

# FIT-OUT GUIDE FOR OFFICE

## 1.0 INTRODUCTION

- 1.1 Your premises form a part of RCBC Plaza, managed by RCBC Realty Corporation
- 1.2 Fitting out of tenants premises at RCBC Plaza will be coordinated by RCBC Realty Corporation, Property Management Office. If you have any queries regarding the details required or procedures to be followed, please contact the Fit-Out Coordinator.
- 1.3 This guide has been prepared to assist you in planning your premises and installing your business as efficiently and expeditiously as possible.

Upon acceptance of your offer, the following will be provided in supplement to this guide:

- a) Plans (Hard Copy or Disk)
  - i) Key Plan showing the location of the premises.
  - ii) A floor plan to a scale of 1:100 in metric.
  - iii) A services plan to a scale of 1:100 in metric.

(Note: The above drawings are extracted from information supplied by the Lessor's consultants. While the information contained generally reflects the as built base building condition, the Lessors or their representatives will not be held responsible for any deviation of the information from existing site condition. The Lessee's consultant/contractor must verify all dimensions and services on site before commencing detailed design.)
- b) A questionnaire for you to complete. (Appendix II)
- c) A directory order form for you to complete. (Appendix III)

***Note : The Lessee shall accept the Leased Premises in their current condition and that the Lessor has, and shall have, no other obligation or duty whatsoever to make any other alteration, repair or improvement of any kind to the Leased Premises in order to prepare the same for the LESSEE's occupancy.***

## 2.0 CONTRACT OF LEASE

- 2.1 All tenancies are subject to the terms and conditions set down in the standard form of Contract of Lease, including any special conditions, a copy of which you have sighted and initialed.
- 2.2 The Lessee will be provided with and required to complete the formal Contract of Lease prior to the premises being handed over to you. Possession of the premises will not be granted until the Contract of Lease has been executed by the Lessee and the Lessor.

### 3.0 HANDOVER OF PREMISES

- 3.1 The Lessee will be informed by Management of the Possession Date. The Lessee or its authorized representative will be required to attend a hand-over meeting on the premises and will affirm that all of the provisions are present and in good and tenable condition.
- 3.2 When the Lessee has taken over the Premises, the Lessee shall be responsible for its upkeep, cleanliness, and security. Moreover, the Lessee shall immediately restore any losses and damages to the premises and shall abide by the fitting-out guidelines.

### 4.0 DESIGN PROCEDURES

#### 4.1 Programme

- a) Upon receipt of this fit-out guide, you are required to submit 7 sets of your plans to the Fit-Out Coordinator in the form specified herein. All submissions should be addressed to RCBC Realty Corporation, Property Management Office, Attention: Fit-Out Coordinator, Level 24, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200. You may be requested to attend a meeting with the Fit-Out Coordinator whenever necessary.
- b) Within 15 working days (not including Saturdays) upon receipt of your submissions, you will be advised of the Consultants' comments on your plan. Any alterations which may require re-submission will also be processed within 15 working days (not including Saturdays) upon receipt.
- c) Hand-over of the premises will be effected upon such date as will be advised in writing to you by the Property Management Office.

Fitting Out of your premises will not be allowed to commence in the absence of approved plans, building permits, licenses, and other approvals as may be required by the local government authorities and noted as approved by the Lessor whose approval shall not be unreasonably withheld. The rent-free period will not be extended on account of your failure to submit plans and other documents in accordance with these procedures. You should ensure all documents are lodged.

#### 4.2 Vetting Fee

A vetting fee will be charged with respect to the involvement of the Lessor's consultants in the review and approval of your fitting-out plans, and in the coordination works with the nominated contractors for any alteration and/or additional works required. This fee is fixed at **Php 50.00 per square meter of the gross leasable area**, including proposed mezzanines. The vetting fee will be to the account of the tenant.

The vetting fee covers the review of the Architectural, Mechanical, Electrical and Sanitary Designs only. In case of structural consultancy, the tenant shall consult with the Base Building Structural Consultant. Consultation Fee shall be to the tenant's account.

The vetting fee should be paid direct to RCBC Realty Corporation, Property Management Office, Attention: Fit-Out Coordinator, 24th Floor Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, together with the submission of the fit-out plans. Cheques should be crossed and made payable to **RCBC Realty Corporation**.

#### 4.3 Fit-Out Deposit/Refund

A refundable construction deposit equivalent to one month's gross rent is required to ensure compliance to fit-out rules. Penalties/sanctions for violations of construction rules and regulations shall be automatically deducted from said deposit. Release of the Construction Deposit net of deductions (as may be necessary) shall be made after issuance of clearance by the Property Operations Division.

#### 4.4 Electricity

Electricity consumption will be individually metered, through a temporary meter, to be provided by the tenant. An **electricity security deposit of Php 50,000** per floor or part floor will be payable prior to fit out commencement.

#### 4.5 Water

A one off **Non – refundable charge for water consumption will be levied at Php 6,000 per floor or part floor**. Payment to be made prior to fit out commencement.

#### 4.6 Project Coordinator

A liaison person (i.e., one coordinating the works) shall be appointed by the Lessee and his name, contact number (i.e. telephone, cellphone number and email address) shall be given to Property Management Office for purpose of easy communication. The liaison person shall be responsible for coordinating the execution of the fitting-out / renovation works and shall ensure compliance to all instructions given by the Property Management Office from time-to-time. **This will be the only contact for the Fit-Out Coordinator. No other persons and/or comments / correspondences from other persons will be entertained.**

#### 4.7 Work Permit

Any work carried out should secure a work permit from Property Management Office. The Lessee is required to submit, for security reasons, the particulars of his contractors / authorized representatives so that their access into and departure from the building can be monitored by the security personnel.

#### 4.8 Contractors All Risk Insurance (CARI)

The Lessee shall maintain in the joint names of Landlord / Property Management Office a Contractors All Risk Insurance (CARI) policy to cover the following:

- 1) Physical loss or damage to the permanent or temporary works, formworks, materials, equipment, machinery and supplies during the construction / fit-out period. The coverage shall be at least 125% of

the total construction cost and shall cover within the construction duration;

- 2) Public Liability Insurance Policy to cover the Lessee's liability to third party in respect of any injury or death and/or damage to property, real or personal, arising out of or in the course of or caused by the carrying out of the fitting-out / renovation work. The coverage shall be at least **Php 45,000,000 or 125% of the total cost of Lessee's renovation work, whichever is higher**, in respect of any one accident and unlimited for any one period. The Policy shall include a cross-liability clause. This policy is to be secured from an insurance company approved by Management;
- 3) Personnel accident insurance of the workers who will performing the fit-out works.

#### 4.9 City Permits

The Lessee's contractor shall secure the following permits from the City Municipal Office / PEZA Office:

- a. Building Permit
- b. Electrical Permit
- c. Mechanical, Sanitary and Structural Permits (when applicable)

### 5.0 SUBMISSIONS OF PLANS AND SPECIFICATIONS OF MATERIALS

- 5.1 Within thirty (30) days of receipt of the basic information/plans, the Lessee is required to submit plans and specifications regarding his fitting-out for approval.
- 5.2 Seven (7) complete sets of plans are required for all submissions. All plans must be to a scale of at least 1:100 in A1 size and in AUTOCADD format. All technical information must be in metric units.
- 5.3 All the following are required:
  - (a) Floor Plans showing clearly
    - (i) The internal layout of the Premises, including fittings and fixtures, specifying the materials to be used
    - (ii) Any wall or partition the Lessee wishes to build or dismantle, specifying the height and materials to be used
    - (iii) The location of any unusual heavy loads, will full details of size and weight
    - (iv) The location of proposed sanitary fittings, if any, scale 1:20 metric
    - (v) Any area of raised flooring for computer installations or similar equipment
    - (vi) Proposed modifications and additions to the under floor trunking system, including the location of power sockets and any electrical appliances

- (vii) Calculations of total power consumption from ALL electrical equipment.
- (b) Ceiling Plans showing clearly
- (i) Any partition which penetrates into the ceiling void and details of work inside the ceiling void and materials to be used
- Note: No combustible materials or exposed cables are permitted within this void.**
- (ii) The location of light fittings, which are connected to the air-conditioning system and those which are not;
  - (iii) Any proposal to change the location of the standard and non-standard light fittings and any additional light fittings, clearly indicating those which have diffuser attachments
  - (iv) The location of the thermostat control units and any proposed modifications
  - (v) Existing layout of fire services sprinklers and proposed modifications
  - (vi) Details and the location of proposed air diffusers indicating size and capacity, level of false ceiling and public address (PA) system, and all other installations or fixtures intended to be placed in or hung from the ceiling.
- (c) Electrical Layout Plans and Schematic to show clearly
- (i) Rating, type and location of the main switch board and any local switch boards
  - (ii) Single line diagrams showing the proposed power and lighting circuits. The diagrams shall indicate the size of the cables, rating of breakers, wattage's of light fittings, sources of power for normal and emergency lighting and location of electrical meter(s).
  - (iii) Electrical maximum demand calculation;
- Note: The electrical supply voltage is 230v, 3 phase 60Hz
- (d) Plumbing and Drainage Plans showing clearly:
- (i) Proposed detailed plumbing and drainage connection points to the existing base building provisions with preferred pipe diameters and materials
  - (ii) Additional plumbing requirements such as backing through the walls or floor slabs and piping route must be clearly marked. Drawings must show sections and details of penetrations through affected wall and floor slabs. All drawings for plumbing works must be endorsed by the

Lessee, Lessee's licensed / registered plumber and structural engineer. In addition, Lessee shall undertake in writing to maintain the pipes and fittings and to be responsible for any leak or damage caused by the installation of these additional pipes and fittings.

