinkler heads, fire protection piping and sanitary piping. Contractor must conduct site investigation to familiarize himself with the existing conditions. Submit separate plans for air-conditioning, plumbing and fire protection.

Additional equipment shall present equipment schedule or catalogue indicating its performance rating and electrical characteristics.

AIR CONDITIONING

Only on specific units with refrigerant pipe provisions will a Split or Multi-Split type air-conditioning will be allowed.

Any specifications beyond this shall be subject for the review and approval of CPMI-ETSD prior to installation. Only in such areas as approved or designated by the CPMI-ETSD and PMO will be allowed.

FIRE PROTECTION AND FIRE ALARM DETECTION SYSTEM

The sprinkler system in each retail unit is based on the existing non-combustible material, acoustic tile on aluminum t-runners installed. In case other material shall be used, recommend only gypsum board on metal frame. Plywood ceiling with wood nailers are combustible, therefore are not ALLOWED.

With combustible ceiling materials, additional upright type sprinklers are required to protect the ceiling space, and major revisions to branch lines piping will have to be done and these additional costs to the Unit Owner /Tenant.

- i) Relocation plan showing proposal or new location of sprinkler heads stub-outs and fire protection piping shall be required in the tenant's layout. Sprinkler heads and smoke





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detectors accredited and certified contractors shall be supplied, altered and installed by the aforesaid contactors;

- ii) All wiring for fire alarm system shall be done in EMT, directly fastened on ceiling concrete slab adequately supported in the entire conduit length;
- iii) All smoke detectors (with average coverage of 100 square meters and enclosed areas) and manual pull station shall be addressable type,
- iv) All wiring and fire alarm equipment and accessories shall be compatible with the base building fire alarm and detection system.
- v) In case there are provisions for enclosed partitions, relocation, additional sprinkler heads, fire alarm and detectors will be required only accredited and certified contractors shall be supplied, altered and installed by the aforesaid contactors. Subject revision shall bear approval from CPMI-ETSD before actual site implementation.

DESIGN CRITERIA

The sprinkler heads that were provided in the design are rated at 155 degrees F or 68 degrees C for ordinary room temperatures. Should there be any proposed skylights or other equipment which emits heat that will make the room temperature higher than ordinary, then the sprinklers should be replaced with 212 degrees F or 100 degrees C and/or 286 degrees F.

OTHER REQUIREMENTS

1. Proposed partitions of Unit Owner /Tenant, which will be from floor to ceiling must be positioned in such a way that the maximum space shall not exceed more than 7-1/2 feet from any sprinkler head. If the partitions will fall on the same location of the sprinklers, then the sprinkler heads will be relocated on one side of the partition and on the other side additional sprinkler heads will have to be provided. In the addition of sprinkler heads, pipe





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sizes will have to be increased accordingly.

In case the office tenants will provide partitions and ceilings, additional fire alarm and detectors will be required and these will be installed by the Unit Owner/contactor;

2. The sprinkler heads that were provided in the units are recessed type chrome plated with ½” std. Orifice, should the unit owner/tenant wishes to replace them with attractive one of their choice, such sprinkler sample and/or brochure shall be reviewed and approved by the Fire Protection Consultant/CPMI-ETSD;
3. Sprinkler heads shall not be used for hanging house decorative items such as Christmas lantern, clothing, toys which can damage the fusible links of the sprinklers, also it must not be painted;
4. Lighting fixtures, air duct diffusers shall be installed away from the sprinkler heads and smoke detectors. The minimum distance permitted will be one (1) foot radius away from utility to sprinkler/detector;
5. Sprinkler piping in the ceiling must not be used for attaching hanger materials for Unit Owner/Tenant equipment such as lighting fixtures, for supporting of wood cabinets, ceiling T-runner hangers;
6. If their will be revision to be done on the sprinkler system, only the accredited and certify sprinkler contractor shall be allowed to perform such work required;
7. The sprinkler coverage per sprinkler head in the office areas must not exceed more than 130 square feet per sprinkler head; And at least one (1) sprinkler head for every enclosed area.
8. Before any interruption in the sprinkler system is to be done, the Building Engineer must be notified so that he can prepare the necessary requirements prior to shutting-off and opening of the sprinkler control valve affected by the interruption;





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- Near the entrance of the main fire exit stairwell on every floor level, Fire Hose Cabinets are provided with 1-1/2 inch x 100 ft fire hose, nozzle, control valve and hose accessories. In each cabinet, there is one (1) unit 10 lbs capacity Class “ABC” portable fire extinguisher for Class ABC fire use. These equipment are to be used for emergency purposes only.

