



MEMORANDUM

To	: RCBC Plaza Tenants	Date	: April 17, 2017
From	: Property Management Office	Ref. No.	: PMO-AMM-2017-40
Subject	: Inspection by Makati City Building Officials		

Message:

Please be advised that the Makati City Building Officials will be conducting an annual inspection of the building on April 19, 2016 from 8:30 AM to 5:00 PM for the renewal of RCBC Plaza's Permit to Operate. Access inside Tenants' premises is required for the inspection of the offices' fire protection, sanitation, equipment, structural permits and electrical systems. For the retail tenants, please be prepared for the possible inspection of your kitchen and LPG pipe lines, smoke detectors and sprinkler system.

Please ensure that all necessary permits (such as business & occupancy permits) are displayed conspicuously, per usual. Failure to do so may be grounds for penalties.

Thank you for your usual cooperation.

Sincerely,



ENGR. EVARISTO MEDINA, REE
Property Manager
RCBC Plaza

*Cc: Tenant Relations Department
Security Department*