- (iii) Details of pantry floor waterproofing proposal.
  - (e) Air Conditioning and Ventilation Plans showing clearly:
    - (i) Proposed layout of ductworks indicating existing and modifications
    - (ii) Proposed independent unit (e.g. AHU or FCU) for the Lessee's computer room. The unit must be chilled water type AHU or FCU. Cooling load calculation shall be submitted to justify the requirement
    - (iii) Proposed chilled water piping layout if required, complete with pipe sizes and details of proposed tapping to the existing base building provisions, required chilled water flow and pressure on the proposed tapping point shall be indicated. A hydraulic calculation shall be submitted together with the proposed additional piping system
    - (iv) Cooling load and ventilation load requirements shall also be submitted.
  - (f) Other Services Plan to show clearly
    - (i) Proposed detectors for the Lessee's computer rooms to be connected to the Building's alarm system. Special fire suppression equipment for the computer room should be an independent unit.
    - (ii) Details of any special services, e.g. for CABD, should be shown in a separate drawing. The location of the Building's and the Lessee's signal interface point must be indicated. The location run and associated details, where applicable, should be indicated as well
    - (iii) Drawings indicating proposed works required to spread the loading of heavy equipment, if any, complete with calculations.
- 5.4 PLANS MUST BE SUBMITTED AS SOON AS POSSIBLE. PLEASE ENSURE YOUR PLANS ARE AS CLEAR AS POSSIBLE AND INCLUDE ALL THE DETAILS REQUIRED. THIS WILL AVOID ANY DELAYS.
- 5.5 NO EXTRA FIT-OUT PERIOD WILL BE ALLOWED ON ACCOUNT OF PLANS NOT BEING READY OR APPROVED FOR FAILURE TO COMPLY WITH THESE RULES.
- 5.6 IT IS ADVISABLE THAT THE LESSEE / LESSEE'S DESIGN CONSULTANTS SHOULD CONSULT WITH THE FIT-OUT COORDINATOR AND ACCREDITED DESIGN CONSULTANTS OF RCBC PLAZA PRIOR TO PREPARATION OF FITOUT DESIGN PLANS TO AVOID DELAYS.

## 6. DESIGN GUIDELINES

This section is intended to guide the occupants to conform to the aesthetic and technical parameters set by the building designer for the RCBC Plaza. The RCBC Realty Corporation shall have the right to review, reject and approve the plans prior to construction. It is advised that the Occupant coordinate with the Property Management Office, for approval of preliminary designs prior to implementation.

The interior design and space plan should conform with the National Building Code and Fire Code of the Philippines. The Occupant shall secure all necessary permits prior to implementation of the fit-out works.

### 6.1 ARCHITECTURAL DESIGN STANDARDS

#### (a) Flooring

##### (i) Yuchengco Tower

Structural floor slabs for office units are recessed by approximately 150mm from the finish floor level of the central core common areas. The Occupant may supply access floor system (raised flooring) or other alternative systems to achieve raising of the floor level, i.e. timber flooring, etc. subject to approval by the RCBC Realty Corporation. Final floor finish shall have Class I flame spread rating. Manufacturer's Certificate will be required, if necessary.

##### (ii) Tower 2

Structural floor slabs are ready to receive final floor finish. Occupants shall use floor materials with Class I flame spread rating. Manufacturer's Certificate will be required, if necessary.

(iii) Chipping or scarring of floor slabs is not allowed except coring for drainpipe penetration for plumbing, drainage or cabling conduit risers, subject to the approval of the RCBC Realty Corporation.

(iii) For single occupant floors, the occupant shall provide the final floor finish to all areas outside the central core. The floor finish shall be in accordance with the tenant's specifications at his own and exclusive expense.

(iv) For multi-occupant floors, the central circulation corridor shall be part of the limited common area. The floor shall be finished in accordance with the building standard as determined and provided by the RCBC Realty Corporation.

(v) The central core walls & finishes as provided by the RCBC Realty Corporation may not be altered or disturbed.

#### (b) Partitions

(i) Interior non-party wall structures should be of non-combustible materials. Interior walls must terminate at or

above ceiling level in a manner that may allow the ceiling plenum air return to fully function. It is recommended that the following materials be used for the partitions:

1. 13mm thick gypsum wallboard installed to manufacturer's specifications, or
  2. Fiber cement sheet wallboard installed to manufacturer's specifications
- (ii) For party walls between adjacent occupants, the full extent of the party wall, from floor to slab soffit shall incorporate security mesh within the wall construction. The wall construction should be designed with a sound transmission coefficient (STC) rating of at least 42 db.
- (iii) The following installation shall require RCBC Realty Corporation approval:
1. Slab-to-slab partition - application must include plans, details of attachments and air return transfer ducts.
  2. Fire-rated assemblies – application must include materials, accessories and manufacturer's technical specifications.
  3. Furred wall linings to central core wall. Drawings must include details of system and junction to existing core wall, doorways, and frames, fire hose cabinets and the like.
- (iv) If wood paneling or other combustible materials are proposed as wall cladding, this should be installed on a sub-wall made of non-combustible wall structure.
- (v) For multi-occupant floors, the central circulation corridor shall form part of the limited common area. In the corridor wall, the materials (for the side facing the corridor only) such as gypsum boards, metal studs and wall finishes including the labor for the installation of the wall finishes shall be supplied by RCBC Realty Corporation, while the **installation of the gypsum board-up and metal studs (which includes labor cost)** at the other side (facing the office premises) shall be the tenant's sole and exclusive expense.
- (vi) Anchoring methods for partitions on floor slab and ceiling should also be submitted for review and approval of the RCBC Realty Corporation.
- (vii) Partitions located along or terminating to an exterior wall should be aligned or terminated on the vertical mullion of the exterior glass wall or on a solid wall. (Refer to Appendix A, B, C for recommended termination details). At no instance shall the mullion, sill closure or any part of the curtain wall be subjected to any pressure. A resilient material, e.g. rubber gasket, is recommended to abut to the mullion/sill closure. The window sill closure must not be subjected to induced load. No permanent fixing of any kind is permitted at any section of the curtain wall.
- (viii) No window penetrations shall be allowed.

- (ix) The paint coating of the curtain wall may not be disturbed or changed in way.
  - (x) In case the tenant desired to install security barriers/walls, these shall be subjected to the review and approval of the base building structural consultant. (Consultation fee shall be negotiated directly by the tenant to the consultant). The security barrier/wall design shall be limited to the use of structural steel channels, steel plates, security mesh as specified by the consultant and other approved architectural finishes. Poured concrete barriers that will create wet works are not allowed.
- (c) Ceiling
- (i) The ceiling module set-out (inclusive of light fixtures) shall follow the building standard within a four meter (4 meter) distance from the curtain wall. The standard incorporates a 600 mm x 600 mm. module in standard white ceiling grid. The minimum thickness of the ceiling board should be 16 mm and with an NRC rating of at least 0.65 and Class I Flame Spread.
  - (ii) The ceiling grid should be adequately supported to prevent sagging of carrying channels and tiles. It should be able to withstand zone 4 seismic forces.
  - (iii) Wood or any combustible material shall not be allowed above the ceiling. No ceiling support lines shall be connected to existing sprinkler lines and other utility lines.
  - (iv) Non-standard ceiling may be allowed but is subject to the approval of the RCBC Realty Corporation. This may be allowed on special use areas such as boardrooms and reception areas, generally, finish colors should match with the building standard ceiling color. Access manholes should be provided for maintenance of utilities above the ceiling.
  - (v) Twelve (12) cell lighting fixtures shall be 600mm X 600mm luminaries with 3-18 watt, color 84, T8 fluorescent lamps and with air-handling capability. Unless otherwise approved.
  - (vi) The ceiling height shall generally coincide with the curtain wall transom level as shown in detail of Appendix "D".
  - (vii) A standard "blind pocket" detail made of powder-coated bended GI sheet or extruded aluminum shall be installed. (Please refer to Appendix "E") Please refer to section 4.1 for approved "window blind/sun-shade system" and color.
- (d) Blinds / Drapery
- (i) Manually Operated Horizontal Venetian Blinds:  
Slats to have a nominal 25mm width. Aluminum slat shall have manufacturer's standard factory-applied finish system consisting of chemical conversion coating followed by baked-

on synthetic resin enamel coat finish. Color shall be matte white.