Example of Class A, B, and C fire are the following:

- Class A - From paper, wood, furniture, carpets, plastic materials, carton
- Class B - From combustible liquid such as gasoline, oil, thinner, paint etc.
- Class C - Electrical fires

It is required by the Building Fire Code that in addition to the above extinguishers, the Unit Owner/Tenant must provide additional extinguishers for their occupied areas. These additional extinguishers can only be determined later on when final partitioning and furniture layout has been established by the Unit Owner /Tenant.

For extinguisher guidelines, the following can be used as estimates:

For Electrical Rooms, PABX or Telephone room, one (1) unit of 10 lbs HFC236 is required for each room. Only UL /FM listed approved extinguishers will be allowed.

For fire safety during construction of interior offices, a fire extinguisher must be provided and a firewatcher must be assigned where welding/water proofing are performed. When relocating sprinklers and piping work is ongoing, fire safety measures must be done. The fire extinguisher must always be ready and there should be one assigned person as FIREWATCH. The latter must be present until the sprinkler renovation has been completed and until the sprinkler pipes have been loaded and tested. (Note: A draining and refilling fee will be charged during impairment of Fire Protection. No more than one (1) day of Fire Protection impairment will be allowed. Impairment fee is at PESOS: Three (3) Thousand Pesos per day.).

Upon payment of draining and refilling fee at the PMO Accounting Office, a Notice



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Proceed document will be issued by PMO for unit owner to commence with activity.

10. Cooking and smoking is strictly prohibited;
11. First-Aid Kits must be provided by each contractor for use in case of emergency;
12. The place of work must not be used as sleeping area;
13. The means of egress or exit ways for building occupants toward the fire escape stairs should not be blocked by partitions, furniture that will impaired or disabled the Unit Owner/Tenants passageways toward the exits. Other standard life safety requirement in the building shall be observed by the Unit Owner /Tenant.
14. Security Guard should strictly monitor night works of units' construction since drywall partition separates in between units.
15. Protection of service elevators to be provided by the Unit owner or contractor.

SANITARY AND PLUMBING WORKS

Each unit clinic is provided with a toilet equipped with complete plumbing fixtures and accessories. For additional sanitary piping systems, use the following type of construction materials:

1. Cold Water – PPR or Polypropelene Pipe PN-20
2. Hot Water - PPR or Polypropelene Pipe PN-20
3. Vents - Polyvinyl Chloride (PVC) Series 1000
4. Waste - Polyvinyl Chloride (PVC) Series 1000

Water consumption will be metered individually to be provided by the Unit Owner /tenant /contractor (sub-meter will be installed for water. Contractor to submit to CPMI-ETSD for verification of calibration and certificate by Manila Water)





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MECHANICAL PLANS

Mechanical plans to be submitted for review by CPMI should be duly signed and sealed by a Professional Mechanical Engineer (PME). No work shall start without the recommending approval of CPMI / Building Engineer and final approval of the Property Manager.

CONSTRUCTION PHASE

- A. Authorized entry and egress point for contractors is the Security Control Post located at the vehicle parking entrance ground level. Contractor's personnel are to proceed to their respective work areas using a route prescribed by the PMO.
- B. Unit Owners /Tenants' construction personnel shall be allowed entry and access to the work area, only under the following conditions
 - 1. Submission of a list (in triplicate) at least a day before indicating names and designations of the workers. Persons not listed will not be allowed to enter the building.
 - 2. The workers must have a valid company ID, which shall be surrendered to the security guard at the entry point in exchange for an ON-DUTY-ACCESS-PASS (ODAP). The ODAP shall be clipped or pinned prominently on the front and upper left portion of the worker's shirt. The ODAP is to be returned to the security guard by the holder upon egress from the building. Failure to do so will automatically be considered as a violation thus commensurate to corresponding penalty deductible from the Construction Cash Bond.
 - 3. All contractor's personnel are required to wear to have the 139 Corporate Center Condominium ID, which they need to secure at the PMO, plus, respective company uniform as dictated by the PMO. And also for safety considerations, workers wearing slippers, sleeveless, muscle shirt and shorts shall be refused entry or ejected from the condominium premises.
- C. All contractor's personnel are subject to search prior to entry to and prior to departure or upon termination of work.





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- D. Working hours shall be according to an arrangement made beforehand with the PMO. STAY-INS IS PROHIBITED. Overtime work, if required, is to be arranged with the Building Manager.
- E. Bigger Units with so much number of workers (20-30 personnel or more) will have to assume cost of PMO guard on duty who will monitor construction phase and workers activities. Cost will be billed and settled prior to approval of clearance.
- G. Contractor's personnel are to restrict themselves to the respective work areas. Failure to comply with movement and restriction arrangements and regulations constitutes a security violation. Violators may be subject to detention and questioning by the PMO and its security agency personnel. Violators will be refused right of re- entry to the building.
- H. All construction materials, supplies, tools and equipment are to be checked prior to entry into the building. Contractors shall advise and submit a schedule of materials, tools and equipment in triplicate, at least twenty-four (24) hours prior to delivery.
- I. Gate Passes signed either by the Building Engineer and the Property Manager shall be required for all items (supplies, materials, tools, equipment, etc) that shall be brought in and out of the building.
- J. PMO personnel to accompany contractor during delivery or pull-out of equipment/materials. Client to assume cost of PMO personnel during this activity.
- K. Unit Owner to be billed on actual number of hours rendered both by PMO personnel and PMO Security during fit-out monitoring or pull-out or delivery equipment materials.
- L. Other restrictions or prohibitions on construction personnel:
 1. Drinking of any alcoholic beverage
 2. Gambling
 3. Taking of any banned or controlled drugs
 4. Indecent exposure or nudity
 5. Horse playing



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6. Fighting
7. Carrying of lethal weapon
8. Cooking
9. Vending
10. Bringing in of pets and game materials
11. Smoking within the work area
12. Bathing and/or washing of clothes

M. Unit Owners /Tenants /Contractor shall strictly observe the following Fire Protection and Safety Measures during fit-out:

1. Provision by Contractor/Lessee of a ten pounds (10) lbs. HFC 236 fire extinguisher (green tank) at the work area. There should be at least one (1) fire extinguisher for every 4meters radius his leased area.
2. Extra precautionary measures should be exercised in the handling and storage of inflammable construction materials.
3. Accomplishment of hot works should have prior clearance from the PMO.
4. Unit Owner/Tenant/Contractor shall obtain permission of the Project Consultant if there is a need to remove from service any fire protection/alarm system.
5. The contractor shall implement a safety program to be submitted to the Property Manager or Security and Safety Officer. Such program must adhere to relevant standards set by the Safety Organization of the Philippines (SOPI).
6. Contractor shall confer with the Building Manager/Building Engineer or the Security and Safety Officer to develop a mutual understanding relative to the administration of the safety program and this shall involve the following:
 - Identification of hazards expected to be countered, and the procedure &





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method of guarding and correction.

- Providing workers with indoctrination & instructions to enable them to work in a safe manner.
 - Availability of medical facilities.
 - Manner of reporting of accidents and the proper use of safety equipment
- K. Owner/Tenant/Contractor shall be responsible for any damage caused by rainwater or wind from windows left open by the construction personnel. Leaning or sitting on the window panes is strictly prohibited.
- L. The sidewalks, entrances, passages, corridors, fire exit stairways, elevators and other access areas of the building shall not be obstructed or used by the contractor for any other purpose other than for ingress to or egress from the building.
- M. The contractor shall observe the following housekeeping and sanitary measures:
1. Contractor shall provide the necessary trash receptacles.
 2. Disposal of construction garbage and debris shall be the contractor's responsibility and these shall be hauled daily outside of the Centuria Medical Makati premises.
- N. Staging and stockpiling of construction materials and equipment must be confined to the Owner or Tenant's leased area.
- O. Unit Owner/Tenant/Contractor shall ensure ample protection to all existing building structures /facilities by providing temporary covers /shoring /bracing or supports. Any damage to these facilities during construction shall be repaired to their original condition or replaced.
- P. All common building facilities and instrumentations (elevators, sprinklers, intercom, fire alarms, etc.) are not to be tampered, altered, relocated or removed without prior written approval from the PMO/Project Consultant.