(e) Optional Toilet / Pantry (one executive only)

- (i) The tenant may propose one executive toilet and pantry, if he so desires. Its location should not be more than ten (10) meters away from the soil stack provisions at strategic points. Plans and details should be submitted for approval by the RCBC Realty Corporation. Note: No executive toilet can be accommodated at gridlines G/25 - G/19 of Yuchengco Tower and R/9- W/9 of Tower 2.
- (ii) Masonry units may be used as partitions. However, these should be hollow, non-load bearing and made with lightweight aggregates.
- (iii) High quality membrane waterproofing materials must be provided on the flooring of Wet/Dry Pantry with slope towards the drain. The waterproofing installation should be tested for leaks and certified by the RCBC Realty Corporation prior to installation of finishing materials.
- (iv) All utility lines shall be connected to the existing provision of the building, provided with gate valves and tested accordingly. The occupant shall install a water meter in accordance with the building specifications and shall be located on an area accessible to building technicians.

(f) Main Doors and Frames

- (i) For aesthetic purposes, the Tenant shall provide this Main Door and emergency exit doors leading to public corridor in accordance with the standard building door design. (Refer to Appendix F & G)
- (ii) All office entrances should be flushed along the corridor walls. No element of the office shall project across the boundary line of the premises.
- (iii) If the Occupant so desires, Electronic Locks may be installed at his expense. However, this should have "fail-safe" features during emergencies.
- (iv) Elevator Lobby and Fire Exit doors shall have "fail-safe" features from both side of the door.

(g) Exit Lights

- (i) Illuminated exit signs, whether ceiling or wall mounted, should be self contained, surface mounted with slender surface profile, 3-hour maintained emergency lighting duration.
- (ii) Exit signs should have aluminum trim finish to match ceiling, polycarbonate prismatic diffuser and may be used as single or double sided.

- (h) Central Core
  - (i) **Signage:** The occupant shall install signage as specified below:
    1. The RCBC Realty Corporation has set signs at the elevator lobby. The RCBC Realty Corporation shall provide wording, but limited to trade or business name, for the floor directory.
    2. No other sign, notice or advertisement of any form shall be allowed at the common areas without written consent from the RCBC Realty Corporation.
  - (ii) Painting Works / Finishing
    1. The building requires contractors to do painting works on pre-fabricated materials outside the building. Retouching can be done at the construction site
    2. It is also required the use of water-based painting materials to avoid emission of unwanted fumes
  - (iii) No work shall be allowed that may disturb the central core finishes.

## 6.2 ENGINEERING DESIGN STANDARDS

- (a) Structural
  - (i) The structural floor of the typical office is designed to carry a live load of 50 psf. (2.4 Kpa) and 125 psf. (6Kpa) for certain areas. Please refer to Structural plans for specific locations.
  - (ii) Vaults and other unusually heavy loads must be specified in plan and permits must be secured from the RCBC Realty Corporation prior to implementation of construction works or transfer to the building. Occupants are required to secure Structural Certification from the Building Consultant in case of proposed provision of unusual heavy loads
  - (iii) Chipping or scarring of floor slabs is not allowed. Coring for drainpipe penetration for plumbing, drainage or cabling conduit risers may be allowed subject to the approval of the RCBC Realty Corporation.
  - (iv) Addition of internal stairs for multi-level tenants may be allowed subject to approval of proposed design. Proposal shall include consideration for fire protection issues.
- (b) Electrical
  - (i) Power and Lighting System
    1. Normal and Emergency Power: The building shall supply 230 V, three phase, 60 Hz. power at the main distribution panel for all units with a maximum capacity of 150 KVA per floor, except for the food court area at podium level which has a 480 V, three phase, 60 Hz. power supply provision. The

occupant will provide his own distribution panel. Any upgrading works shall be on the occupant's account.

2. Emergency Power: The building shall maintain a diesel generator to supply 100% emergency power to all units.
3. Metering: Digital metering devices shall be supplied, installed and maintained by the tenant to monitor normal power and emergency power as manufactured by "**EDMI Phils. Inc**" **Mk6 (Genius)**.
4. All wiring shall be done in IMC conduit and power poles from ceiling. Wires shall be color coded as follows:
  - a. 230 volt, 1-phase  
  
Phase A – Red  
Phase B - Yellow  
Neutral – White  
Ground – Green
  - b. 460 volt, 3-phase  
  
Phase A – Red  
Phase B – Yellow  
Phase C– Orange  
Neutral – White  
Ground – Green
5. Wires and Cables:
  - a. All wires and cables shall be soft drawn annealed copper, solid for sizes 1.6 mm (#14 AWG) to 2.6 mm (#10 AWG). Other sizes shall be stranded.
  - b. MATV cables are compatible with both off-air and cable TV signals.
  - c. MATV outlets have connectors / terminators included for coaxial cable connection
6. Wiring Devices:
  - a. Light switches shall be toggle type, with rocker type mechanism and rated 10 amperes at 230 volts.
  - b. Convenience outlets shall be duplex grounding type rated at 15 amperes, 230 volts. Duplex convenience outlet is a combination parallel blade.
  - c. Single convenience outlets for exhaust fans and special small rated appliances are parallel blade, 2 pole, 3 wire grounding type rated at 15 amperes, 230 volts.
  - d. Other convenience outlets for special appliances (e.g. microwave oven) should be rated for the appliance connected.
  - e. Voice, data and intercom outlets are provided with ISDN connectors/terminals.
  - f. Plates for wiring devices shall be, self-extinguishing, electrically insulating and mechanically strong, clip-on type.
7. Ceiling conduit shall be directly fastened on to the concrete slab adequately supported in the entire conduit length.

Metallic flexible conduit shall be used for conduit extension to ceiling fixtures with a minimum length of 1.20 meters to a maximum of 1.8 meters. Poke-through slab installation is not allowed.

8. All general office space lighting levels shall be calculated at 350 to 500 lux. Lighting fixture shall be 12-cell 600mm x 600mm, recessed mounted with 3-18 watts fluorescent lamp, J&T260 electronic digital ballast with less than 10% total harmonic distortion (THD) and aluminum parabolic diffuser with air supply slots, properly supported from the ceiling concrete slab.
9. All circuit breakers shall be compatible and coordinated with the building electrical protection system. Circuit breakers shall be bolt-on type.

(ii) Telephone system

1. **Telephone Systems:** The occupant shall apply directly to the telephone company for the service. The building shall provide cables and conduits at the telephone room. The occupant will provide for termination, cables and conduits for office units.
2. All horizontal wiring for telephone system shall be done in IMC conduit directly fastened on ceiling concrete slab adequately supported in the entire conduit length.

(iii) Fire Alarm System

1. All wiring for fire alarm system shall be done in IMC conduit directly fastened on ceiling concrete slab adequately supported in the entire conduit length.
2. The building shall provide standard number of smoke detectors within the core perimeter, utility rooms and within the office area. If the space design so requires, the tenant must provide additional detectors and shall be the same brand and specification as the building supplied and as required by the code. Said tenant to occupy shall upgrade/provide, if warranted, additional loop card to activate its additional units and shall coordinate with the base building contractor prior to the tapping and addressing of each unit.
3. All photoelectric smoke detectors and manual pull station shall be fully addressable type.
4. All wiring and fire alarm equipment and accessories shall be compatible with the base building fire alarm and detection system – "SIMPLEX"

(iv) BMS

The building has the capability to monitor FCU's and VAV's through the integrated computer systems. VAV box controller shall be compatible with the building management system. However, the occupant shall provide interface wiring from the unit to the tapping point. Power requirement of the FCU's and VAV's shall be provided by the tenant.

(v) Submittal

Contractor shall in a neat and accurate manner finalize construction drawings on tracing paper. These drawings shall be submitted to Building Electrical Engineer for approval. Final acceptance will be withheld until receipt of the approved record drawings showing circuit runs and pull boxes with sufficient information for future rewiring, maintenance and identification. The final submittal of record drawings shall be in original and three sets of prints of "As-Built" drawings duly signed by and sealed by a professional Electrical Engineer of the Contractor. This approved final submittal shall become property of Management.

All electrical works shall strictly comply with the latest edition of the Philippine Electrical Code and other enforcing authorities regarding electrical and telephone works. The occupant shall pay all fees and secure all necessary certificate and permits from the proper government authorities. After the building's approval, no modification on the plans shall be done without written approval from the building management. Electrical works shall be coordinated with other trades involved in the construction. Any work involving building's permanent structure shall be subject for approval of the building manager. The occupant shall submit a signed and sealed as-built drawing to the building manager.

(c) Mechanical

The occupant shall secure the building management's approval on all plans and specifications as well as pay and secure all the necessary government permits and on prior to start of work. The building shall provide a total of 120 ton chilled water air handling units capacity per two (2) floors. The building provides a 50mm diameter chilled water stub-out on each typical office floor for off-office hour operation. A maximum of 1.5 TR is the allowable capacity for each tenant to be connected to serve the off-office hour operation. All electrical feeder, stub outs, drain, etc. shall be provided by the occupant. Re-balancing of air handling system and chilled water system shall be on the occupant's account and should be properly coordinated with the building management. After construction, as-built plans signed and sealed by the City Engineer, government permits and licenses shall be submitted to the RCBC Realty Corporation. Deviation from the approved plan shall be submitted to the RCBC Realty Corporation for approval prior to installation.

- (i) The air conditioning system is designed to maintain 24 C° +/- 1 C° dry bulb temperature and 50% +/- 10% relative humidity in the air conditioned spaces when outside temperature do not exceed 33 C° dry bulb and 27 C° wet bulb and when internal loads do not exceed the following:

1.	Occupancy	10 sq. m. per person
2.	Lighting	21.5 watts per sq. m.
3.	Appliances	16.14 watts per sq. m.

- (ii) Proposed air distribution system and schedule of variable air volume boxes shall strictly follow the attached design plans as closely as possible. Occupant shall connect his air distribution ductwork to the existing supply and return air ducts. Deviations or changes shall be properly approved by the Building Administrator prior to installation.
- (iii) Air conditioning ducts shall be of plain GI sheets and fabricated as per SMACNA standards for low and medium construction as required.
- (iv) Flanged-type air-conditioning supply ducts shall be of the medium pressure construction from the existing tapping point near the AHU room up to the variable air volume (VAV) boxes and of low-pressure construction from the VAV boxes down to each individual outlets or diffusers.
- (v) All main air conditioning ducts up to 8 meters from the AHU room must be provided with internal acoustical duct lining. Lining shall be 75 mm initial thickness, 32 kg/cu.m. density fiberglass compressed to 50 mm thick and lined with polyethylene sheet fastened with mechanical pins.
- (vi) All supply and return air ducts not provided with duct liner shall be properly insulated with 1 inch thick, 48 kg/cu.m. density fiberglass insulation with reinforced aluminum foil vapor barrier on one side, except for ducts installed outside air conditioned spaces where insulation thickness shall be 50 mm.
- (vii) Overlapping of A/C ducts and lighting fixtures shall not be allowed. Ductwork shall be constructed so as to meet the required floor to ceiling heights set by management.
- (viii) Variable Air Volume (VAV) boxes shall be of the sizes and capacities as scheduled on the drawings and shall be as manufactured by Carnes, as used in the base building or Management-approved equal brand. They shall be of pressure independent electronic control type. Terminal unit shall be provided with DDC electronic control. The DDC electronic control shall be capable of interphasing with the Base Building ANDOVER CONTROLS 600 series BMS Infinity Terminal Control Unit model TCX851 control bus; repeater model Infilink 200. Thermostat with integral maximum and minimum airflow setpoints shall be provided by the terminal unit manufacturer. A line voltage to 24-volt transformer shall be provided. The VAV box shall be variable volume type made from gauge 22 galvanized steel, insulated with 25mm thick, 0.675 kg. density glass fiber insulation, with removable panel for servicing of internal parts. Damper assembly shall be made from 2-24 gauge low leakage. Bearing shall be nylon type for noise free operation requiring no lubrication. All VAV boxes shall be interlocked to the Building Management System (BMS)

- (ix) Control air piping stub-out is provided at the air handling unit machine room of each floor. Occupant shall connect its control air piping requirements and provide the necessary accessories from this existing provision to each individual VAV box. Control piping shall be of copper tubing, Type M.
- (x) For off-office hour air conditioning loads, requirements, 42,240 Watts (18 Tons) of Refrigeration (TR) total capacity stub-out per floor on the chilled waterside is provided at the AHU machine room. Future additional air conditioning units shall of the free-blow type or ducted type, chilled water units and limited to 1.5 TR maximum capacity per unit. All necessary chilled water piping from the stub-out to each individual A/C unit, drain lines, electrical power feeder and control lines including the chilled water units and all its related accessories shall be furnished by the Occupant. Electrical provision for this building feature is 230 volts, 1/3 phase, 60 hertz. Refer to the Structural standards for floor loading limitations and plan showing equipment platform/base shall be submitted to Management for approval prior to fabrication/installation. **Additional FCU:** Occupant is allowed to install ceiling mounted, chilled water type fan coil unit if necessary. All necessary connections such as BI chilled water piping, drains, stub-outs, electrical feeder and other accessories shall be furnished by the occupant. However, the occupant is required to install a "device" to properly monitor the volume of chilled water used. This shall be subjected to the approval of the Property Management Office prior to installation. Chilled water lines supply and return temperatures are 6.67 deg.C and 13.9 deg. C, respectively. Chilled water return lines shall be provided with a dynamic automatic balancing valve for additional FCU installation.

In case a whole-floor Tenant desires to put –up additional AHU, the flooring of the room shall be provided with adequate waterproofing materials and floor insulation to prevent possible moisturization under its concrete soffit slab.

- (xi) All partitions, which shall be extended up to the floor slab of the succeeding floor, shall be provided with sufficient openings for return air and smoke exhaust passage. Transfer ducts shall be provided as necessary.
- (xii) Occupant shall install a ceiling-mounted type exhaust fan with back-draft damper and all necessary exhaust ducts up to the provided exhaust duct stub-out should they decide to construct an additional toilet. Maximum capacity of exhaust fan shall be limited to 100 CFM with an electrical characteristic of 230 volts-1 phase-60 hertz.
- (xiii) Balancing of the air distribution system, which is the responsibility of the occupant, shall be properly coordinated with Management.
- (xiv) "As-built" plans shall be submitted to Management after all installation, balancing and testing works have been completed. This submittal shall be in reproducible original and

three sets of prints of "As-Built" drawings duly signed and sealed by a professional Mechanical Engineer of the Contractor.

- (e) Fire protection
  - (i) The installed sprinkler system is based on non-combustible materials. Ceiling, floor, partition and other materials should be non-combustible and should have a Class I fire rating.
  - (ii) Each sprinkler head has a coverage area of 18 sqm. Any relocation due to partition or replacement of heads as maybe required by the occupant shall be installed by authorized sprinkler contractors only. The contractor is required to closely coordinate with the Building Administrator one day prior to the start of work.
  - (iii) Sprinkler heads installed are rated at 165 degrees F or 74 degrees C for ordinary room temperature. The sprinkler heads are pendent types, chrome plated. Should the Occupants wish to replace them with a more attractive one of their choice, such sprinkler sample and technical brochures shall be approved by the Fire Protection Consultant before implementation.
  - (iv) Minimum clearance between the sprinklers and the wall shall be 500mm.
  - (v) Before any interruption of service in the sprinkler system, the Property Manager must be notified in writing so that the Maintenance Engineer can prepare the requirements prior to shutting-off and opening of the sprinkler control valve affected by the interruption.
  - (vi) Any hanging material such as lighting fixture, decorative elements and alike shall not be attached to the sprinkler heads or any part of the sprinkler system
  - (vii) Painting and other forms of finishes applied to the sprinkler heads that may damage the fusible links will not be permitted.
  - (viii) Fire Hose Cabinets are located near the fire exits. Provided are 30 m. fire hose, nozzle, control valve, hose accessories and 9 kg. fire extinguisher for Class II. The occupant shall supply the required additional fire extinguisher as stated by the Fire Code of the Philippines determined after finalizing partition location. For offices (light hazard occupancies), the FCP requires that the maximum travel to an approved type extinguisher must not exceed more than 22 meters.
  - (ix) Lighting fixtures, air ducts shall be installed away from sprinkler heads. The minimum distance permitted is 300mm away from light to sprinkler head.
  - (x) During the construction, fire extinguisher shall be required during the whole construction period. Cooking and

designation of sleeping areas within the work place will be strictly prohibited. Extra precautionary measures shall be undertaken specially during sprinkler heads relocation work.

- (xi) Two sets of "As-Built" drawings, duly signed and sealed by a registered Sanitary Engineer of the Contractor, shall be submitted to the Property Manager after all installation, construction and testing works have been completed. This approved drawing shall become the property of the RCBC Realty Corporation.

(f) Sanitary

(i) Related Work

1. Additional private toilets composed of tank-type water closet, lavatory and floor drain/ pantry with lavatory may be constructed by Occupants. All design and cost for such additional toilets and pantry shall be for the Occupants' account.
2. Construction of showers shall be permitted, subject to approval.
3. All plumbing installation shall conform to the latest edition of the National Plumbing Code of the Philippines and shall be supervised by a registered Master Plumber/ Sanitary Engineer.

(ii) Equipment

1. All plumbing specifications must be submitted to the Property Manager for approval.
2. For additional private toilets/ pantry, the following roughing-in are provided:
  - b.1 Branch line where soil/ waste lines may connect,
  - b.2 Waterlines
  - b.3 Vent lines

(iii) Location

1. For flexibility, the exact location of additional fixtures will depend on the needs of the Occupants, provided that these are within 10 meters from the provided branch lines.
2. No plumbing fixture shall be designated on top of any beam.