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- Q. The Unit Owner/Tenant shall be held accountable for any loss or damage to any of the building's facility or property if such loss or damage was a result of a violation of any construction guideline or through the negligence of the contractor, his/her representative, or of the construction personnel.
- R. If the Unit Owner/Tenant is interested in integrating some of his/her energy management and security programs with the Building Automation System or with any other facility or equipment for that matter, such intention may be indicated in writing to the Building Manager.
- S. Any deviations, alterations or adjustments to the approved plans and specifications must have prior written approval of the PMO/Project Consultant.
- T. The PMO/CPMI ETSD shall make the regular inspections to ascertain conformity with the approved plans and specifications. Any deviations noted shall be communicated formally to the Unit Owner/Tenant for immediate corrective action.
- U. The PMO/CPMI ETSD reserves the right to stop construction if there is a violation and/or non-compliance with the guidelines and deviations from approved plans.

CONSTRUCTION DELIVERIES

- A. Unit Owner/Tenant/Contractor should advise and submit to the Property Managements Office (PMO), Engineering and Security Departments schedule of materials, tools, equipment, etc. to be delivered into the building at least twenty-four (24) hours prior to its delivery.
- B. Upon clearance from the abovementioned departments, only light vehicles or Asian Utility Vehicles (AUVs) with vertical clearance of not more than **2 meters** shall be allowed to enter the basement 1 parking of not more than 15 minutes.

Mondays to Fridays 7:00PM to 6:00 AM (No deliveries on Sundays & Holidays)
- C. Building guards shall inspect at the entrance and exit points both incoming and outgoing deliveries for possible detection of unauthorized items.





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- D. On duty badges are to be issued to drivers and laborers / helpers who have been properly identified and registered. However, no driver shall be allowed to leave his vehicle while hauling.
- E. All materials intended for construction area should be directly hauled from delivery vehicle to the designated passenger elevator. Any material left behind or not hauled within the day is subject to confiscation and a corresponding fee shall be charged for manpower cost.

POST CONSTRUCTION PHASE

- A. Unit Owner/Tenant shall formally make a written request to the Building Manager for a final inspection of the leased area upon completion of construction.
- B. Any defects or deficiencies noted during the final inspection will be conveyed in writing by the PMO/CPMI-ETSD to the Unit Owner /Tenant for his /her corrective action.
- C. Submission of **As-Built Plans**, signed and sealed. For major renovation works, the Unit Owner/Tenant/Contractor shall secure an **Occupancy Permit** issued by the City of Makati Local Building Office.
- D. Contractor shall accomplish the Construction Accomplishment & Guideline Accomplishment Form (CAGCF), Unit Owner/Tenant need to do sign off to signify and conformity on the stipulated provisions, such forms need be presented to PMO/CPMI-ETSD to validate fit-out completion and satisfactory assessment.
- E. Provide One (1) Unit - 10 lb. HCFC 236 type fire extinguisher (green tank) for every 50m² of his leased space by the Unit Owner / Tenant.

ALTERATIONS AND IMPROVEMENTS:

- A. In no case shall the Unit Owner/Tenant make any alteration, additions, or renovation to the external facade of the building.



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B. The Unit Owner/Tenant shall not introduce any improvements, alterations or additions on the leased premises without the prior written consent of the Building Manager.

The Property Manager’s Office reserves the right to amend, rescind, alter or waive any of the abovementioned Unit Renovation/Fit-Out Guidelines at any time, when if, it’s judgment, it deems it necessary, desirable or proper for its best interest or for the best interest of the Unit Owners/Tenants.

“These Policies and Procedures may be changed, amended or repealed at any time by resolution of the Board of Directors of the Condominium Corporation.”

-End of Policy -

RENOVATION GUIDELINES

Update 2022

Updated by:



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LEANNE P. EVANGELISTA
Property Manager

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