(iv) Materials

1. Cast iron pipes and fittings for waste pipes shall be bell and spigot type (with hub type) conforming to ASTM A74 service weight and tapping size shall be 100mm diameter.

2. GI pipes for water supply shall be schedule 40 which includes gate valves, check valves and union patent to complete the toilets at 175psi rating.
3. All waterline tapping shall be provided with isolating gate valves capable of standing the test pressure of 150 psi. The cast iron pipe shall be tested with a pressure equivalent to one floor height.
4. All pipes shall be properly supported with acceptable pipe hangers similar to existing ones.
5. Floor drain shall be 50mm diameter with 100mm strainer similar to Metma Model 249-32.

(v) Inconveniences

When an Occupant completes his ceiling ahead of the Occupant directly above him, there is a presumed inconvenience on the part of the lower Occupant when the future toilet of the upper Occupant is installed. The upper Occupant, with the assistance of the Property Manager, must coordinate with the lower Occupant on the dismantling and reconstruction of the ceiling of the lower floor Occupant to give way for the upper floor Occupant to complete the installation of this toilet. All direct and substantiated cost are to the account of the upper occupant.

(vi) "As-Built" Drawings

Three sets of "As-Built" drawings with electronic file, duly signed and sealed by a registered Sanitary Engineer of the Contractor, shall be submitted to the Property Manager after all installation, construction and testing works have been completed. This approved drawing shall become the property of the Building Management.

## **7. WORKS BY NOMINATED CONTRACTORS**

- 7.1. Lessees shall be responsible for making all arrangements with the Nominated Maintenance Contractors for the carrying out of all works required by their fit-out proposals, including the negotiation of costs, rates and programs of works. No responsibility shall be undertaken by the Property Management Office or its agents for the works or any unsatisfactory discharge of or delay arising from such works. The RCBC Realty Corporation and/or the Property Management Office and/or their respective agents shall not also be held responsible for the acts, neglect or omissions of the Nominated Maintenance Contractors.
- 7.2. These works are to be carried out by the Nominated Maintenance Contractors appointed by the Property Management Office, as listed in this guide at the Lessee's own costs. These include:
  - (a) Electrical

- (i) For whole floor Lessee, the incoming cables from the switch room to the Lessee's main switch board
  - (ii) Isolator switches and main/local MCCB/MCB inside the Lessee's Premises
  - (iii) All interior conduits and wiring for interior lighting, power sockets for appliances, etc.
  - (iv) Additional light fittings as approved
  - (v) Electrical cable for the Lessee's computer room, independent air-conditioning units and computer equipment
  - (vi) Arrangement for the installation of an electric meter with the Property Management Office
  - (vii) For whole Lessee's, a tee-off connection point (tap-off point) from the feeder busbar inside the switch room will be provided by the Property Management Office. Plug-in units complete with isolators of the appropriate rating will be installed by the Property Management Office's contractor at the Lessee's cost
  - (viii) For multi-tenanted floors, the main isolators and main incoming cables leading to the Lessee's Premises will be installed by the Property Management Office's nominated contractor  
 Note: If insufficient or inaccurate technical information is supplied to the Property Management Office prior to initial installation, subsequent replacement will be at the Lessee's cost
  - (ix) Final connection of the power supply for the air-conditioning unit of the computer room(s) and computer equipment.  
 Note: Nominal capacity is 15kVA and 20kVA. Electric cables required will be installed by the Lessee's contractor with a 10 meter loose end outside the switch room for connection by the Property Management Office's contractor at the Lessee's own cost.
- (b) Air-conditioning
- (i) Alteration or addition to the air-conditioning system, if any, to suit the Lessee's lay-out;  
 Note: Additional air-conditioning unit for the tenant's IT Room should be chilled water type. Pipe work complete with isolating valves, strainer, insulation, etc. shall be Lessee's cost. Flushing out of the Lessee's pipe work is to be witnessed by the Property Management Office prior to any connection being made.
  - (ii) Approved relocation of the VAV boxes or any other changes to the main air supply system within the ceiling void;  
 Note: The flexible ducting connected to the air-conditioning supply outlets has been so designed that limited flexibility is available and these alterations can be carried out by the Lessee's contractors.

- (iii) Installation and any approved relocation, of the thermostat control unit complete with conduit and wiring to an approved location; and
  - (iv) Installation of pipe work complete with insulation, isolating valves, strainer, etc. for the Lessee's computer room air-conditioning system.
- (c) Plumbing and Drainage
  - (i) Provision of a drainage connection point at the approved locations
  - (ii) Provision of fresh water and flushing water connection points with ends capped of the approved locations
  - (iii) Provision of vent pipe connection point at the approved locations
  - (iv) Provision of a stainless steel sump and pump system for pantry wastes.
- (d) Fire Services
 

Alteration or addition to the fire services installation to suit the Lessee's layout
- (e) Sprinkler System
  - (i) Sprinkler pipes work and smoke detectors to the level of the Lessee's ceiling installation, if required
  - (ii) Full height partitions may require additional sprinklers and smoke detectors to be installed.
  - (iii) Additional sprinklers may be required due to the Lessee's requirement to modify existing air-conditioning ducting as installed
  - (iv) All alterations to the sprinklers will be at the Lessee's cost.  
Note: The Lessee must coordinate with the Property Management Office's Fire Services Contractor for site coordination with the Property Management Office's Consultant's comments.
- (f) Trunking System
  - (i) Supply and installation of telecommunication services
  - (ii) Additional tee-off from the Building's flooring, ceiling and inter-floor trunking system provided for power, data communication and telephone cables.
- (g) Data Communication - Trunking System
 

Connection to the trunking network in accordance with the Lessee's requirements.

Note: The Lessee should submit detail information with respect to the manner in which they propose to utilize the data communication Trunking System.

(h) Security Alarm System

- (i) Installation of proposed door contacts, breakglass sensors, etc. complete with conduit (optional)
- (ii) Wiring and final connection of the Lessee's door contact break-glass sensor points, etc.

Note: The Lessee should coordinate with the Property Management Office's contractor directly with respect to optional terminal installations, conduiting and other associated works which may be required within the Lessee's Premises.

(i) Computerized Card Access Control System  
(Card Key System)

- (i) Installation of Card Key Control Unit onto the main entrance door complete with conduits (optional).
- (ii) Installation of Card Key Control Units onto other proposed access control points complete with conduit (optional).
- (iii) Conduits within the Property Management Office's area and all control/signal wiring beyond the signal connection point shall be done by the Property Management Office's contractor at the Lessee's cost.

Note: The Lessee should coordinate with the Property Management Office's contractor direct with respect to installation of the Card Key Control Unit by the main entrance door, conducting and other associated works which may be required within the Lessee's area

(j) Fire Alarm and Detection System

Provision of smoke and heat detectors in all areas.

(k) Others

Amendments to any other services provided at the time of hand-over of the Premises.

## **8.0 Fit-out Restrictions**

You should ensure that your designers/technical consultants are aware of the necessity for your installations and designs to comply with all statutory requirements of the Makati City Building Officials Office, Philippine Economic Zone Authority, Fire Services Department and Utility Companies. Any part of your works, which fails to comply, may need to be adjusted or replaced at your cost.

Generally in your design try to avoid conflicts with the location of services provided by the Landlord in your premises. THE COST OF EACH RELOCATION OR ALTERATION IS TO YOUR REASONABLE ACCOUNT.

Please consider the following specific points in preparing your designs and plans for approval:

#### 8.1 Internal Lay-out

Your consultants should study the layout of sprinkler heads within the premises prior to designing the office. If sprinkler heads have to be moved from their indicated locations, or additional sprinkler heads are required, the reasonable and vouched cost will be borne by the Lessee.

#### 8.2 Chasing Floors

NOT PERMITTED. The existing floor trunking grid system must be used.

#### 8.3 Lighting Fixtures

All lighting fixtures located at the perimeter / near the curtain wall should not be removed, replaced or altered.

#### 8.6 Air-Conditioning

The VAV terminal boxes related to the area of your premises are designed to provide sufficient cooling capacity to maintain temperatures within the premises for normal office activities.

Excessive numbers of spot lamps or other appliances, which generate heat, will reduce the cooling efficiency within the premises.

If therefore your design calls for large numbers of such fittings, you must consider the effect on the total heat load generated. If the heat load you propose is too great, an additional air-conditioning unit may be required to maintain balanced conditions - and the reasonable and vouched cost will be to your account.

Note: NO AIRCONDITIONING WILL BE SUPPLIED DURING FIT-OUT.

#### 8.5 Curtain Wall

No work including fixing, chasing, painting, etc. is permitted to the glass area or frame of the curtain wall and you will be liable to reinstate, at your reasonable expense, all damaged areas. If any such contravention is noted, the Fit-Out Coordinator may stop all fit-out works at your premises until full assessment of the damage is carried out.

#### 8.6 Structural and Core Wall

No work, including chasing, forming openings, etc. is permitted to the structural walls and floors and you will be liable to reinstate, at your reasonable expense, all damaged areas. If any contravention is noted, the Fit-Out Coordinator may stop all fit-out works at your premises until full assessment of the damage is carried out.

## 8.7 Partitioning

All partitioning work shall be non-combustible dry partitioning. Glass in partitions may extend down to the floor level. Tempered glass is to be used where required. **No poured concrete wall that will create wet works are allowed.**

## 8.8 Ceiling Void

No combustible materials are allowed to be installed in the ceiling void.

## 8.9 Floor Loading

Allowable live load for each floor is 250 kg per square meter.

## 8.10 Internal Staircases

The Lessee of multiple floors may apply for approval to construct internal staircase between floors. Building may allow this on condition that:

- a) Project consultant has studied the proposal and agreed that it is feasible.
- b) Project Consultant has secured structural certification from the Building Structural Consultant.
- c) Lessee obtains all necessary approval from Building Authorities.
- d) Lessee bears the cost of the design, construction and re-instatement.
- e) **Project consultant has considered the provisions of the local Fire Code and the latest edition of NFPA.**

## 8.11 Lease Line of Demised Premises

Where the main entrance of the Demised Premises is adjoining the Main Lift Lobby, the lease line of the Demised Premises is demarcated on the floor. The Lessee will have to design his main entrance such that they do not encroach beyond the Lease Line into the common area.

## 8.12 Floors

- (a) No heavy point loads shall be imposed on any floor areas of the Demised Premises without Property Management Office (RCBC Plaza) written consent. No surfaces or projections potentially hazardous to pedestrian traffic will be allowed.
- (b) All penetrations through the slab above or below the Demised Premises must have Property Management Office's prior approval. This work may then be carried out by Property Management Office at Lessee's expense.
- (c) Should a wet area be included in the Demised Premises, the full details of waterproofing method must be submitted together with the plans. Methodology of application must follow international standards. The regular maintenance of the waterproofing must also be specified in the details.

## 8.13 Doors

The Lessee must indicate on his submission the location of the main doors to the office space. Main entrance doors (double or single leaf) should be 1000mm x 2400mm x 12mm tempered glass doors with top and bottom stainless steel frames and stainless steel push-pull bars as indicated in Appendix F.. Additional exit doors must be fire rated. **Double leaf doors can be used for single tenanted floors, while single leaf doors for multi-tenanted floors.**

#### 8.14 Company Logo and Signages

- (a) The design of proposed signages shall be submitted to Property Management Office for clearance before installation.
- (b) For the Lessee occupying whole floors, RCBC Plaza may allow the company signage to be affixed to suitable position within his leased premises. The Lessee is required to submit his design in large-scale drawings to Property Management Office for clearance prior to fabrication.

#### 8.15 Numbering of Units

Property Management Office will provide standard size unit numbers and fix them at specific locations. The tenant is not allowed to install unit numbers of other designs or remove the numbers that RCBC PLAZA has installed.

#### 8.16 Ramps

The Lessee shall indicate on his submissions the details of all proposed ramps.

#### 8.17 Window Finish

Shall be to Lessor standards. These are available on request.

#### 8.18 Nominated Contractors

Tenant has the right to choose his own consultants, designers, contractors & suppliers. If he desires to use Base Building Nominated Fit-out Consultants, Designers, Contractors & Suppliers, lists are available at the Property Management Office upon a written request. Please take notes that the soundness and accurateness of their designs/works/supply is still the liability of the tenant.

#### 8.19 Hours of Operation

All workmen/contractors/tenants must strictly follow the timing arrangements for the fitting out period. Please refer to section 12.2 for the Fit-out Works Schedules.

#### 8.20 Directory Signage

The building will provide a directory signage on each level with a standard design. Each tenant on a multi-tenanted level is provided a single slot for the location of his company name. Tenants occupying one or more floors may utilize the directory signage for the location of his company name. Font sizes may vary but not the Font type. It shall be utilized without affecting the standard design. PMO is responsible for providing name of his tenants only in multi-tenanted floors. Installation of company logo maybe allowed only within

the leased premises but subject to the approval of the Property Management Office.

Your proposal for the Building's Office Tenants and Floor Directory Boards must be submitted in accordance with the design supplied by the Lessor. Please complete the attached Directory Board Order Form and return the same to the Fit-Out Coordinator.

No variations to the design will be permitted without the Lessor's prior approval whose approval shall not be unreasonably withheld.

A reasonable charge will be made for the Directory Boards and the amount will be charged to your account.

#### 8.21 Security

Once possession of your premises has been granted, you are fully responsible for its security. This will be particularly important during the fit-out period and your contractors should be instructed accordingly.

The Landlord will not be held liable for any losses in respect of materials and finished works as well as any Landlords fittings after the handing over of the premises to you unless such loss arises from the act, neglect or omission of the Landlords, its servants, agents or licenses.

Security services for the Units shall be provided only by a security agency approved by Management which shall ensure that the security arrangements of the other Units and Premises will not be adversely affected.

All workers entering and leaving the RCBC Plaza premises shall be subjected to bag inspection and body search by the RCBC Plaza Security.

### 9.0 EXECUTION OF FIT-OUT WORK

9.1 The fit-out work may commence after:

- (a) The proposed fit-out works have been approved by the Fit-Out Coordinator.
- (b) Any structural alterations have been approved by the Building Authority.
- (c) You have notified the Management Office of the name of your contractors and date of commencement of work.
- (d) You have paid the Vetting Fee as per section 4.2 of this Guide.
- (e) You have paid the Fit-out Deposit as per section 4.3 of this Guide.
- (f) Your contractor must have a valid cover note of third party insurance otherwise they will not be allowed on site. RCBC Realty Corporation should be noted as the Building Owners on the certificate of insurance.
- (g) Your contractor has collected the necessary "CONTRACTORS PERMITS".

- (h) Your contractor submitted the list of manpower who will perform the fit-out work with Personal Accident Insurance (PAI) coverage.

**No work to commence without all fees being paid to the Property Management Office, all plans approved, and acquiring all necessary insurance coverage.**

9.2 You should ensure that your contractor is fully instructed on the appropriate procedures he must follow in connection with the fit-out works as detailed in item 4.1. The Management Office will provide all contractors with a list of Building Rules to be observed by all site workers but, in particular, you should stress:

- (a) No fixation should be made to any part of the curtain wall or to the surrounding window frame.
- (b) No combustible materials are allowed to be installed in the ceiling void.
- (c) The structural walls and floor slab must not be disturbed in any way.
- (d) Required fire extinguishers must be provided in the unit during the entire fit-out works period. Smoking and cooking are strictly prohibited within the construction site.
- (e) The Management Office must be notified of any inflammable materials brought onto site and such items are to be stored in accordance with the specified requirements. No dangerous materials allowed being stored on site.
- (f) Adequate protection must be provided to prevent damage to any of the Landlord's fixtures, fittings and finishes.
- (g) The contractors' employees must carry 'CONTRACTORS PERMITS' issued to them when working within RCBC Plaza. The Property Management Office or his designated staff will evict anyone without such permit. Only those included in the list provided by the tenant shall be allowed entry to the RCBC Plaza. All workers must always properly wear the RCBC security ID card issued to them by the guard on duty in exchange of their company ID. They must also be in their respective company uniform.
- (h) The contractor's employees must only use designated basement toilets.
- (i) The contractor's employees or others must not sleep on site at any time.
- (j) No work is to be carried out during out of hours without prior Property Management Office's approval.
- (k) Contractor's staff to willingly obey directions from Property Management Office and behave in an appropriate manner at all times.
- (l) The contractor employees must wear uniform T-shirts bearing the contractor's name, long pants, safety shoes, and all necessary safety gears. Sandos, short pants, sandals or slippers and the like are prohibited.

- (m) Identification cards must be worn at all times while inside the building premises.
- (n) Workers shall not be allowed to indulge in gambling, drinking or cooking within the premises. Eating is likewise prohibited.

**All contractors should be fully responsible for their staff/workers. The Property Management Office will have the final say in all disputes.**

- 9.3 You should also instruct your contractor to contact the Management Office and advise the date(s) of commencement of work and upon which goods and materials are to be delivered. The contractor should agree with the Management Office on the following matters:
  - (a) Time of deliveries shall start around 7:00 PM to 6:00 AM the following day
  - (b) Allocation of loading area
  - (c) Allocation of service elevators
  - (d) Date for the connection and disconnection of temporary electricity supply
- 9.4 Your contractor must ensure that all waste and rubbish is removed from the premises as and when required or as directed by the Management Office.
- 9.5 Your contractor must extract all foul odors to the building exterior by extraction flow and tubing through the fire exit.

## **10.0 COORDINATION OF FIT-OUT WORKS**

All contractors employed by a Lessee shall, if required by the Property Management Office, coordinate their work with other contractors employed by other Lessees and contractors employed by the Property Management Office or their agents. The Lessee and his consultants and contractors must ensure that free access to the Common Areas, staircases, entrances, elevators and parking areas from the Premises is provided to all persons present in or working on the Premises and such free access may not be blocked, unless specifically authorized in writing by the Property Management Office. Neither the RCBC Realty Corporation nor the Property Management Office nor the agents shall be responsible for the act, neglect or omission of any Lessee, its consultants or contractors.

## **11.0 RULES AND REGULATIONS**

The Lessee should ensure that his consultants/contractors are fully instructed on the appropriate procedures, arrangements and requirements that must be strictly followed in connection with the fit-out work as detailed in this Guide.

The Property Management Office shall have the right to impose any reasonable additional regulations governing the conduct of the fit-out works, as he may deem necessary under the circumstances.

The Property Management Office will provide all contractors with a list of Building Rules to be observed by all site workers. The Lessee should also ensure that its consultants/contractors observe the following (Section 13, 14, 15, 16 & 17).

## **12.0 CONSTRUCTION HOUR**

- 12.1 The contractor must submit to the Property Management Office at least two (2) working days in advance, for all overnight/after-construction-hours activities, etc. The Property Management Office may stop or suspend any

work if such work creates a nuisance to the members of the public or affect the interests of the Building and its occupants.

- 12.2 Schedule of construction works shall be subjected to the final arrangement of PMO. Preferably, all works that will not distract operation of adjacent tenants below or above may commence at any given time. Please note that if works found to be distracting to tenant's operation, these shall be considered as major construction violation and shall be charged equivalent to the penalties stated at 19.7

Note:

1. In case there are apprehensions due to noisy works, Property Management Office has the right to confiscate all tools used that created the noise. These items shall be released upon settlement of such violation.
2. If worker/s are apprehended, he shall be ushered out of the building immediately after issuance of the violation ticket on the same day. He shall be given at least five days grace period from the day of apprehension to settle such violation/s. The issued ticket may be use as an entry pass in entering at gate-4 and will only be honored within the given grace period. After 5 days, without settlement of such violation, the violator will be banned from the site.

- 12.3 If in the opinion of the Property Management Office, additional security requirements are necessary, the Property Management Office reserves the right to charge Lessee for additional security costs as well as all other costs incurred for such overtime work (electricity, etc.).

12.4 Access to Premises

The Lessee shall allow the Property Management Office and his agents sufficient access to and from the Premises in order that regular maintenance and replacement of the communal facilities equipment and services situated in or passing through the Premises can be carried out, provided that, the same is done without detriment to the Lessee's proposed works.

### 13.0 ELECTRICITY SUPPLY

- 13.1 During the fit-out period, the Property Management Office shall, if requested, to provide temporary electricity service (for the account of the Lessee). Direct connection to the light points in the Common Areas is prohibited. No temporary leads or connections are allowed for safety purposes. **Disconnection of power supply and work stoppage will be implemented for violation of this item.**
- 13.2 Tenants contractor is required to provide his own temporary electric meter to monitor electricity consumption in the course of construction. Tapping will be scheduled upon turnover of leased area.
- 13.3 The temporary electricity will be charged according to a rate set by the Property Management Office plus a connection fee and the charge may be subject to change.
- 13.4 The Property Management Office and the Lessee must agree on the date of the connection and disconnection of the temporary electricity supply.

## 14.0 DELIVERY AND TRANSPORT OF MATERIALS

- 14.1 All goods are to be delivered via the loading bay at Basement 2. All delivery drivers and workers are to obey all traffic signs, House Rules, Car Park Rules and all instructions issued by the Property Management Office or his representatives. **The loading bay at Basement 2 should not be used as a staging area, therefore all construction materials and goods delivered on site must be brought directly to the tenants area.**
- 14.2 The Lessee shall advise the Property Management Office in writing of the commencement of its fit-out works and the dates on which goods and materials are to be delivered. The Lessee shall instruct its contractors to contact the Property Management Office to agree with the Property Management Office on the following matters:
- (a) Time of deliveries – shall start around 7:00PM to 6:00AM the following day
  - (b) Allocation of loading areas (Basement 2 Loading Dock)
  - (c) Allocation of service elevator (SE 1 for Tower 1, SE 2 for Tower 2)

No removal or delivery is allowed without prior approval from the Property Management Office. Heavy or voluminous items should not be transported using the elevator without prior approval of the Bldg. Manager.

Any damages caused by transporting of items from the loading bay at Basement 2 to the tenants area shall be assessed and correspondingly charged to the Lessee. All service lifts should be fitted with the necessary floor and wall protection to avoid damage during transporting of construction materials and goods.

- 14.3 A list of all contractor's machines, tools, equipment and building materials should be submitted to the Property Operations Division prior to commencement of any fit-out works. The same should be tested, tagged and registered by the Property Operations Division upon delivery into the Building.
- 14.4 Contractors/workmen should obtain a "Gate Pass" from the Property Management Office before bringing out from the Building any machines, tools, equipment and building materials. Otherwise, the same shall not be allowed to be brought out of the Building.
- 14.5 The use of passenger elevators for material delivery is strictly prohibited. Workers are not allowed to use the passenger elevators.
- 14.6 The contractor's agents, employees or visitors must not place, leave or obstruct any materials, equipment, refuse or debris outside the Lessee's Premises, or in the corridors, elevator lobby or in any Common Areas other than the allocated place of work. Any such items found in the common areas will be disposed of, as the Building Manager sees fit, without incurring any liability. The cost of such removal will be met by the Lessee.
- 14.7 The Lessee and/or its contractors must obtain the written approval of the Property Management Office before bringing any inflammable materials and dangerous or hazardous materials into the Building and must store the same in accordance with the requirements of the Property Management Office.

- 14.8 No combustible materials are allowed to be installed in the ceiling void or anywhere else in the Premises. All materials used for the fit-out work must be asbestos-free.

## **15.0 WASTE, RUBBISH AND CLEANING**

- 15.1 No refuse will be allowed to accumulate in the Premises or in the Common Areas.

The Lessee shall ensure that its contractors remove all waste and rubbish from the Premises at the end of each work day and as and when required or as directed by the Property Management Office.

- 15.2 General cleaning of any debris in the ceiling void and meter room should be made upon completion of the fit-out works. The Property Management Office will inspect the areas before a refund of the Fit-Out Deposit is made. Any debris found in the Premises shall be removed by the Building's cleaning contractor at the Lessee's own cost.
- 15.3 The Property Management Office reserves the right to charge the Lessee for any cleaning work deemed necessary.

## **16.0 DAMAGE TO COMMON AREA, OTHER LESSEE'S AREA**

- 16.1 The Lessee and/or his contractors should provide adequate protection for the fixtures, fittings and finishes in the Common Areas of the Building in accordance with the specifications of the Property Management Office, to ensure that the same are not damaged in any way by reason of the fit-out works of the Lessee. All costs incurred to repair any damages to the said Common Areas shall be borne by the Lessee concerned, and the Property Management Office is authorized to deduct the same from the Fit-Out Deposit.
- 16.2 No waste materials shall be discharged into toilets or hand basins. The Lessee shall be fully liable for any damage caused to the fixtures or fittings in the Common Areas as a result of a violation of this provision.
- 16.3 The Lessee shall indemnify the RCBC Realty Corporation and the Property Management Office against any claim for damages suffered or incurred by other Lessee of the Building or any other third persons caused by or due to the conduct by the Lessee of its fit-out works.

## **17.0 TESTING AND COMMISSIONING**

- 17.1 The Lessee's contractor shall inform the Property Management Office (through a written request) to witness the following:

- |     |                     |   |  |
|-----|---------------------|---|--|
| (a) | Fire protection     | : | hydro test / smoke alarm test                            |
| (b) | Plumbing & sanitary | : | flood test / flow test                                   |
| (c) | Electrical          | : | insulation test / load test                              |
| (d) | Mechanical          | : | leak test (LPG, exhaust System and chilled water piping) |

## **18.0 POST - CONSTRUCTION**

- 18.1 The Lessee's contractor shall submit 3 sets of as-built drawings, signed and sealed.
- 18.2 The Property Management Office shall conduct a final inspection to ensure construction was done according to approved plans. Rectification works shall be done as necessary at Lessee's and/or his contractor's expense.
- 18.3 The Lessee and his contractor shall submit copies of the following:
  - (a) Business Permit
  - (b) Occupancy Permit
  - (c) Certificate of Final Electrical Inspection
  - (d) Fire Safety Inspection Certificate
  - (e) A copy of Fire and Life Safety Assessment Report (FALAR) if applicable

#### 18.4 Refund of the Fit-out Deposits

Before the Fit-out Deposits can be released, the following requirements must be satisfied / accomplished:

1. The contractor/unit owner shall submit the requirements stated in section 18.1 to 18.3.
2. Final Inspection shall be conducted by the representative of the Property Management Office, together with the contractor / owner's representative. Any violation or damage should be rectified or repaired within a period of five (5) days from discovery thereof by the said representative. If no action is taken by the unit owner/ tenant / contractor, the Property Management Office shall do the necessary repair /replacement and supervision works; the cost of which shall be deducted from the fit-out deposits /bond.

In case of deviation from the approved unit improvement plans, the corresponding penalty (amount of which shall be assessed based on the extent of correction job to be undertaken) shall be applied against the account and to be deducted from the posted cash bond / fit-out deposit.

Please note that if correction work is unacceptable, a bigger penalty shall be applied based on the extent of the necessary correction job to be undertaken.

In case of unpaid penalties/charges (due to violation of House rules and regulations) on record at the time of the cash bond processing, the same shall be deducted from the posted cash bond. If the amount of the cash bond is not sufficient to cover the aforementioned unpaid penalties/charges, the tenant/ contractor shall pay for the deficiency.

3. Submission of All Testing and Commissioning Reports.
4. Settlements of all unpaid accounts (utility charges, association dues, administrative fees etc.). Failure to settle means the corresponding amount will be deducted from the cash bond.
5. Processing of refund will be made once all the aforementioned applicable conditions have been satisfied. The total amount of cash bond will be returned in full if:
  - No deviation/s from approved unit improvement plans ;
  - No damage/s caused to any part of the common areas or the adjacent units;

- No violation/s on House rules and regulations and established restrictions
- No unpaid accounts (utility charges, association dues and administrative fees, etc.).

18.5 Issuance of the Property Management Office clearance to occupy the Unit

1. No clearance shall be issued until all the unpaid accounts are fully settled.
2. All applicable stipulations shall be satisfied prior to the issuance of the said clearance.

**19.0 SCHEDULE OF FINES AND PENALTIES**

Any deviation from the approved plans and specifications and any violation of the requirements, rules and regulations contained in this document will be subject to specific and relative amounts payable deducted from the fit-out deposits.

The Property Management Office reserves the right to order all works stopped if serious and/or repeated violations are not remedied or rectified immediately by or if at any time the fit-out deposit has been exhausted from penalty payments. In this event, work may only be resume when a new bond of same amount is posted and clearance from the Property Management office has been obtained.

If no penalties were incurred during the entire duration of the Fit-out, the bond will be in returned after the final inspection of the completed works has been carried out by the Property Management Office and submission of all the post-construction document less all applicable fees and penalties.

**Penalties are as follows;**

1. Deviation from the approved plans and specification - Rectification of works and Php 10,000.00
2. Unauthorized alteration, relocation or removal of Sprinkler Heads or any other common and area Facilities rectification/ restoration - Php 10,000.00
3. Violation of work schedule - Php 5,000.00 per incident
4. Damages Inflicted on other units or - Repair/Restoration of the damaged area and Common area facilities - Php 5,000.00
5. Littering on Common Areas - Php 5,000.00 per incident
6. Loitering of Workers - Php 5,000.00 per incident
7. Penalties of Workers not complying with the Rules and Regulation at the site -Offenses (whether 1<sup>st</sup> or 2<sup>nd</sup>) shall be charged equivalent to Php 5,000.00 and shall be charged to his company

***Note: The deposited non-interest bearing Fit-out Deposit will be used to answer for any violations of the requirement, rules and regulations contained in this document/ guidelines.***

**APPENDIX I**

**RCBC PLAZA**

**List of Consultants and Contractors**

A. CONSULTANTS

Fit-Out Coordinator  
Property Management Office  
Level 24 Tower 1, RCBC Plaza  
6819 Ayala Avenue  
Makati City 1200

B. NOMINATED CONTRACTORS

General Contractor

**ECW Joint Venture, Inc.**  
201 Campos Rueda Bldg.,  
101 Urban Avenue  
Makati City  
**Contact Person:**  
Mr. Jim Clegg

Tel. No.844-9566  
844-9570  
Fax No.843-6915

**Pacific Orient Consultants  
and Management, Inc.**  
7484-A Dao Street  
San Antonio Village  
Makati City

Tel. No.890-8115  
to 17  
Fax No.890-7907

**Contact Person:**

Mr. Ceferino Eleazar

4930

**SKI – KG Joint Ventire  
and Management, Inc.**  
7/F Sage House Condominium

Tel. No.887-  
887-4913  
Fax No.812-

5249

110 Herrera Street  
Legaspi Village, Makati City  
**Contact Person:**  
Mr. Manuel Vergara

Air-conditioning /  
Sprinkler /  
Sanitary Plumbing  
System

**Sanki-Kemtec Joint Venture**  
9/F GMA Lou-Bel Plaza  
Bagtikan St. cor. C. Roces Ave.  
Makati City  
**Contact Person:**  
Mr. Yasutoshi Yoshida

Tel. No.896-9574Fire  
896-9536  
Fax No. 896-9617

Fire Alarm/  
Security / BMS  
System Installation

**Electro Systems Ind. Corp.**  
45/F Philamlife Tower  
8767 Paseo de Roxas  
Makati City  
**Contact Person:**  
Mr. Rene Cabarles

Tel. No.885-0970  
Fax No.729-8858

Electrical  
Installation

**EEI Corporation**  
12 Mangahan St.  
Brgy Bagumbayan, Libis, Quezon City  
**Contact Person:**  
Mr. Roberto Jose Castillo

Tel. No. 635-0843  
635-0844  
635-0845  
Fax No. 635-0609  
635-0612

## **APPENDIX II**

### **RCBC PLAZA**

#### **Offices - Fit-Out Questionnaire**

This Questionnaire must be completed in every respect and returned, by hand together with marked up plans to:-

#### **Fit-Out Coordinator**

Fit-out Guidelines – September 2010 Edition  
RCBC Plaza Property Management Office

Property Management Office  
Tower 2, RCBC Plaza  
6819 Ayala Avenue  
Makati City 1200

1. **Tenant's Name(s):-**

2. **Tenant's Address for correspondence:-**

Telephone No:                      Person in Charge:

3. **RCBC Plaza Unit No:**

4. **Name of Tenant's Architect or Interior Designer:-**

5. **Name of Tenant's Fit-Out Contractor:-**

Name:  
Address:

Telephone No: Office

Person in Charge:

### **APPENDIX III**

#### **RCBC PLAZA**

#### **Directory Order Form**

To : **Fit-Out Coordinator**  
Property Management Office  
Tower 2, RCBC Plaza  
6819 Ayala Avenue  
Makati City 1200

From : **Tenant's Name(s):-**

**RCBC Plaza Unit No:-**

**Tower 1/Tower 2**

Tenant's Address for correspondence:-

Telephone No:

Person to Contact:-

Please proceed with the tenant name plates with installation as follows:-

a) First Floor Directory

Required Entry (English) (Note: The name should be the same as that in the Contract of Lease and should follow the standard building signage):

#### **APPENDIX IV**

#### **RCBC PLAZA**

#### **Directory Order Form**

a) Directory at Lift Lobby on Tenant's Floor

Required Entry (English) (Note: The name should be the same as that in the Contract of Lease):

Tenant's Business Nature:

Agriculture/Mining

Advertising/Travel Agent/  
Other Business Services

Manufacturing	Government/Consulates
Construction	Health/Community Services
Wholesale/Retail/Import Export/Trade	Entertainment/Recreation/ Personal Services
Shipping/Transport/Storage	Telecommunications/Computers
Finance/Banking/Investment/ Insurance	Buying Office
Property/Professional/ Legal Services	Others (please specify) _____

Signed:

Date:

Note: Only one entry per directory per tenant will be permitted and an invoice will be issued to debit the cost of nameplates.

## **APPENDIX V**

### **RCBC PLAZA**

#### **TENANTS' COMPREHENSIVE FIT-OUT CHECK LIST**

1. Signing of Contract of Lease and receipt of notice of possession.
2. Receipt of Fit-Out Guide, Questionnaire, Record Plans, etc.
3. Arrange meeting with the Fit-Out Coordinator and your designer/contractor, if considered necessary.
4. Return proposed fit-out plans and completed questionnaire together with the required vetting fee to Fit-Out Coordinator, Property Management Office, Tower 2, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200.

5. Receipt of landlord's approval for fit-out work.
6. Possession of premises and payment of fit-out deposit.
7. Insurance cover, contractor/public liability.
8. Commencement of fit-out work and contractor brief on:-
  - a) Insurance requirements
  - b) Taking of possession
  - c) Supply of temporary power and water
  - d) Delivery of materials
  - e) Rubbish removal
  - f) Liaison with Property Management Office
9. Final inspection of completed fit-out work by the Fit-Out Coordinator. If fit-out work is in order, refund of the fit-out deposit will be arranged.

**APPENDIX VI**

**RCBC PLAZA**

**ACKNOWLEDGMENT**

**Please sign, date and return with your plans.**

We hereby agree to comply with the terms and conditions contained in this Fit-Out Guide.

Signed \_\_\_\_\_ Signature \_\_\_\_\_  
(Name in Block Letters) (For and on Behalf of Lessee)

Date \_\_\_\_\_

**Note:** Plans will not be accepted without this form being signed and returned with plans.